



Jane Sawyer
Parish Clerk/RFO

**BRAMSHOTT & LIPHOOK
PARISH COUNCIL**

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Councillors, you are hereby summoned to the Annual Meeting of Bramshott & Liphook Parish Council to be held at 7.30pm on Monday 20th May 2024 in the Main Hall at the Liphook Millennium Centre, Liphook.

J. Sawyer

Parish Clerk/RFO
14th May 2024

**ANNUAL COUNCIL MEETING
Monday 20th May 2024, 7.30pm, Liphook Millennium Centre
AGENDA**

1. **Election of Chairman to the Council 2024/25 & Declaration of Office**
2. **Election of Vice Chairman to the Council 2024/25**
3. **Chairman's Announcements**
4. **Apologies for Absence**
5. **Disclosure of Interests:**
Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
6. **Approval of Minutes:** To approve the minutes of the meeting held on 29th April 2024
7. **Actions:** To provide updates on any actions from previous meetings (*Appendix 1*)
8. **Code of Conduct:** To review and approve a Code of Conduct (*separate Appendix 2*)
9. **Financial Regulations:** To review and approve updated Financial Regulations (*separate Appendix 3*)
10. **Governance & Policies:** To review Standing Orders and Terms of Reference for committees & working groups (<https://bramshottandliphook-pc.gov.uk/council/policies-and-procedures>)
11. **Appointment of councillors to serve on the following committees:**
Recreation Committee (6 members)
Planning Committee (8 members)
Liphook Millennium Centre Management Committee (6 members)
12. **Election of committee chairmen and vice chairmen:**
Recreation Committee
Planning Committee
Liphook Millennium Centre Management Committee

13. **Election of councillors to service on the Finance & Policy Committee:** To elect 6 members to include chairmen of committees
14. **Meeting Schedule 2024/25:**
 - a) To agree dates and times for meetings for 2024/25 (*Appendix 4*)
 - b) To consider amending the start time of some, or all, meetings to 7pm
15. **Election of representatives to organisations and outside bodies:** To elect councillors to outside organisations and bodies (*Appendix 5*)
16. **Election of members to working groups:** To delegate authority to committees to elect members to existing working groups
17. **Neighbourhood Development Plan Steering Group:** To elect 2 members to join the Steering Group
18. **Public Participation Session**
 - (a) To allow members of the public to address the Council with respect to items not on the agenda
 - (b) To allow members of the public to address the Council about business on the agenda at the discretion of the Chairman
19. **Reports from District and County Councillors:**

East Hampshire District Council – Cllr A Glass, Cllr B Mouland, Cllr N Sear
County Councillor – Cllr D Curnow-Ford (*Appendix 6*)
20. **Clerk’s Report:** To receive a report from the Clerk on current matters (*Appendix 7*)
21. **Financial Report:** To receive and approve the schedule of payments for April 2024 (*Appendix 8*) and to note the bank reconciliations for March & April 2024.
22. **Insurance:** To consider options for renewing the Council’s insurance policy (*Appendix 9*)
23. **Bank reconciliations:** To approve a rota for confirming the bank reconciliations for 2024/25 (*Appendix 10*)
24. **Telephone box at Hammer Vale:** To consider quotations and approve a contractor to refurbish the telephone box at Hammer Vale (*separate confidential appendix 11*)
25. **Land east of Hollybank Cottage:** To consider a request from a developer regarding land at Haslemere Road (*Appendix 12*)
26. **Community Asset Transfer Policy:** To review and provide a response to East Hampshire District Council regarding their policy (*Appendix 13*)
27. **Reports from councillor representatives to community organisations and liaison groups:** To receive an update from councillors who have attended meetings on behalf of the Council
28. **Date of next meeting:** Monday 24th June 2024

