

7<sup>th</sup> November 2023

## NOTICE OF PARISH COUNCIL MEETING

The Members of Hunts Grove Parish Council are hereby summoned to attend the following meeting:

**Meeting:** Hunts Grove Parish Council  
**Date and time:** 13<sup>th</sup> November 2023 at 6.30pm  
**Venue:** Hunts Grove Primary Academy, Harrier Way, Hunts Grove, GL2 4EP

Mrs. Julie Shirley, Parish Clerk

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### PUBLIC PARTICIPATION

The Parish Councillors very much welcome members of the public to attend Council meetings. Please take a minute to read the agenda and raise any questions or comments you may have under agenda item 4 – public participation. We will do our best to respond straight away and if we're unable to we will provide a written response as soon as possible. We are grateful for your attendance and input.

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## AGENDA

### 1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk.

### 2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting.

### 3. MINUTES

- a) To accept as a true record the minutes of the meeting held on 9<sup>th</sup> October 2023.

### 4. PUBLIC PARTICIPATION

- a) To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.
- b) To receive reports from District and County Councillors.

### 5. GROUPS, EVENTS & PROJECTS

- a) Hunts Grove Wombles update from Cllr Meecham.

- b) To receive updates on the following community events:
  - Santa Grotto at Hunts Grove Primary Academy
  - Santa Run.

## **9. DEVELOPMENT SITE UPDATES**

- a) To receive an update from Crest Nicholson.
- b) To consider issues relating to village maintenance.
- c) To receive an update regarding the management company.
- d) To receive an update on the community building.
- e) To receive an update on the Travel Plan.
- f) To receive an update regarding the parish council's adoption of Phase 1 and decide next steps.

## **10. GROUPS, EVENTS & PROJECTS**

- a) To receive an update on the Parish Business Plan.
- b) To receive an update on the Naming Project and agree the proposals.

## **11. PLANNING**

- a) To consider the following planning application:
  - i. S.23/2167/HHOLD – single storey rear extension
- b) To consider planning applications received since publication of agenda.

## **12. BOUNDARY CONSULTATION**

- a) To agree response to the Gloucestershire division boundary consultation
- b) To receive an update on the request for support to review the boundary between Hunts Grove and Quedgeley and decide next steps.

## **13. TO RECEIVE UPDATES FROM GLOUCESTERSHIRE CONSTABULARY**

- a) To note that the date of the Councillor Advocacy Scheme meeting (Gloucester) is 17<sup>th</sup> January at 6.30pm, venue to be confirmed.

## **14. RECRUITMENT**

- a) To confirm the appointment of Sarah Bodmer as Parish Clerk & RFO.
- b) To consider and approve recruitment of additional staff to support the council.

## **15. FINANCE AND PROCEDURES**

- a) To receive the bank reconciliation and budget comparison reports for the last period.
- b) To approve the purchase of mobile telephone for the Parish Clerk.
- c) To note that the NALC pay scales for 2023/24 have been agreed, backdated to 1<sup>st</sup> April 2023.
- d) To consider the draft budget 2024/25.
- e) To appoint GAPTC as internal auditor for 2023/24 at a cost of £245.
- f) To confirm meeting dates for 2024.
- g) To approve the schedule of payments.

## **16. YOUTH PROVISION**

- a) To approve the Youth Provision tender specification.

## **17. TO RECEIVE THE CLERK REPORT**

## **18. TO RECEIVE REPORTS FROM PARISH COUNCILLORS**

## **19. WEBSITE & COMMUNICATIONS**

- a) To consider councillor communications and clarify the social media policy (Cllr Thorne).

## **RECURRING ITEMS TO NOTE AND BRING FORWARD AS REQUIRED**

## **20. DEVELOPMENT SITE UPDATES**

- a) To receive updates from PREIM and discuss matters arising.
- b) Colethrop Farm Ltd (CFL) updates.

## **21. VILLAGE MAINTENANCE**

- a) Review updates to the Village Survey Report
- b) Health & Safety Issues (play equipment, old farm cistern)

## **22. PARKS & OPEN SPACES UPDATE**

- a) To receive an update from Cllr Turner-Wilkes.

## **23. ENERGY FROM WASTE**

- a) To receive an update from the Community Liaison Group (CLG) representatives.

## **24. HIGHWAYS UPDATE**

- a) Haresfield Lane works update.
- b) Harrier Way Junction and resurfacing updates.
- c) A38 junction works & construction traffic routing.
- d) To receive an update on "hedgehog highway" campaign.
- e) "20 is plenty" Project.

## **25. WEBSITE & COMMUNICATIONS**

- a) To receive the communication report.
- b) To receive an update on the Parish Mailing List.
- c) To receive an update on the Business Directory.

## **26. CORRESPONDENCE.**

# MINUTES

**Meeting:** Hunts Grove Parish Council Meeting  
**Date and time:** 9<sup>th</sup> October 2023 at 6.30pm  
**Venue:** Hunts Grove Primary Academy

**Present:**

Cllr Demelza Turner-Wilkes (Chair)  
Cllr Kevin Thorne  
Cllr Sandra Meecham

**Also In Attendance:**

Ms L Brailsford, Crest Nicholson representative (remote attendance until 7.25pm)

**529/23 APOLOGIES FOR ABSENCE**

Cllr Mark Ryder  
Cllr Adam Hampson  
County Cllr Stephen Davies  
District Cllr Gill Oxley.

**530/23 DECLARATIONS OF INTEREST**

There were none.

**531/23 MINUTES**

- a) Council **resolved** to approve the Minutes of the Meeting held on 11<sup>th</sup> September 2023.

**532/23 PUBLIC PARTICIPATION**

None present.

County Cllr Stephen Davies forwarded his report by email which was noted as follows:

- Gloucestershire has secured £4.4m from the Bus Service Improvement Plan Plus from the Department of Transport. Work has now started on how best to invest this.
- Gloucestershire has launched a healthy lifestyle programme for Children and families, run by BeeZee Bodies.
- County Council has launched a consultation to gather feedback on admissions arrangements for both County Council run schools and some academies.
- The Build Back Better Fund has been expanded giving each Councillor an additional £10,000.

### 533/23 GROUPS, EVENTS & PROJECTS

- a) Council noted that the publicly accessible defibrillator on Harrier Way is now secured in a lockable cabinet and the code has been registered with The Circuit. Tracking devices have been purchased to attach to each defib. A local paramedic has volunteered to be a custodian for both defibs, which the Council gratefully accepted.
- b) Council received an update on the storage shed and confirmed the storage arrangements which will be reviewed in a month. Pyracantha plants will be planted around the outside of the shed to improve the appearance of the shed. **Action: Clerk.**
- c) Council received a brief update from the Hunts Grove Wombles. The next litter pick is on Saturday 14<sup>th</sup> October. **Action: Clerk** to proceed with ordering the litter pickers and hoops to be delivered to Cllr Meecham for the second team of litter pickers.
- d) Council received an update on the Remembrance Service to be held at The Acorn public open space on Thursday 9<sup>th</sup> November 11am. **Action: Cllr Meecham** to publicise.
- e) Council confirmed it would organise the Santa Grotto at Hunts Grove Primary Academy on 16<sup>th</sup> December and agreed a budget of £500 to purchase gifts to give to the children and decorations for the grotto. **Action: Cllr Meecham.**
- f) Council received brief updates on the following community events:
  - October half term Festival of Light on 1<sup>st</sup> November. Cllr Meecham explained the need to purchase a scissor lift as the hireable ones are too big. **Action: Cllr Meecham** to circulate details of preferred lift to purchase.
  - Santa Run – 17<sup>th</sup> December.

### 534/23 DEVELOPMENT SITE UPDATES

- a) Update from Crest Nicholson; development for Land South of Haresfield will be publicised with an online exhibition website to share information.
- b) Council received an update regarding the provision of a community building. Plans have been prepared and will be tweaked following feedback from Crest Nicholson, the plans will be shared with the Parish Council in the coming days.

Harrier Way resurfacing works update: The boards will be removed as a first step of the works.

Bellway public open space: wet pour safety surfacing has been completed and RoSPA have inspected. There were some minor safety items to be rectified and then the area will be open.

Sewage overflowing the pathway – Crest had inspected the area a couple weeks ago when it was first reported, and a loose valve was found and resolved but Crest will continue to work with Severn Trent Water to ensure there isn't a larger issue.

Pathway from Hunts Grove Drive to the major public open space still needs to be repaired.

Council ran through the outstanding maintenance issues: Brambling Way, Pine Marten Close, Hunts Grove Drive verges. There is also an issue with vehicles potentially colliding on Harrier Way where there are parked cars, raised ironworks and the haul road boarding preventing clear visibility on the bend. Lucie will follow-up the maintenance issues and find out a timescale for the removal of the boarding.

Lucie is working on a regular monthly update from Crest that the Parish Council can share on social media channels.

The new bins near the school public open space are not being emptied; Lucie will request that these are added to the Four Seasons Landscaping collection schedule.

The Harrier Way resurfacing works include some additional school signs which haven't yet been installed.

Public Open Space needs signage to restrict dogs from the fenced areas.

Active Travel update: a statement of common ground has been prepared to send to the Parish Council for consideration.