Appendix 1: Action List

Minute reference	Action	Lead person	Complete/updates
23.109 05/2023	Update policies for council approval	Clerk	Ongoing
23.144 06/2023	Update the bank mandate to include new signatories	Clerk	Ongoing
23.170 07/2023	Investigate charges for public toilets & discuss with EHDC.	Clerk	EHDC ongoing discussions re public toilets
23.242 11/2023	Bring emerging NDP policies to committees/council	Clerk	Ongoing
23.290 01/2024	Carry out actions from Risk Assessment	Clerk	
23.293 01/2024	Proceed with applications for business debit cards	Clerk	Ongoing
23.299 01/2024	Biodiversity Working Group to report back to Council in February	Cllrs Cameron, Kirby & Olson	
23.313 02/2024	Actions from interim internal audit report	Clerk	
23.319 02/2024	Start project to refurbish Hammer Vale telephone box	Clerk	Agenda item May 2024
23.329 02/2024	Hampshire Legal Services to act on our behalf re land at Hammer Vale	Clerk	Ongoing
23.343 03/2024	Write to HCC re funding for BOATS	Clerk	Complete
23.345 03/2024	Add appointment of Tree Warden to Planning Committee meeting agenda	Clerk	Done, but deferred by committee
23.360 04/2024	Write to EHDC re CIL funding for The Lyndons play area	Clerk	Done
23.361 04/2024	Purchase memorial bench for Cllr P Curnow-Ford	Clerk	Admin to action
23.362 04/2024	Write to McCarthy & Stone re oversail	Clerk	Done
23.363 04/2024	Order new tractor and ride on mower funded from CIL	Clerk	Done (Grounds Manager)
23.364 04/2024	Arrange Little Rec Working Group meeting to agree specification of works	Clerk	Admin to action

Separate Appendix 2: Code of Conduct

Separate Appendix 3: Financial Regulations

Appendix 4: Meeting Schedule 2024/24

2024						
	FINANCE & POLICY	RECREATION	LMC MANAGEMENT	PLANNING		PARISH COUNCIL
				Regular	As required	
May	14		13	21	-	20 (Annual Meeting)
June		3		17	24	24
July	8		1	15	29	29
August		5		19	-	
September	9		2	16	30	30
October		7		21	28	28
November	11		4	18	25	25
December		2		9	16	16

2025						
January	13		6	20	27	27
February		3		17	24	24
March	10		3	17	28	31
April		7		14	28	28
						23 Annual Parish Meeting
May	13		12	20	-	19 Annual Meeting

Council and Committee Meetings - 7.30pm

Additional Planning Committee Meetings - to be held as required before the Council meetings

Annual Parish Meeting will be held on 23rd April 2025

Appendix 5: Election of representatives to organisations and outside bodies

Organisation	Representatives
Age Concern	
Allotments	
Bramshott Educational Trust	
Community First East Hampshire	
East Hampshire Association of Parish & Town Councils	
East Hampshire District Council	
Hampshire Association of Local Councils	
HCC Passenger Transport Forum	
Liphook Village Hall Management Committee	
Local Police Liaison Meeting	
Lowsley Farm (Oak Park)	
Parish Sport & Recreation	
Parish Tree Warden	
Peak Centre Trust	
River Wey Trust	
South Downs National Park Authority	
Speedwatch	

Appendix 6: County Councillor's Report

Greetings to the Executive Officers, Staff and Members of Bramshott and Liphook, Headley, and Grayshott Parish Councils. I hope this report finds you all well and that you're enjoying the amazing, good weather and the Aurora Borealis! Apologies to anyone who has received a "phishing" email from Dropbox purporting to be from me. Please report and delete.

Local Activities

Bramshott & Liphook - The latest update from Thames Water (TW) regarding the sewage pipe over the River Wey adjacent to London Road, where there is a real danger of trees falling and cracking the sewage pipe over the River Wey, is that they've inspected the site with their tree surgeon. This situation is getting very frustrating. I have asked that the next update is to confirm that the trees have been cut down.

The new toucan crossing on Portsmouth Road is installed but unfortunately, we are still waiting on a date for the electrical connections for the traffic lights – there is an issue with the electrical supply that is outside of Hampshire County Council control. HCC are pushing for this to be resolved asap and I will keep you updated.

I am soooooo pleased to be able to drive past PRC on London Road without driving over the rumble strip that was the pothole repair. It's lovely and smooth now. I hope the nerves of local businessfolks and residents are no longer being rattled!



Residents and Parish Councillors have asked why traffic monitoring cameras have been installed on all arterial roads leading to The Square. I've made enquiries with HCC officers in the Traffic Surveys, Scheme Delivery and Highways Development Planning teams and none are aware of any surveys that have been commissioned for HCC activity or for current planning applications/ pre-apps. However, the surveys team mentioned that the Department for Transport (DfT) are currently conducting their national traffic census and have deployed a large number of cameras. So, we expect the cameras are mostly likely for the DfT. I've written to Damian Hinds MP, asking that DfT inform our Parish Councils before installing cameras and explain why.

HCC are developing a pavilion building on the Liphook Junior School site to provide a music and drama space. The works will commence in mid-June (final dates to be agreed with the school) and will be due to complete in December.

As part of the annual Planned Maintenance programme, Highways will shortly be undertaking carriageway surface treatment (surface dressing) in the following areas:

ST-EH24015 Lynchborough Road, Passfield - from Holly Water Road to End - programmed Fri 24th May
ST-EH24038 Yeomans Lane, Liphook - from The Avenue to End - programmed Mon 20th May

Each site is expected to take 2-3 days each to complete. During this time, the road will be closed to through traffic from approximately 05:00 - 22:00 hours. The road will be open outside of these hours.

Access for residents and businesses will be maintained when possible and safe to do so, pedestrian access to properties will not be affected, and emergency vehicles will have access at all times.

Grayshott – Residents can look forward to 4600 sq m of Headley Road being resurfaced in 2024/25 thanks to the additional Network North funding (reallocated HS2 funding)

Headley - I am working with our MP Damian Hinds' caseworkers to get the list of postcodes incl in the CityFibre contract to advise a Headley resident when they can look forward to fast broadband services.

Councillor Grants - my 24/25 pot will be open for applications by 1st June. If you're planning a project and think it qualifies for a Councillor Grant, let's discuss it.

News from Hampshire County Council (HCC)

HCC Budget Consultation

Results were published on 8th May following Hampshire County Council's public consultation earlier this year, on key proposals to change and reduce some local services in future to help the Authority address a £132 million budget shortfall faced from April 2025.

As part of steps by the County Council to ensure it can continue to support the people who are most in need in Hampshire, while meeting its legal obligations to deliver a balanced budget in 2025/26, the Future Services Consultation ran from 8 January to 31 March

2024. It sought views on 13 options to help lower costs in future, and what it might mean for Hampshire residents if the County Council was to do things differently after April 2025. Over 14,400 people responded to the consultation.

Leader of Hampshire County Council, Councillor Rob Humby said: "It's no secret that our budgets are under huge pressure now and into the future and like lots of councils nationally, it's much harder to keep delivering everything we do with considerably less money available

– because it's costing a lot more to support growing numbers of children who need protecting from harm, abuse or neglect; deliver school transport for children with disabilities and additional needs; and support many more adults and older people with complex care needs and disabilities.

"Hampshire is in a better position than many other councils nationally as we have already spent well over a decade working differently and even more efficiently, generating income, and sharing resources with other public sector organisations, as well as disposing of land and buildings we no longer need. Plus, our financial reserves have proven vital in helping to plug budget shortfalls along the way. But after 2025/26, the reserves available to help us balance the budget come to an end, so we must make tough choices on what services we can continue to deliver in future so we can keep supporting those residents who desperately need our help the most.

"To help inform these really difficult decisions this summer, the public's feedback to our public consultation has been crucial. Thank you to everyone who took the time to provide their views and tell us their thoughts on the options put forward. The results of the consultation will now be carefully considered alongside other relevant factors, including operational, financial, policy and legal considerations, as we draw up our plans for future service delivery.