- c) Council received an update regarding the management company and the potential transfer of assets to the parish council; the next meeting with Crest is on 17<sup>th</sup> October.
- d) There was no update regarding the parish council's adoption of Phase 1 public open spaces, Stroud District Council has requested a meeting with the Parish Council to clarify the parish's position. **Action: Clerk** to respond with available meeting dates.

### **535/23 PLANNING**

- a) There were no planning applications received since publication of agenda.
- b) Council received an update from Cllr Thorne following the presentation by Black Box on the proposed development at Whaddon Fields.

### **536/23 GLOUCESTERSHIRE CONSTABULARY UPDATES**

Cllr Turner-Wilkes volunteered to attend the quarterly meetings with the Police. **Action: Cllr Turner-Wilkes** to liaise with Cllr Ryder regarding attendance.

### **537/23 FINANCE AND PROCEDURES**

- a) Council received the bank reconciliation and budget analysis for the period ending 30<sup>th</sup> September 2023. Draft budget for 2024/25 to be discussed on 25<sup>th</sup> October via Teams meeting. **Action: Clerk.**
- b) Council approved the Data Protection Policies. **Action: Clerk.**
- c) Council **resolved** to approve the payments as below.

Invoice Date	Payee	Net	VAT	Gross
31/10/23	Staff Costs (Net Salary, Pension)	£540.33	£0	£540.33
01/10/23	CloudyIT	£51.00	£10.20	£61.20
18/09/23	Passion First Aid Ltd	£530.00	£106.00	£636.00
12/09/23	Clear Insurance Management Ltd (taken over BHIB)	£822.92	£0.00	£822.92
04/10/23	A-Tech Installations Ltd	£105	£0.00	£105
26/09/23	Fast Signs Ltd	£85.00	£17.00	£102.00
02/10/23	Cllr S Meecham – TENS licence	£21.00	£0.00	£21.00
09/10/23	Borders & Lawn	£240.00	£0.00	£240.00
	<b>TOTALS</b>	<b>£2395.25</b>	<b>£133.20</b>	<b>£2528.45</b>

### 538/23 YOUTH PROVISION

Council received an update on the Youth Scoping Exercise tenders and noted that one quote was received which was for delivery of youth provision rather than a scoping report. **Action: Clerk** to draft tender document for delivery of youth provision for council to approve at the next meeting.

### 539/23 CLERK RECRUITMENT

Council received an update on the clerk recruitment and noted that interviews are being conducted w/c 9<sup>th</sup> October. A recommendation for appointment will be ratified by council at the next meeting.

### 540/23 COUNCIL NOTED THE CLERK'S REPORT

### 541/23 PARISH COUNCILLOR REPORTS

Cllr Meecham will carry out a check on the accounts this month. Cllr Meecham noted that it would be useful to have poster software that the councillors share when creating posters for events etc, rather than individual accounts. **Action: Clerk to discuss with Cllr Ryder.**

Cllr Thorne gave an update on the Naming Project, the working group still needs to arrange to meet. In the meantime, Cllr Thorne will discuss with Councillors how to progress the project.

### 542/23 WEBSITE & COMMUNICATIONS

- a) The September free prize draw was drawn. **Action: Clerk** to contact the winning entries.

### 543/23 RECURRING ITEMS TO NOTE - None

### NEXT MEETINGS

- a) Next Meeting of the Parish Council will take place on 13<sup>th</sup> November 2023 at 6.30pm.

Meeting closed at 8.30pm.

DRAFT



# District Councillor Report

**Cllr Mark Andrew Ryder**

**Meeting:** Hunts Grove Parish Council

**Date and time:** 13 Nov 2022

## **(1) Haresfield Lane**

I attended the Haresfield Parish Council meeting on 30<sup>th</sup> October and had some questions from residents. I contacted both the developer Crest Nicholson and also the county highways team. At the time of the meeting, I had only received a response from Crest as follows:

- Crest are planning on opening Haresfield Lane in early December for pedestrians and cycles into Hunts Grove. This will enable both to cross the motorway bridge and reach Harrier Way adjacent to the old farmyard. Contractors will be doing the works to make the surface safe, put in some more substantial barriers and add signage to ensure that it is safe to use.
- Access to Harrier Way will enable onward access to the rest of Hunts Grove and out to Waterwells / Davy Way etc. Access along the old Haresfield Lane route to Bath Road / B4008 will not be available until our Phase 2 works are complete. (Remainder of Harrier Way from farmyard site to the new A38 junction). These works have been delayed by the discovery of a previously unknown Openreach fibre. A plan is being developed around this, but implementation is likely to take some time.

The A38 junction works are potentially still set to start in January for 12 months, however Crest informs me that the required "Approval in Principle" certificate has not been received from Gloucestershire County Highways. I will make enquiries separately via Cllr Stephen Davies.

## **(2) Local Plan Review**

The alliance leadership (Green, Labour, Lib-Dem) at Stroud District Council continues to pursue the current local plan review despite strong advice from the planning inspectors to withdraw the plan to address major infrastructure issues, especially related to J12 and J14 of the M5. The council believes these issues can be overcome in the coming months and has therefore requested a six-month pause instead of withdrawal.

The Conservative group at the council have been highly critical of the local plan allocation sites and infrastructure issues for many years, however, have been unable to shift the position of the council. A Conservative councillor (Cllr Hadyn Jones, Berkeley Ward) brought a motion to full council last Thursday, (26<sup>th</sup> Oct) to reconsider the local plan strategy and potentially withdraw the current plan. This motion was supported only by Conservative members and rejected by the alliance group.

Meanwhile, meetings of stakeholders (i.e., neighbouring councils, county council highways, national highways etc.) are taking place at a pace to address the issues raised by the inspectors. Whilst the stakeholders have agreed to the meetings called by SDC, they are not convinced it can lead to success in such a condensed timeframe. For example, GCC Highways have said that this programme is “overly optimistic” and likely to have setbacks when the full facts and costs are considered, such as the fact there is no overall lead for the J14 improvement project, and the publicised costs of £25m for J12 are likely to be closer to £350-£400m!!!

The following is an excerpt from a letter GCC sent to the planning inspectors on 18<sup>th</sup> October 2023:

It is GCC's view that the concept design needs to exist before costings can be taken seriously and that the earliest date for this is May 2024. However, a costing for M5 J12 was undertaken at quarter 3 2022 prices at approximately £196m, by Atkins Realis. This excludes VAT at 20% (which a developer funded scheme would be liable for); excludes optimism bias (Treasury Green Book Rate of +44%); and excludes inflation to a realistic construction year. If this estimate proves to be anything like realistic, a total costing would be in the region of £350-£400m at point of build. In stark contrast, SDC have provided evidence that the highway intervention packages for the Strategic Trunk Road Network at M5 J12 have been costed by SDC at £9,437,500 in the Transport Funding and Delivery Plan July 2022 (Appendix B).

GCC's belief is that if the M5 J12 project cost is high, apportionment solely amongst developers is unrealistic, and hence a simple funding agreement would not work. Drawing comparisons with our work within Gloucestershire at M5 J9 and M5 J10, with estimated project costs of £500m and £335m, a funding scheme would need access to government programmes on top of developer contributions. Whilst these programmes will change over time, these other junctions have progressed using the Government Road Investment Strategy (RIS); Housing Infrastructure Funding (HIF); and DfT Large Local Major (LLM). We believe that the RIS programme is fully allocated up to 2035, but acknowledge that other housing focussed infrastructure funding may emerge at some point.

### **(3) Symmetry Park**

The following points to highlight since the last council meeting:

- ☐ The applicant has submitted updates:
  - a. Reduced the maximum building height
  - b. Increased the landscape buffer
  - c. Highways and ecology
- ☐ Cotswolds National Landscape Board submitted their continued objection to the proposals citing the adverse impacts on landscape and visual impacts.
- ☐ Tritax Symmetry are calling for a DCC meeting to be scheduled as soon as possible to determine the application

I have no information on a DCC meeting date being set, however I am concerned this may be for the November 14th DCC, in which case I will be out of the country as I am on annual leave from 9-27 November. I think it's highly unlikely, but I will make enquiries.

<https://publicaccess.stroud.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=R1QJ76PN0DB00>

#### **(4) County Division Boundaries Review**

The Boundary Commission for England (BCE) proposals to move Hardwicke Ward into the new Cotswolds constituency have now been adopted. The BCE have now set their sights on a new review of the County Council divisions, and it is proposed to add one new division for Stroud District "Haresfield & Upton", which has direct implications for Hunts Grove.

The following is an excerpt from their consultation page:

*At the north of Hardwicke & Severn, they proposed transferring the areas of the Hardwicke ward east of the A430 and M5 (including Brookthorpe, Haresfield and Hunts Grove) into the new division. We agree with these proposals and are of the view that the A430/M5 boundary at the north of Hardwicke & Severn is a sensible one.*

*We note that the boundary between the Hardwicke & Severn and Haresfield & Upton St Leonards divisions as proposed by the two groups divides the Haresfield Parish in such a way as to create an unviable parish ward around Hiltmead Lane; we have therefore amended the boundary in this area to align with the parish boundary (which crosses the M5 motorway) as part of our draft recommendations.*

Find out more at the link below and note that organisations and individuals can still **submit views to the commission online until December 11<sup>th</sup>, 2023**. The BCE will publish its final proposals in March 2024.

I myself have responded to the consultation pointing out the Haresfield (pop 400) and Upton St. Leonards are not the largest population centres in the proposed new division – Hunts Grove is with its population of over 3,000!

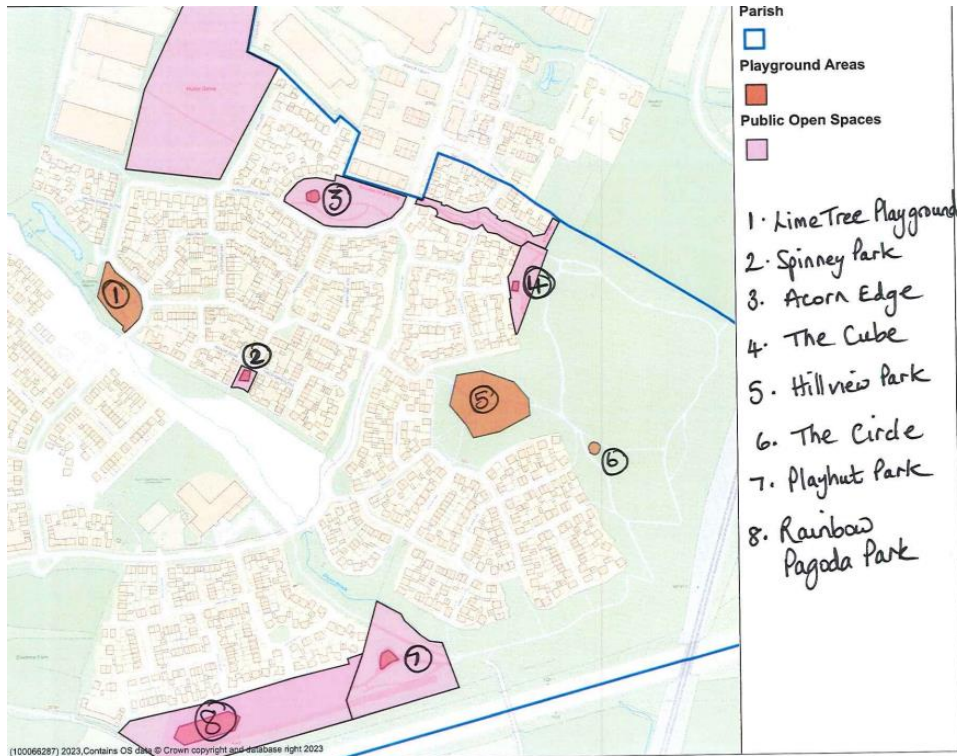
<https://www.lgbce.org.uk/all-reviews/gloucestershire>

# Naming project – next steps

## Play areas

The school have provided names for the play areas, which have been chosen by the school council.

**Proposal 1: We agree that these names should be adopted for the play area.**



It would be good to replace or supplement existing signs if possible and add the names to signs for the newer play areas. I will talk to them about costs and potential funding options. I'd also like to explore having a competition to design logos/badges for the different play areas – and to do this both with the school and in a way that allows HG's children who attend school elsewhere to participate. **Proposal 2: I will discuss with Crest and Preim how to reflect these names on signage etc and how to fund that.**

We can share the names with residents as part of comms around the next stages of the wider project (see below). I can also update the play areas page on the HGPC webpage.

## Open spaces

**Proposal 3 is that we proceed with naming 5 initial areas:**

- **The Acorn**
- **The main POS.** This would be all of the area along the top as well as the play area.
- **The POS along the bund.** This is sufficiently different from the main POS to have a different name, even if the boundary between them will be fuzzy. We might want to either have one name for the whole or split this up into 2 or 3 areas, but this decision can wait and take into

account what names ideas residents come up with and if they use the survey to show a preference for splitting it up.

- **The area between phases 1 and 3, both sides of the brook** covering the SUDs pond, wood and grassed areas.
- **The path from the school down toward the M5 footbridge.** It probably makes sense for this to stretch through the hedge into the area with the play area, given that (once grown) the new trees will clearly separate the path from the play area. The area around the path on the western (Bellway) side of the brook doesn't connect to the grassed areas on the eastern (DWH) side, so we can limit the named area to the western bank.

**Proposal 4 is that we proceed as per the following stages:**

1. **Asking residents to suggest names for those 5 initial areas.** We do this via social media posts, a [webpage](#), [MS Form survey](#), a poster in the noticeboards (see below) and posters around those 5 areas (also below). There is a different colour for each area on the maps reflected on the posters. These would need to be laminated as per Sandra's events posters.
2. **Selecting the best names to put to a vote.** Once we have collected ideas, we'll need to choose the best. I'd like to do that as working group comprising councillors and interested residents, inviting the remaining volunteer (who is interested in helping with this) and the one who was interested but couldn't commit the time.
3. **Indicative public vote.** This would be again be via a MS Forms survey advertised in a similar way as the previous stage with posters that could show the options and be accompanied with social media posts explaining the options and why they'd been chosen.
4. **Final choice by the Parish Council.** The vote should be indicative with a final choice by the Parish Council so that if the votes are close we can choose names that go together , though we should obviously respect strong preferences.

**Proposal 5 is to explore signage options for these areas with Crest and Preim**, and where there might be additional funding available if needed.

Draft initial Facebook post

NEEDED: Your ideas for what Hunts Grove green spaces should be called!

Starting with the 5 areas on the map, we want your ideas. Use the linked form to tell us your suggested names and why they'd be good. You can submit as many ideas as you come up with.

The best ideas will be put to a vote - details to follow later.

There's more detail on the Parish Council website (link in first comment).



Posters (A4)

**What should we  
call this area?  
Tell us your ideas!**



For more info...

(or see the Parish Council website)



To suggest names...

**What should we  
call this area?  
Tell us your ideas!**



For more info...

(or see the Parish Council website)



To suggest names...

**What should we  
call this area?  
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For more info...

(or see the Parish Council website)



To suggest names...

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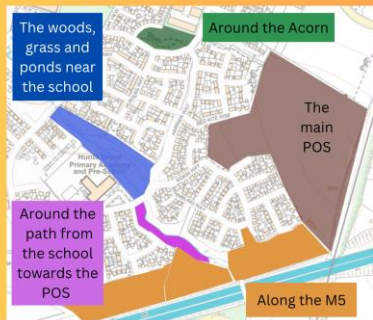
For more info...

(or see the Parish Council website)



To suggest names...

**What should our green  
spaces be called?**



For more info...

(or see the Parish Council website)



To suggest names...







# STROUD DISTRICT COUNCIL

Ebley Mill • Ebley Wharf • Stroud • Gloucestershire • GL5 4UB  
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Hunts Grove Parish Council  
PO Box 2287  
Gloucester  
GL3 9HA

Case Officer Charlie Morris

Email: [charlie.morris@stroud.gov.uk](mailto:charlie.morris@stroud.gov.uk)

6 November 2023

Dear Sir/Madam

## Planning or Associated Application

Application Number: S.23/2167/HHOLD  
Location: 5 Tawny Close, Hardwicke, Gloucester, Gloucestershire.  
Application Type: Householder Application  
Description: Erection of a single storey rear extension.  
Respond by date: 27.11.2023  
Web Link: <https://www.stroud.gov.uk/apps/planning?AppRef=S.23/2167/HHOLD>

The above application, submitted to the Stroud District Council, relates to land within your Parish. As such, I shall be glad to receive any views your Council would like the Planning Authority to take into account.

Copies of all plans and documentation are available on the Council's website at the above link

Since the Local Planning Authority has by statute only a limited period in which to determine this application, it is important that no delay should occur in receiving representations. If you have not contacted us by the date above, I shall assume that your Council has no observations to make on the application. If you need additional time to consider the application, please contact the case officer directly who may be able to agree an extension of time. Any observations you make will be placed on the public file, and on our website.

To ensure your observations are dealt with efficiently, please use the "submit a comment" tab on the website. Please ensure you are logged in to the alerts system ([click here](#)) so that your contact details are automatically pulled through. Where you are being notified, rather than consulted, the comments box will not be enabled unless you are logged in.

Yours faithfully

**Proper Officer of the Council**  
**Duly authorised in that behalf**

Chief Executive: Kathy O'Leary

# Report

**Cllr Mark Ryder**

**Meeting:** Full Council  
**Agenda Item:** To Consider / Approve Additional Staff  
**Date and Time:** 13 November 2023

## Introduction

This report is primarily to propose and approve a six-month commitment to the role of Project Manager to provide focus and resource to coordinate efforts on the Council's current "One Hunts Grove" initiatives, namely the adoption of Phase One and the Management Company.

An urgent consideration and decision are necessary as Julie Shirley is due to leave her role as Clerk & RFO this month. Both the Chair and I as Vice-Chair would like to secure Julie in this role due to her expertise and knowledge built up over the last couple of years with all the stakeholders.

At the same time, Cllr Meecham has proposed the Council also consider the Village Ranger role again, plus potential resources to assist our highly successful events programme.

## Project Manager Role

**Proposal for debate and voting:** Appoint Julie as Project Manager for an initial term of six months as per the terms below, and role description attached with this report. Role, hours and terms to be reviewed by Julie and the Council in June 2024.

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Terms, as per current terms and conditions. Zero hours contract, up to 12hrs per month  
NALC Scale LC2/28, Nest Pension with 15% employer contribution.