"County Councillor task-and-finish groups will shortly review the consultation documents and process, receive the high-level findings from the consultation and report to the County

Council's cross-party select committees next month. Select committees will then review the consultation results and make recommendations to the Local Authority's Cabinet as a whole in July, who will take a

collective final decision on the way forward to help address the £132 million shortfall we face in our budgets from 2025/26 onwards, and how we ensure we can continue to protect and support those people across Hampshire who are in the most need of the County Council's help and support."

I am a member of the Universal Services Task and Finish Group.

Secrets of the Heath As the Hampshire County Council representative to the South Downs National Park Authority, I'd like to invite residents to discover the amazing wonders of a habitat rarer than rainforest this spring as a free family extravaganza, a new colourful guide and a series of walks take place to celebrate heathlands.

Lowland heaths are one of the unique wildlife havens of the South Downs and a national stronghold for the UK's six native reptile species. They also have a fascinating history going back to Stone Age times.

An action-packed weekend, **Secrets of the Heath**, takes place at Hogmoor Inclosure, Whitehill & Bordon, on **Saturday 8 and Sunday 9 June**, from 11am to 4pm.

People can find out more about Secrets of the Heath by visiting www.southdowns.gov.uk/event/secrets-of-the-heath/



BOATs (Byway Open to All Traffic) Update - I attended a meeting with East Hampshire parishes at East Meon Village Hall on 8th May where officers from HCC Countryside Services presented their proposed new Byways Operating Procedures (BOP)

It's **National Nature Reserves Week** from 20 to 31 May 2024. National Nature Reserves are green spaces which increase biodiversity and help fight climate change through carbon sequestration. Find out about how Hampshire Countryside Services are supporting nature recovery in Hampshire's countryside at [Hampshire Countryside Service | Hampshire County Council \(hants.gov.uk\)](http://Hampshire Countryside Service | Hampshire County Council (hants.gov.uk))

Do you know anyone who may qualify for free childcare? - Do you need 30 hours funded childcare? If you are a working parent or carer with a 3- or 4-year-old, then you might be eligible for Government funded childcare.

You may be able to access the funding if you (and your partner) meet the working and income eligibility criteria. Check your family's eligibility for the 30 Hours Childcare and other help with childcare costs, by using the childcare calculator <https://www.gov.uk/childcare-calculator>

For more information and apply online, see <https://www.childcarechoices.gov.uk> or call 0300 1234097.

Supporting Hampshire's farmers - My Hampshire County Councillor colleague [Cllr Russell Oppenheimer](#) has written an excellent Op-Ed piece for the [Hampshire Chronicle](#) about how we can all help Hampshire's farmers. I recommend it to you, it's here: <https://www.hampshirechronicle.co.uk/.../24233542.../>

Highways

🎨 People often ask about the markings on roads and pavements, often wondering what they mean.

Here's a quick guide, courtesy of my colleague Cllr Nick Adams-King, to understanding this unique highway language! 🌐👁️

Across England over 50 utility companies utilise a vivid array of spray-painted symbols to communicate what lies beneath our feet. Each colour and symbol serves as a critical guide, ensuring safe and efficient urban maintenance. 🏙️🔧

🔴 ****Red****: A warning of electrical cables. Lines, numbers, and letters like 'L/V' (low voltage) or 'H/V' (high voltage) indicate the position and type of electrical hazards. Look out for 'SWA' to spot steel-wirearmoured cables!

⚪ ****White****: The all-rounder colour used for general instructions and notes by contractors. Whether it's marking previous road schemes or indicating utility cover issues, white is essential for communication on the ground.

🔵 ****Blue****: This colour flags the presence of water mains. Often marked by specialized locating companies, these indicators help pre-emptively map out water infrastructure to prevent mishaps during digging.

🟡 ****Yellow****: Not just for parking lines! On pavements, yellow highlights gas lines, detailing pressure levels (LP, MP, HP) and other pertinent info like bends in the pipes.