## Events Support

**Proposal for debate and voting:** Consider how Council can support upcoming events. What would help? Consider financial implications / budget and whether to vote on measures now or request further work on voting for a future meeting.

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The HGPC organised events have been a huge success and very popular with residents. Council can thank Cllr Meecham for this success as she (and Alan!) has committed a great deal of their time in the planning and activities, supported by fellow councillors, the clerk, and volunteers.

Is there more the Council could do to support these events for the future and reduce the load?

- Volunteers are enthusiastic, however not necessarily reliable for planning purposes (especially resource required on the day);
- HGPC has hired security/marshals before and there were some lessons learned in terms of their service and effectiveness;
- The need for any Council organised event to be compliant with regulations on public events, i.e.
  - Insurance
  - Health & Safety
  - Security
  - Upcoming legislation, for example “Martyn’s Law”
- Do we need “hired hands” on the day of an event or the run up to it? Could we advertise “event roles” to residents at a fixed fee of say £80/day? This way we would have resources we can rely on to turn up!

## Village Ranger Role

**Proposal for debate and voting:** Consider whether Council should recruit for a Village Ranger role at this point, and if so, what the scope of the role would be and expected hours per month. Should the Council vote to recruit for the role, there will be further work required to finalise a role description and package for Council to vote on at a future meeting.

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The idea of a Village Ranger role has been discussed positively by the Council before, however not pursued in any detail at this point. Cllr Meecham has suggested this is considered again at this point due to the extensive transfers of public open spaces from Crest Nicholson to Preim.

In order to prompt further debate and discussion points, it may be useful to consider how other councils have recruited for a ranger role in their village. Cranbrook is one such example that I noticed during our

management company discussions with them. I attach their role specification for reference. Their ranger is a full-time role and ours would be part-time, however it does provide good insight into the potential scope of the role and responsibilities.

**Some Factors to Consider:**

- What are we looking for a Hunts Grove Village Ranger to do?
- A ranger role would be an advantage in terms of visibility of the parish council:
  - Engagement with residents on routine walkabouts
  - Engagement with younger people especially (specific tasks potentially linking in with a Youth Strategy)
  - Awareness of issues around the village that should be reported to the developer / management company
  - Community events
- A ranger role may be difficult to justify to residents when the Council is not actually responsible for anything at this point:
  - Using parish funds towards tasks that should be completed / paid-for by others, i.e. management company / developers
- Idea: Seek initial funding from Crest Nicholson, say for the first 1-2 years. Crest funded a part-time ranger role at Tadpole Garden Village in Swindon for several years
- Idea: Commit to the role and complete the recruitment preparation, however, coordinate the timing (implementation) to certain trigger points, i.e. adoption of Phase One or lease of community building

# Hunts Grove Parish Council

## Project Manager

**DRAFT**

### Job Description

#### **Scope & Responsibilities**

The Project Manager will be the nominated coordinator for specific projects, primarily related to the “One Hunts Grove” initiatives such as the adoption of open spaces at Phase 1 Hunts Grove, plus the management company discussions.

This is an initial six-month post that will be reviewed by the Council and post-holder in June 2024 once the new full council is in place following elections for the new term. At that point the role may be adjusted to suit the aspirations of the Council and post-holder, for example to extend for a further 12-months, adjust the project responsibility (e.g., Youth Project), or merge the responsibilities back into the clerk role.

#### **Specific Responsibilities**

1. Be the lead Parish representative for specific named project administration and coordination. Maintain a project spreadsheet (or other mechanism) of tasks and decisions.
2. Seek to promote the project and encourage all stakeholders to progress their individual tasks.
3. Manage, coordination, and communications with key stakeholders on project tasks, status, and meetings.
4. Manage tasks and coordination of specialist advisors and project resources (i.e., legal advisors).
5. Liaise with potential suppliers and contractors to research procurement and cost-estimations for provision of services such that the Council can make informed decisions regarding transfer of responsibilities.
6. Attend meetings (primarily Teams) as necessary with project stakeholders.
7. Liaise with the Clerk and Chair on any project expenditure against approved budgets.
8. Prepare a short status report for the monthly full council meeting, including any matters for debate or voting. Option to attend full council (in person or Teams) if more appropriate for presentation / updates, however this is not an expectation.



## Ranger Job Description

**Hours:** Full time, 37 hours per week, including occasional weekend and evening work

**Salary:** £24,948 to £26,845 per annum pro-rata (NJC SCP 13-17 in 2022-23 pay scales)

**Contract:** Permanent

**Location:** Country Park and other locations across Cranbrook and Cranbrook Town Council office, Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

### Reports to Town Clerk

Appointment subject to satisfactory Disclosure and Barring Service (DBS) enhanced disclosure.

### Background

Cranbrook in East Devon started being constructed in 2011 on land which used to be green fields. By early 2023, approximately 7,000 residents occupied 3,000 or so dwellings; this figure is projected to rise to approximately 25,000 residents occupying 8,000 homes housing in the region of 25,000 residents – so Cranbrook will be at least a medium-sized town and probably the second-biggest settlement in the whole of Devon. The vision for Cranbrook is to create an environmentally sustainable, self-sufficient, low-carbon community in close proximity to skilled employment opportunities, such as Skypark and the Exeter Science Park.

Traditional towns have been evolving organically over centuries into community, service and trade centres. The challenge in Cranbrook is to create a sustainable, vibrant and attractive new town from scratch with an appropriate level of social and community infrastructure.

### Role Description

The parish of Cranbrook features sizeable areas of public open space almost all of which are or will be owned, managed and maintained by the Town Council. For example, the Country and Ecology Parks and nature reserve in Cranbrook were delivered as Section 106 obligations on land which used to sustain a dairy farm. The Town Council owns and maintains the Country Park in its entirety which is subject to a Country Park Management Plan and several hedgebank management plans, which in turn are planning conditions. The Ecology Park will transfer to the Town Council when it is delivered in its entirety.

This role extends to the management and maintenance of every piece of public open space in Cranbrook, including verges, hedgerows across public open spaces and housing parcels, sports pitches and sustainable urban drainage features – and the improvement of those areas.

## **Item No. 12a**

The postholder will be expected to promote and enhance the importance of the town's natural environment through managing the day-to-day and strategic maintenance of the public open spaces, by promoting and protecting the public open spaces across Cranbrook, contributing to our environmental education service and public events programme and by utilising our network of volunteers. The postholder will also contribute to the development of opportunities for healthy and active lifestyles in the town and beyond.

### **Job Description**

#### Open Space Management

1. To be a visible presence in the Country Park, Ecology Park and other areas of public open space in Cranbrook and act as a first point of contact for residents and visitors.
2. Carry out day-to-day management and maintenance activities across all areas of public open space owned/managed by the Town Council according to the Country Park and Hedgerow Management Plans, through contractor supervision, volunteer management and lone working.
3. Implement a system of contractor supervision which allows the effective implementation of identified actions and remediation needs.
4. Patrol areas of public open space and carry out practical land management, wildlife and habitat management tasks, e.g. tree planting, practical infrastructure work, including fencing, pathway, step construction etc.
5. Create, manage and maintain site interpretation and access infrastructure.
6. Review and recommend improvements to the Country Park and Hedgerow Management Plans.
7. Liaise with other appropriate bodies in devising projects to enhance and conserve wildlife and the natural environment.
8. Develop, co-ordinate and manage a network of volunteers which enables the local community to engage in and help deliver agreed site management tasks. Arrange and deliver volunteer activities which will include training and supervision.
9. Develop access, education and interpretation facilities for the Country Park and actively encourage public enjoyment of the facility.
10. Develop community/wildlife-based projects within the Country Park.
11. Assist with an annual programme of guided walks, events, talks and educational materials to the public and schools which fosters an understanding of the value of public open spaces and healthy and active lifestyles both within and beyond Cranbrook.
12. Encourage and assist partner organisations in the delivery of structured sessions for specialist groups, e.g. school and youth groups or people with health needs and disabilities.
13. Communicate messages relating to issues including animal safety and littering, litter and wildlife disturbance and assist with campaigns to reduce these issues.
14. Monitor the use of public open spaces and people's attitudes through observations, surveys and questionnaires.

## **Item No. 12a**

15. Develop and oversee biological and habitat monitoring and data management, e.g. ecological surveys.
16. Develop project plans and funding bids in order to attract external funding support.
17. Follow all health and safety and lone working procedures, including carrying out risk assessments for activities and administering first aid where necessary.
18. Act on own initiative and make day-to-day decisions relating to the delivery of ranger activities and community projects.

### Partnership Working

19. Attend internal and external meetings and deal with correspondence and administration.
20. Seek opportunities to extend the amenity and nature conservation interest through, for example, liaising with neighbouring landowners.
21. Seek opportunities to enter into national schemes/awards which recognise excellence of site management.
22. Develop and maintain a network of internal and external contacts to help promote partnership working.

### Administration

23. Develop and maintain computer-based databases and records as required. For example, record and monitor the effectiveness of management programmes through visitor audits, events recording and maintain lists of species present.
24. Support the Council's approach to equalities and diversity ensuring that its services and policies identify, address and promote the needs of our diverse community. This includes the need for safety of children and other vulnerable people.
25. Write reports for the Town Council's consideration on issues relating to public open space.
26. Support the Town Clerk in service planning and the management of risk.
27. Ensure awareness and compliance with the Council's policies and Code of Conduct.
28. Undertake ongoing professional development, including participating in the Council's annual appraisal scheme.
29. Undertake any other reasonable tasks as directed by the line manager.

**This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.**

**This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.**



## Item No. 12a

Signed:

Date:

Signed:

Date:

### Person Specification

	Essential	Desirable
<b>1. Education / Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant professional or graduate qualification in an environmental discipline or equivalent qualification/experience</li> <li>• First aid qualification or willingness to obtain</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate holder for safe use of brushcutter, chainsaw, pesticides</li> </ul>
<b>2. Work Experience</b>	<ul style="list-style-type: none"> <li>• Working within the countryside/ environmental sector</li> <li>• Managing green spaces and habitats for wildlife and people</li> <li>• Working with and managing contractors</li> <li>• Experience of carrying out practical land management activities</li> <li>• Planning and leading countryside events to a wide variety of audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Working with a variety of external partners and stakeholders</li> <li>• Delivering volunteering activities</li> <li>• Working with schools and youth groups</li> </ul>
<b>3. Skills / Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>• Sound understanding of ecology and managing the natural environment</li> <li>• Ability to show empathy with the public and their perceptions</li> <li>• Building relationships and working collaboratively with others to deliver effective services</li> <li>• Accuracy and attention to detail, particularly when working to deadlines</li> <li>• Confident in dealing with wide range of audiences in a variety of situations</li> <li>• Strong communication, interpersonal and presentation skills. Ability to communicate in a way which is easily understood both orally and in writing</li> </ul>	<ul style="list-style-type: none"> <li>• Good all round wildlife identification skills, especially grassland, woodland and freshwater plants, birds and invertebrates</li> <li>• Knowledge of health and safety issues in countryside locations and ability to assess risks</li> </ul>

**Item No. 12a**

	<ul style="list-style-type: none"><li>• Excellent organisational skills with ability to manage time and resources to meet work programme deadlines, combining both reactive work and planned activities</li><li>• Ability to work on own initiative as well as part of a team</li><li>• Competent user of all Office 365 software</li></ul>	
<b>4. Personal Qualities</b>	<ul style="list-style-type: none"><li>• Accepts responsibility for their own work activities, behaviour and personal development</li><li>• Motivated with the ability to listen to, work well with, and be respectful to others</li><li>• Ability to work on their own as well as part of a small team</li></ul>	
<b>5. Other</b>	<ul style="list-style-type: none"><li>• Driving license</li><li>• Ability to work non-standard hours and weekends on a regular basis</li></ul>	

## HUNTS GROVE PC BANK RECONCILIATION 2023-24

<b>BANK BALANCES 31 OCTOBER 2023</b>	
Unity Trust Bank	£108,491.99
Unity Trust Savings	£34,540.62
<b>TOTAL MONIES IN BANK</b>	<b>£143,032.61</b>
<b>LESS OUTSTANDING PAYMENTS</b>	
<b>TOTAL OUTSTANDING PAYMENTS</b>	<b>£0.00</b>
<b>TRUE BALANCE AT 31/10/23</b>	<b>£143,032.61</b>
Opening Balance at 01/04/23	£76,244.34
Receipts year to date	£91,254.11
Sub-total	£167,498.45
Expenditure year to date	£24,465.84
<b>TRUE BALANCE AT 31/10/23</b>	<b>£143,032.61</b>

Signed Clerk ..... Date.....  
Name

Signed Chairman ..... Date.....  
Name

<b>HUNTS GROVE PARISH COUNCIL</b>				
<b>BUDGET COMPARISON REPORT 2023-24</b>				
	<b>£</b>	<b>£</b>	<b>£</b>	
<b>INCOME</b>	<b>Budget</b>	<b>Received 31/10/23</b>	<b>Balance</b>	<b>Notes</b>
Precept	52250	52250	0.00	
VAT reclaim	0	4488.15	0.00	
Event Grants	0	7440	0.00	
Other Grants	0	2500.00	0.00	
CIL	0	22725.34	0.00	Move to Earmarked Funds
Interest	0	350.62	0.00	
Other income	0	1500	0.00	
<b>TOTALS</b>	<b>52250</b>	<b>91254.11</b>		
<b>EXPENDITURE</b>	<b>Budget</b>	<b>Spend as at 31/10/23</b>	<b>Balance</b>	<b>Notes</b>
Staff costs	10000.00	4538.91	5461.09	
Chairman's Allowance	250.00	0.00	250.00	
General Admin/expenses	1700.00	1988.17	-288.17	
Subscriptions	1000.00	567.74	432.26	
Insurance	800.00	822.92	-22.92	
Donations	500.00	75.00	425.00	
Training	500.00	25.00	475.00	
IT / Website / Newsletter	2750.00	604.98	2145.02	
New equipment	3000.00	4589.52	-1589.52	£530 to come from Maintenance EMR £1500 from Crest for shed
Community Events	2000.00	6523.42	-4523.42	Earmarked Funds used
Professional fees	7000.00	2196.00	4804.00	
Youth projects	10000.00	516.13	9483.87	
Earmarked Reserves contribution	12750.00	0.00	12750.00	Move to Earmarked Funds
<b>TOTALS</b>	<b>52250.00</b>	<b>22447.79</b>	<b>29802.21</b>	
<b>EARMARKED RESERVES</b>	<b>£</b>			
Community events (£943.43 c/f plus in-year gra	10383.43	Less total spent to date=	3860.01	
CIL	17044.01			
Professional Fees	6450			
Maintenance contingency	20000			
Grants/donations	1000			
<b>TOTAL EMR</b>	<b>54877.44</b>			

## Report / Proposal for Voting

Cllr Mark Ryder

**Meeting:** Full Council  
**Agenda Item:** Clerk Phone Purchase  
**Date and time:** 13 Nov 2023

The new clerk will require a mobile phone for HGPC work. The office landline 01452 345138 will be forwarded to this number. It is understood that Sarah is an existing apple user, therefore, if possible, we should purchase an apple/IOS phone rather than android.

In weighing up the options, brand new phones are relatively expensive, therefore I looked at the Apple Renewed Programme. This offers nearly new phones that come with a full 12-month warranty, brand new battery, and housing, enabling purchase of a higher-end phone model at a reduced price.

In addition to the phone, it will be necessary to purchase a sim from a network provider.  
Alternatives on Page 2.

## Suggested Option for Voting

Refurbished iPhone 12 mini 64GB - White  
(SIM-Free)

**£379.00**

~~Was £579.00~~ Save £200.00

### What goes into a refurbished iPhone.

All refurbished iPhone models come with a new battery, new outer shell, are backed by a one-year warranty, have free delivery and returns, and also include:

- ⊙ Full functional testing, genuine Apple part replacements (if necessary) and a thorough cleaning
- ⊙ The original Operating System or a more recent version<sup>1</sup>
- ⊙ All refurbished devices are repackaged in a brand-new box with all accessories and cables<sup>2</sup>
- ⊙ High-quality materials and components allow a refurbished iPhone a second life and reduce its impact on the environment

<https://www.apple.com/uk/shop/product/FGDY3B/A/refurbished-iphone-12-mini-64gb-white-sim-free?>

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## Plus, a sim airtime contract

Example, GiffGaff, 18-Month Contract, Unlimited Calls & Texts,

**6GB at £8 per month, 25GB at £10 per month**

<https://www.giffgaff.com/sim-only-deals>

## Alternatives

**Alternative 1:** New iPhone SE 64GB - £429 (Lowest cost brand new iPhone)  
<https://www.apple.com/uk/shop/buy-iphone/iphone-se/4.7-inch-display-64gb-midnight>

**Alternative 2:** New Samsung Galaxy A14 - £129 (Low cost brand new Android)  
<https://www.giffgaff.com/mobile-phones/samsung/samsung-galaxy-a14/new>

HUNTS GROVE PARISH COUNCIL					
PROPOSED BUDGET 2024-25					
		£		£	
	2023-24 Budget	Received as at 30/09/23	2023/24 Balance	Proposed 2024/25 Budget	Notes
<b>INCOME</b>					
Precept	52250	52250	0.00	54000	
VAT reclaim	0	4488.15	0.00	0	
Event Grants	0	7440	0.00	0	Move to Earmarked Funds
Other Grants	0	2500.00	0.00	0	
CIL	0	22725.34	0.00	0	Move to Earmarked Funds
Interest	0	117.61	0.00	0	
<b>Total Income</b>	<b>52250</b>	<b>89521.1</b>		<b>54000</b>	
<b>EXPENDITURE</b>	2023/24 Budget	Spend as at 30/09/23	2023/24 Balance	Proposed 2024/25 Budget	Notes
Staff costs (net / paye / pension)	10000.00	3567.38	6432.62	10000	
Chairman's Allowance	250.00	0.00	250.00	250	
General Admin/expenses	1700.00	1720.02	-20.02	3000	Room hire est £1000, WFH allowance £288, Stationery est £300, Audit £600, PO Box £330, Lloyds credit card fee £72 Unity charges £72 MailChimp £300
Subscriptions	1000.00	567.74	432.26	700	GAPTC paid in March
Insurance	800.00	0.00	800.00	900	
Donations	500.00	75.00	425.00	500	Unspent balance moved to earmarked reserve
Training	500.00	274.50	225.50	900	Clerk & Cllr Training + CiLCA
IT / Website / Newsletter	2750.00	524.98	2225.02	2000	MailChimp £300 BlueTree £180 CloudyIT £720 + est £500 for additional accounts
New equipment	3000.00	3532.89	-532.89	3000	Expenditure high in 2023-24 - shed and generators Will need to purchase iPads for new cllrs May 2024 + phone for clerk
Community Events	2000.00	6393.42	-4393.42	10000	
Professional fees	7000.00	2196.00	4804.00	2000	
Youth projects	10000.00	516.13	9483.87	8000	
Earmarked Reserves contribution	12750.00	0.00	12750.00	12750	
<b>Total Expenditure</b>	<b>52250</b>	<b>19368.06</b>	<b>32881.94</b>	<b>54000</b>	
				921.29	Tax base 2023-24
				921.29	Tax base 2024-25 - not known until Dec 2023
				58.613	Band D council tax 2024-25
				55.470	Band D council tax 2023-24
				5.67	proposed % increase
				£3.14	proposed Band D annual increase
<b>EARMARKED RESERVES as at 30/09/23 including unspent balances from above</b>	£				
Community events	3990.01				
CIL	39769.35				
Professional Fees	11254.00				
Maintenance contingency	32750.00				
Grants/donations	1425.00				
Youth projects	9483.87				
<b>TOTAL EMR</b>	<b>89188.36</b>				