🟢 ****Green****: Increasingly used to denote cable communications and networks such as CCTV and cable TV lines. It's a digital world under there!

🟠 ****Others****: Sometimes, you might come across markings that seem like a cryptic code or even resemble hieroglyphs! These could indicate anything from future street furniture like lamp posts to specific utility needs.

However, if there isn't a white line around a pothole or road defect for example it doesn't mean it's not being fixed. Much of the reporting process for work to fix problems is now carried out digitally - so imagine a virtual white line being painted around the pothole which has been photographed and geolocated so they repair team know exactly what they are doing.

Remember, these colours and symbols are not dictated by law but by convention. They represent a critical language spoken by those who maintain and engineer our county's infrastructure, ensuring safety and continuity in our daily lives.

Next time you're walking around, take a moment to spot these colourful clues to what's hidden beneath your path! 🗺️👷

Winter Salting Route Test Runs Don't be surprised if you catch sight of one of our salting lorries out in the next few weeks. In preparation for next winter, our highways teams are testing some spreading equipment and doing this now before the gritters are parked up for summer.

If you do come across 'Snow Patroller' or 'Grittindor' on your travels, please be patient and give them the space they need to operate and remember these vehicles are limited to a maximum speed of 30mph for everyone's safety.

Reporting Highway Problems - Links to report road issues are here:

Issues regarding vegetation on verges and banks can be reported at this link:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/othertree>

Request a Highways Tree: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/tree-planting>

Potholes: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Tree/hedge problems: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

Flooding/drainage issues: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding>

Pavement problems: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/paving>

Problems with rights of way:

<https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem>

For issues on **National Highways Roads** (A3 etc) <https://report.nationalhighways.co.uk>

When reporting an issue to Hampshire Highways, you'll be sent an email confirming an Enquiry reference number for the report. If you would like me to follow this up for you, please forward that message to me and I will chase for you.

Hants and Isle of Wight Police and Crime Commissioner (PCC) - Congratulations to my friend, Donna Jones, who was re-elected to be our PCC on 2nd May with a resounding majority. Donna received 175,953 votes, almost 70,000 more than her nearest rival.

Please do not hesitate to email me with any feedback, suggestions, and questions. Kind regards– Debbie

Cllr. Debbie Curnow-Ford

Hampshire County Councillor for the Liphook, Headley, and Grayshott

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12th May 2024

Appendix 7: Clerk's Report

Recreation Ground

We continue to monitor anti-social behaviour/vandalism at the Recreation Ground and have now installed a number of deterrents to protect our building and the surrounding area. We have blocked entrances around and to the rear of the Beacon building/tractor shed and used anti-climb paint to deter individuals from climbing on the roof and accessing the rear of the building. The tennis club pavilion is undergoing repairs after 3 attacks by vandals.

We are aware that other places in the village have also been targeted and understand that CCTV has now been installed at the hall on Tower Road.

Picnic on the Green 2024

This was held on Sunday 5th May and was a fantastic success. Our Events Manager, Gill Snedden, pulled out all the stops to make it a brilliant event and we were so pleased to be joined on the village green by so many local organisations and groups. Despite the weather, everyone had a great day.

D-Day 80, 6th June 2024

This event is imminent and we have pulled together a lovely evening of commemoration aided by the British Legion and the Scouts and Guides. The evening will include tree planting and will end with the lighting of a beacon, with refreshments being served by the Scouts and Guides. We would very much like to see councillors in attendance.

Internal audit

This will take place on 5th June and the Annual Return will be on the agenda for approval at the June Council meeting.

Parish Councillor Vacancy

The vacancy is now open for applicants who wish to be co-opted. We have received a number of applications and a candidate will be selected at the June Council meeting.