## Report

Clerk Julie Shirley

**Meeting:** Full Council  
**Agenda Item:** Payment Schedule  
**Date and time:** 13<sup>th</sup> November 2023 at 6.30pm

### SUMMARY

To provide Council with the list of accounts for payment.

### MATTERS FOR VOTING

To approve the payment schedule.

### 1. PAYMENT SCHEDULE

Invoice Date	Payee	Net	VAT	Gross
30/11/23	Staff Costs (Net Salary, Pension)	Tbc	0	tbc
01/11/23	CloudyIT	£51.00	£10.20	£61.20
	<b>TOTALS</b>	<b>£51.00</b>	<b>£10.20</b>	<b>£61.20</b>



## Report

Clerk

**Meeting:** Full Council

**Agenda Item:** Meeting Dates 2024

**Date and time:** 13<sup>th</sup> November 2023 at 6.30pm

## MATTERS FOR VOTING

To confirm Full Council meeting dates 2024.

### 2024 Meeting Dates (2<sup>nd</sup> Monday of each calendar month):

- Monday 8th January
- Monday 12th February
- Monday 11th March
- Monday 15th April
- Monday 13th May 6pm Annual Meeting of the Parish (Parish Assembly)
- Monday 13th May 7.30pm Annual Meeting of the Parish Council
- Monday 10th June
- Monday 8th July
- Monday 12th August
- Monday 9th September
- Monday 14th October
- Monday 11th November
- Monday 9th December

## Report

Clerk Julie Shirley

**Meeting:** Full Council

**Agenda Item:** Specification for Youth Provision tender

**Date and time:** 11<sup>th</sup> November 2023 at 6.30pm

### MATTERS FOR VOTING

There was a lack of response to Council's invitation to tender for the youth scoping exercise. Therefore, Council agreed to move onto the next stage and invite providers to tender for youth services in Hunts Grove. The specification is detailed below for Council's approval.

### YOUTH PROVISION SPECIFICATION

**Invitation to tender for a 2-year service level agreement for youth provision at Hunts Grove, commencing Spring 2024.**

Hunts Grove Parish Council has developed a youth strategy with identified aims and comprising four pillars. This tender opportunity is to meet the first two pillars of **Provide** and **Involve**.



#### 1. Organisations are invited to tender to:

- Provide activities and services for young people to enjoy and to help their personal and social development (Provide)
- Give young people a voice in shaping the future of Hunts Grove and the work of the Parish Council (Involve).

## **2. Tender allocation**

An annual sum in the region of £10,000 will be available for the provision of the core work outlined in this document. This is to include staffing, volunteer costs and related insurance, travel, preparation time and marketing. The commissioned organisation will also provide its own transportation, IT and other equipment (including equipment needed for activities, if not already in place within the community) and all consumable materials required to meet the objectives and provide activities and services for young people detailed above.

Please note that the parish council has no buildings of its own and the cost of hiring facilities will need to be included within the tender.

## **3. Method of payment**

Payment will be made quarterly in advance, subject to satisfactory reporting and meeting agreed outcome/output targets. This will link with quarterly monitoring reports/meetings.

## **4. Eligibility**

Hunts Grove Parish Council welcomes applications from organisations with:

- Relevant and demonstrable experience in working with young people aged 10 - 19
- Ability to provide appropriate youth and community work programmes which are positive and progressive
- Ability to provide appropriately qualified personnel
- Ability to develop flexible and adaptable provision
- Commitment and proven track record in engaging in partnership working and ability to maintain sound working relationships with commissioners and partners
- Ability to manage the service and deliver to timescale and budget.

## **5. Location for the delivery of the service**

Direct, core youth service provision to be held within Hunts Grove. Sessions would need to be delivered from suitable hired premises within the parish, eg Hunts Grove Primary Academy, but with the view to move to a community centre facility when it has been finished. Other activities may be delivered in other areas or locations.

Delivery period: It is anticipated that the SLA period will be from 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2026, with the possibility to extend for a further year subject to review and available funding.

## **6. The Commissioner of the Service**

Hunts Grove Parish Council is the commissioner of the Service Level Agreement.

The SLA will be monitored by the Parish Council. A quarterly review meeting will be held to monitor progress and reports will also be supplied to the council.

Hunts Grove Parish Council works with a range of organisations and youth groups to develop and complement current provision and identify future needs.

## **7. Objectives of the Service**

- 1. Provide activities and services for young people aged 10-19 to enjoy and to help their personal and social development.**

Develop a demand-led youth provision programme for Hunts Grove, bearing in mind the limitations identified in the Hunts Grove youth strategy and the need to provide value for money. The suggested programme should consider youth activities already on offer in the parish and consider those that are running in neighbouring parishes, as well as the lack of buildings within the parish to deliver youth services.

The tender will need to include:

- A suggested programme of sessions for both junior and senior that could be held within Hunts Grove. Sessions would need to be delivered from suitable hired premises within the parish eg at the school until a community centre facility is available. The programme should also include the option for detached sessions at the public open spaces.
- Details of available activities nearby and suggested modes of transport to access those activities.

## **2. Give young people a voice to shape policies and the future of Hunts Grove.**

Develop a workable framework to encourage widespread youth participation and representation in Hunts Grove. We are not necessarily looking at a youth council. The report should look at options for a digital hub/youth club to interact with young people online as well as a way to interact in person.

The tender will need to include:

- Options for encouraging youth participation in person.
- Options for encouraging youth participation online.

## **8. Outcomes of the service**

Project delivery outcomes will be developed between Hunts Grove Parish Council and the successful provider.

## **9. Monitoring**

The successful organisation will be required to report on service delivery, against agreed outcomes/outputs, and provide a strategic overview of youth-led demand to Hunts Grove Parish Council in regular monitoring and review meetings to help plan for future development and delivery.

A formal written progress report of the service will be required on a three-monthly basis. The Service Level Agreement will include a process for managing poor performance which could include termination of the agreement or withholding payment if the service is not being provided to a satisfactory level.

## **10. Submission of tenders**

Applications should be submitted using the form provided. All tenders should be emailed to: [clerk@huntsgrove-pc.gov.uk](mailto:clerk@huntsgrove-pc.gov.uk) using the subject heading 'Youth Tender Submission'. Tenders must be received on or before: **Thursday 4<sup>th</sup> January 2024**.

## **11. Process to evaluate tenders**

Hunts Grove Parish Council will appoint representatives to review submissions and invite those organisations most closely meeting the criteria below to attend for interview.

Hunts Grove Parish Council is committed to equal opportunities and all applications will be considered on their merits.

## 12. Criteria for the evaluation of tenders

Tenders will be evaluated against the following criteria:

- Experience of similar work and track record
- The quality of the proposal in relation to the needs of the parish
- The ability to offer a range of youth work provision to include centre based, detached street based, other activities, advice and support plus youth participation
- Value for money which includes reference to added value such as volunteer in-kind support
- Evidence of partnership working
- Evidence of a clear understanding of the existing local structures for youth provision and youth representation
- Evidence of local need and changing nature of youth provision
- Adaptability and ability to respond to need
- Evidence of appropriate policies and procedures, insurances, professional qualifications and support mechanisms within the organisation
- Evidence of ability to work within the timeframe and budget.

## 13. Timetable

- The closing date for submissions is 12 noon on 4<sup>th</sup> January 2024.
- Presentations and interviews will take place during February 2024.
- The successful agency will be appointed in March 2024.
- The Service Level Agreement will commence on the 1<sup>st</sup> April 2024 (by agreement). It is envisaged that core sessional youth service provision will be ready to start after the Easter school holidays on 8<sup>th</sup> April 2024.

## 14. Availability of additional information

Additional information is available in the Youth Strategy document and the proposed Service Level Agreement (SLA).

If you have any queries, please email [clerk@huntsgrove-pc.gov.uk](mailto:clerk@huntsgrove-pc.gov.uk)

## Application Form- Hunts Grove Parish Council Youth Provision

Name of the Organisation	
What are your organisation's main aims and objectives?	
Please provide a brief summary (no more than 100 words) of your existing youth work delivery/projects	
Chief Executive/Director/most Senior Manager of your organisation	
Chair of Trustees / Management Committee	

How many people are currently involved in running your organisation? <ul style="list-style-type: none"> <li>• Paid staff</li> <li>• Volunteers</li> <li>• Trustees</li> </ul>	
Lead contact name and position within the organisation	
Organisation's address	
Contact email	
Contact telephone	
What type of organisation are you?  Registered charity ( ) Unincorporated Association ( ) Company Limited by Guarantee ( ) Community Interest Company ( ) Social Enterprise ( ) Constituted Committee ( ) Other ( )	Please add your registered charity no. and/or your registered company no. here:
Please tell us how you will achieve the objectives and outcomes of the (you will need to refer to the specified objectives, outputs and outcomes as set out in the Tender Specification together with anticipated timescales)	
What is the capacity of your organisation to add value to the funding provided by Hunts Grove Parish Council? i.e does your organisation have additional skills/expertise or resources that could benefit the service, how/what additional funding could be bought in to expand the offer funded by the parish council?	
How will you involve young people in the planning/monitoring and evaluation of the service objectives? i.e demonstrate a clear vision on how this will be achieved:	
Please outline a Volunteer strategy for the youth provision i.e identify specific recruitment actions, volunteer policy, training, use of young people	
How will you measure the success of the Hunts Grove youth service? (outputs, outcomes and impact)	

### Budget

Item/Activity/Spend	Cost

TOTAL	

Please tick to confirm you have provided copies of the following documents:-

CYP and adult Safeguarding Policy ( )

Health and Safety Policy ( )

Data Protection Policy ( )

Equality and Diversity Policy ( )

Most recent Annual Accounts ( )

Governing Document e.g constitution ( )

Public Liability Insurance Certificate ( )

Would your organisation need to recruit staff to operate this service? Yes/ No

If Yes to the question above- how many?

What Level/type of qualification would you expect paid staff to hold?

**Thank you for completing the Application.**

Tender Issue

## SERVICE LEVEL AGREEMENT

between Hunts Grove Parish Council

and

**(Successful Service Provider)**

### 1. Parties to the Agreement

1.1 This Agreement is made on the \_\_\_\_\_ between Hunts Grove Parish Council: c/o PO Box 2287, Gloucester, GL3 9HA (known as the commissioner) AND **Successful Service Provider** (known as the provider)

### 2. Purpose of the Agreement

2.1 THE COMMISSIONER wishes to make a funding allocation to the **Successful Service Provider** in order to:

- Provide activities and services for young people to enjoy and to help their personal and social development,
- Give young people a voice in shaping the future of Hunts Grove and the work of the Parish Council.

2.2 Any variations to this Agreement can be made in writing and must be duly authorised by the signatories of both parties.

### 3. Status of Agreement

3.1 In signing, THE COMMISSIONER and **Successful Service Provider** are committing themselves to fully comply with the duties set out for them within this agreement.

### 4. Introduction (**Successful Service Provider**)

4.1 **Successful Service Provider** is a (eg. registered charity) set up in xxxx to xxxxx

### 5. Status and Management of the Service Provider

5.1 In carrying out this agreement, **Successful Service Provider** is acting in its own right as an independent organisation, and not as agents of THE COMMISSIONERS.



5.2 Responsibility for the line management of **Successful Service Provider** is

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## **6. Duration of the Agreement**

6.1 THE COMMISSIONER will fund **Successful Service Provider** from 1<sup>st</sup> April 2024 until 31st March 2026 unless a future agreement is deemed necessary and is negotiated.

## **7. Funding allocation**

7.1 In consideration of the partial funding of the services shown above, THE COMMISSIONER shall pay **Successful Service Provider** the sum of £XX per annum. The sum thus agreed (“the funding”) will be paid by way of quarterly payments in advance via BACS system on submission of invoices from the **Successful Service Provider**

7.2 The only adjustments that may be made to the amount given in 7.1 would be as a result of any agreements made between THE COMMISSIONER and **Successful Service Provider** following any changes made because of an amendment to the specified service (set out in the attached Service Specification appendix) or changes to the funding available.

7.3 THE COMMISSIONER funding shall be construed as being sufficient to fund those core services referred to in this agreement.

7.4 THE COMMISSIONER may withdraw or reduce the funding at any time and for any reason and will follow the requirements of the [Gloucestershire Compact](#) which are mirrored in the procedures set out below (7.5-7.7) when making reductions of the allocated funding or withdrawal of the allocated funding.

7.5 THE COMMISSIONER will give **Successful Service Provider** clear reasons for the withdrawal or reduction of the funding in writing.

7.6 Where the funding is reduced or withdrawn a minimum of six months written notice will be given by THE COMMISSIONER to **Successful Service Provider**. Any costs incurred by **Successful Service Provider** as a result of the withdrawal or reduction of the payment are to be met from the final six-month payment. Typically, this would include the cost of reducing or winding up services, carrying out redundancies, meeting holiday entitlements of staff made redundant.

7.7 If **Successful Service Provider** should cease to operate or go into receivership or administration then subject to Charities and Insolvency Law and when other liabilities have

been met, any outstanding balances from the funding is to be repaid. Any goods or equipment purchased with the funding should be returned to THE COMMISSIONER.

7.8 All payments to be made under this agreement from THE COMMISSIONER to **Successful Service Provider** are exclusive of VAT as the benefit is to a third party and not to THE COMMISSIONER.

7.9 Where **Successful Service Provider** gains a surplus of income from grants, fundraising or other sources in any one year, THE COMMISSIONER will not seek repayment of any part of the funding. **Successful Service Provider** will maintain a level of reserves appropriate to meet its financial responsibilities.

7.10 **Successful Service Provider** shall acknowledge THE COMMISSIONERS financial support in any literature and publicity materials.

7.11 **Successful Service Provider** must not support a political party nor use the funding to pay for publicity, which is for or against any political party.

## **8. Circumstances Beyond the Parties' Control**

8.1 Neither party shall be liable to the other for any failure to fulfil its obligations under this Agreement if such a failure is caused by circumstances which are beyond its reasonable control such as adverse weather conditions, natural disasters or civil disturbances.

8.2 THE COMMISSIONER require that the service delivery specified in the service specification appendix is to be delivered by appropriately qualified staff, employed by **Successful Service Provider** and supplemented by volunteers managed by **Successful Service Provider**.

## **9. Financial Procedures**

9.1 **Successful Service Provider** must keep and maintain proper financial and accounting systems and practices including:

- proper arrangements for paying taxes and National Insurance a bank account in the name of **Successful Service Provider**
- two people must sign all cheques with at least one signatory being a Trustee or Board member.

9.2 **Successful Service Provider** will be required to keep full written records and accounts detailing how the funding allocated by THE COMMISSIONER is used and shall permit THE COMMISSIONER access at all reasonable times to all accounting records and supporting information in respect of these records and accounts.

## 10. Nominated Representative

10.1 THE COMMISSIONER and **Successful Service Provider** will nominate a representative/contact officer who will act as liaison in respect of this agreement. The first representatives are identified below.

10.2 For THE COMMISSIONER: Parish Clerk to Hunts Grove Parish Council PO Box 2287, Gloucester, GL3 9HA

10.3 For **Successful Service Provider**:.....

10.4 To allow for continuity of service and good communications, **Successful Service Provider** shall notify the THE COMMISSIONER of any change to personnel involved with delivering the service as soon as practically possible.

## 11. Quality and Review

11.1 Representatives of THE COMMISSIONER and **Successful Service Provider** will meet prior to the end of each contractual year, to discuss and formally review this Agreement and the performance of **Successful Service Provider**. At this time, THE COMMISSIONER and **Successful Service Provider** will come to agreement about any modification to the agreement that may be considered necessary. Changes to the agreement may be made outside these timescales with the consent of both THE COMMISSIONER and **Successful Service Provider**.

At least one additional meeting will be held during the course of the year, typically after 6 months, to facilitate performance review.

11.2 **Successful Service Provider** will provide a copy of its Annual Report to THE COMMISSIONER and an invitation for THE COMMISSIONER's contact officer to attend its Annual General Meeting or similar.

## 12. Inspection and Monitoring

12.1 **Successful Service Provider** will at all times co-operate with THE COMMISSIONER's processes for the inspection and monitoring of performance and financial audits in whatever way is reasonably requested by THE COMMISSIONER. **The youth work contract monitoring and reporting arrangements are set out in the appendix.**

## 13. Dispute Resolution

13.1 If either party considers the other to be in breach of their duties under this Agreement or has a grievance about some aspect of the Agreement's operation, the parties shall make every effort to resolve the issue through joint discussions. Where this fails:

- the party wishing to make the complaint should provide the other with written details, including proposals for resolving it;
- if the response does not resolve the issue, the initiating party may request in writing to the contact officer a meeting of the authorised signatories (or their successor);
- where possible the meeting should be held within 14 days of the contact officer receiving the request.
- where the meeting does not resolve the complaint, the issue should be considered by **Successful Service Provider's** Board of Trustees or similar, or the relevant COMMISSIONER committee as a confidential item. Any submissions should be sent in advance to the other party and representation permitted.

13.2 If either party is dissatisfied with the outcome as notified to it in writing within seven days of the meeting, then THE COMMISSIONER and/or **Successful Service Provider** may invoke the mediation procedure set out in the [Gloucestershire Compact](#) to resolve the dispute. Legal methods of resolution remain open to both parties.

#### **14. Confidentiality**

14.1 Records maintained by **Successful Service Provider** in respect of its employees/volunteers will not be revealed to THE COMMISSIONER.

14.2 Information will be shared between **Successful Service Provider** and THE COMMISSIONER only where it is necessary for the provision and monitoring of the Service, but only in so far as the provisions in 14.1 allow.

14.3 Both parties shall comply with the Data Protection Act 1998.

#### **15. Assignment and Sub-Contracting**

15.1 **Successful Service Provider** shall not assign or transfer the whole or any part of this Agreement or sub-contract any of the Service without the prior written consent of THE COMMISSIONER which shall not be unreasonably withheld or delayed. **Successful Service Provider** shall be responsible for ensuring that any sub-contractor has adequate insurance, policies and procedures in place.

15.2 In the event that any assignment transfer or sub-contracting is permitted **Successful Service Provider** shall unless otherwise agreed with THE COMMISSIONERS remain fully liable for its obligation under this Agreement.

#### **16. Insurance**

16.1 Without limiting its liability under this Agreement **Successful Service Provider** shall effect and maintain with a reputable insurance company cover for such liabilities as may arise in the course of its work, which as a minimum will be:

- Employer's liability - £10,000,000.
- Public liability - £5,000,000 (in respect of any one claim)

16.2 **Successful Service Provider** shall produce such evidence as THE COMMISSIONER may reasonably require to confirm that the insurance referred to above has been affected and is in force at all times.

## **17. Indemnity**

17.1 **Successful Service Provider** shall indemnify THE COMMISSIONER and keep it indemnified against liability for injury to or death of any persons or loss of or damage to any property, which may arise out of the act or default, or negligence of **Successful Service Provider** and its employees or agents or sub-contractors. This clause shall be without prejudice to any other rights of **Successful Service Provider**.

17.2 Use of buildings and property by **Successful Service Provider** to deliver youth services and activities will be according to protocols drawn up between the relevant parties.

## **18. Safeguarding**

**Successful Service Provider** shall be responsible for day to day safeguarding; any issues of significance to be reported to THE COMMISSIONER at monitoring meetings.

## **19. Equal Opportunities**

19.1 **Successful Service Provider** shall at all times operate a policy of equal opportunity in both staff recruitment and delivery of its activities as required under the relevant equal opportunities and equalities legislation.

## **20. Environmental Policy**

20.1 **Successful Service Provider** shall at all times operate an environmental policy that seeks to comply with all relevant environmental legislation and minimise negative and maximise positive impacts on the environment.

## **21. Health and Safety**

21.1 Each party is responsible for the health and safety of their staff, volunteers, and beneficiaries in accordance with their health and safety policies and should have suitable risk assessment systems in place as required under the relevant health and safety legislation.

## **22. Termination of agreement**

22.1 This agreement can be terminated by either party giving 6 months notice in writing.

22.2 If there is a breach of this agreement the parties will endeavour to resolve the matter swiftly and in writing. If the breach cannot be rectified, this agreement may be terminated by the injured party by giving 3 months notice in writing.

Signed for and on behalf of **Successful Service Provider**

..... dated.....

Signed for and on behalf of Hunts Grove Parish Council

..... dated.....

## Appendix 1: Service Specification

[to be added once the service specification has been agreed]

## Appendix 2: Youth Work Contract Monitoring & Reporting Arrangements

Quarterly meetings between **Successful Service Provider** and Hunts Grove Parish Council will be arranged to include updates on objectives and KPIs, funding, issues and future developments.

### Quarterly report to include where appropriate:

- Usage figures
- Membership numbers
- Session types and subject matter
- Incidents – safeguarding and health & safety
- Progress against objectives and KPIs.

### Objectives

1. Development of new provision in Hunts Grove
  - Approve suitable premises for a new provision in Hunts Grove
  - Setup of a youth base at Hunts Grove if suitable premises are available
  - Detached youth work sessions
  - Online youth participation.
2. Session planning – we will have weekly topics to discuss with the young people.
3. Involvement and participation of young people – at the beginning of each school term the youth team will discuss topics, activities etc with the young people, ahead of the youth workers team meeting which will then plan the term. We will get feedback from young people at the end of each term – what they liked and disliked.
4. Development of a youth voice - a workable framework to encourage widespread youth participation and representation in Hunts Grove.
5. Working in partnership with other youth groups and clubs in the area to liaise and exchange ideas.
6. Refer / signpost young people to specialize support services when required.

### Key Performance Indicators

1. Number of specialist advice & support sessions organized – min *nn* sessions / year
2. Number of young people attending in Hunts Grove – average of *nn* young people / session
3. Hours of detached work (objective 1) – 2 hrs / week (weather dependent – online support if needed) for 6 months or until suitable premises secured.

## Report

Clerk

**Meeting:** Full Council

**Agenda Item:** Clerk's Report

**Date and time:** 13<sup>th</sup> November 2023 at 6.30pm

### MATTERS FOR VOTING

Report for information only.

### RESIDENT QUERIES

- Complaints about water damage to the paths and public open spaces<sup>7</sup>
- Complaints about street lights not working – referred to Bovis / Vistry / Crest as appropriate
- Builders waste on Brambling Way still not collected and POS not maintained – referred to Crest/TetraTech
- Queries about the haul road – what it will be once the boarding removed and when the resurfacing works will be completed on Harrier Way.
- Hedgecutting queries (Hawthorn Close and Hunts Grove Drive).

### OTHER MATTERS

Clerk handover is in progress and Julie will support Sarah to the end of November. Laptop and papers will be in Sarah's possession after 13<sup>th</sup> November meeting.



# Note on councillor communications and proposal for clarification or amendment of social media policy (Cllr Thorne)

## The issue

I'd like to do some personal comms to introduce myself to residents so more of them know I'm there if they have ideas, questions and issues. Those I've met at events etc are only a minority, and there'll be a large number, especially in Phase 3, who won't know any of us. The starting idea would be a FB post, with a pic, some brief bio details and an invite to get in touch. It would perhaps be good to be able to do occasional updates as reinforcement, what I've been doing or give a flavour of what being a parish councillor involves.

## Options

### Option 1: Use the HGPC social media to do "Meet your council" posts

It would be a good time to do it as Sarah joins us as Clerk, but this would work only if others wanted to do the same AND we were very careful that content wasn't and didn't look at all campaign-y.

This wouldn't work for updates unless it was a collective update: A has been doing X & Y, B has had meetings about Z, C has been doing stuff on P&Q.

### Option 2: Use personal social media accounts

The social media policy seems to preclude this and encourage it, depending on how it is read. I've copied the relevant bits below. We would need to:

- **Agree that the social media policy does allow us to use our own socials for introducing ourselves and doing some of our own messaging within sensible limits** such as obvious legal things, not speaking for the council, not sharing confidential information, recognising the benefit of a collective voice etc.
- **Amend the social media policy to allow it within those same limits.**

## What the social media policy says

One part of the policy says:

*"Councillors should not use their own personal social media accounts when posting or commenting on posts with regard to Hunts Grove Parish Council business or anything that may be construed as such.*

*"Councillors using their own social media accounts or any other form of communication for community or other purposes do so as private individuals and should not use any privileged material gained from their position as a Parish Councillor."*

However, a later bit of the policy says the following, which, given we can't independently post on the HGPC accounts, suggests that posting on our own accounts about council business is ok, including during meetings:

*“HGPC encourages Councillors to keep residents informed of any notification and the use of social media can help with this, including during official Council meetings. During meetings the use of Handheld devices [and] Laptops are permitted to allow effective communication [b]ut are not to be used as a distraction and devices should be muted. Councillors have a responsibility to take Council business seriously therefore Councillors are reminded that overuse of social media during meetings can demonstrate a lack of focus on the meeting.*

## What the social media policy could say instead

### Example 1 – Wemouth Town Council

Members are reminded that anything you post online will likely be visible forever. You should generally not post any comment or opinion online, that you would not say to someone face-to-face.

Councillors may publicly post from a personal account, an individual “councillor page”, or a group/page representing a group of councillors. This policy applies to any post/comment made publicly where you are recognisable as a member of WTC.

Councillors are reminded that the member’s Code of Conduct applies to online activity in the same way it does to other written or verbal communication. Councillors should not:

- Present personal opinions as that of the Town Council, unless authorised to
- Post any paper/information which the town council has deemed confidential.
- Present themselves in a way that might cause embarrassment to the Council or bring the Council into disrepute.
- Undermine the council’s democratic processes.
- Post any information that may be deemed libellous or that constitutes bullying or harassment
- Post offensive language relating to any protected characteristics under the Equalities Act 2010, including race, sexuality, disability, gender, age, religion or belief
- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence

This policy does not remove a councillor’s right to personally disagree with a council/committee decision, it is acceptable to constructively say why you disagreed, whilst accepting that the committee’s majority decision stands.

### Example 2 – Hockliffe Parish Council

Councillors are at liberty to set up accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council’s view. Councillors should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libellous nature should not be made and care should be taken to avoid guesswork, exaggeration and colourful language.