Appendix 8: Financial Report

Payments April 2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/04/2024	NEST	£444.51	Nest
02/04/2024	EHDC	£505.21	EHDC Rates
02/04/2024	EHDC Rates	£1,312.12	EHDC Rates
04/04/2024	Waqas Ahmed	£200.00	LMC Deposit Refnd
04/04/2024	Talk Talk Business	£81.60	Talk
04/04/2024	Grenke Leasing Ltd	£202.86	Copier Lease April-June 2024
04/04/2024	AK Bookkeeping Services	£748.13	Book-keeping Services March
04/04/2024	Occupational Health	£545.00	OHP Farlyn Clinic
04/04/2024	21CC Group Ltd	£658.80	D-Day Beacon Banner
04/04/2024	Altis Industries Ltd.	£38.40	Ear Plugs
04/04/2024	ADP Security Systems Ltd	£78.00	Intruder Alarm Call Out Beacon
04/04/2024	Beaver Tool Hire Ltd	£282.88	Blade Re-sharpen Stihl HS45
04/04/2024	Coomers Timber & Building Supp	£92.34	D Shaped Seat
04/04/2024	Gables Newsagents	£10.00	Newspaper
04/04/2024	Hampshire County Council	£87.23	Towels/duster/sacks/mop handle
04/04/2024	Moviola Ltd	£118.21	The Miracle Club
04/04/2024	Perfect Panes	£180.00	Window Cleaning
04/04/2024	SK Electrical Ltd	£627.00	Works re Generator Change
04/04/2024	Tudor Environmental	£126.42	Grease Cartridge
04/04/2024	Winchester Garden Machinery (L	£21.97	Blade Cut
12/04/2024	British Gas	£171.45	Gas
15/04/2024	Three Business Services	£60.00	Telephone
15/04/2024	NPower Business	£1,133.60	Electric
16/04/2024	FuelGenie	£290.53	Fuel
16/04/2024	Liss Forest Ballet	£200.00	Deposit Refund
16/04/2024	SK Electrical Ltd	£516.00	Remedial Electrical Works
16/04/2024	WorkNest Limited	£2,730.00	HR Consultancy
16/04/2024	Externiture Ltd	£624.00	Bus Shelter Cleaning
16/04/2024	Elite Playground Inspections	£205.20	Replace tyre on swing
16/04/2024	Rialtas Business Solutions Ltd	£1,572.90	Group Training 28/03/2024
16/04/2024	Idverde Ltd.	£1,885.70	Refuse Collection/SLR Camera
16/04/2024	DCK Accounting Solutions	£107.52	March Payroll Processing
16/04/2024	B&LPC Grants	£13,950.00	Grants
17/04/2024	Castle Water	£23.38	Water Public Toilets 2285472
17/04/2024	Orange Pixel Ltd	£54.00	Hosting
17/04/2024	Castle Water	£56.21	Water
19/04/2024	British Gas	£949.16	Gas
19/04/2024	Premier Managed Technologies L	£70.83	Photo copying/printing
22/04/2024	BT Business Communications	£152.46	Tractor Shed 'phone
22/04/2024	British Gas	£73.25	Electricity
22/04/2024	British Gas	£102.12	Electric
23/04/2024	British Gas	£110.68	Electric
24/04/2024	Jane Sawyer	£105.62	Safety Signs
24/04/2024	Dynamic Impressions Ltd	£200.00	Printing For Picnic On Green

24/04/2024	Auto Speed Watch	£2,185.79		Roadsite Units x 3
24/04/2024	Station Garage (Liphook)	£54.85		MOT Closs4 Nissan Navara
24/04/2024	Dylan's Ice Cream	£110.00		Ice Cream
24/04/2024	Trusted PC Man	£902.94		CCTV Haskell Centre
24/04/2024	SK Electrical Ltd	£138.00		Replace Light on Stair
24/04/2024	SK Electrical Ltd	£81.00		Replace twin socket
24/04/2024	The Community Heartbeat Trust	£73.14		Adult Defib Pads
24/04/2024	Deposit refund	£400.00		Deposit refund
24/04/2024	Grants	£5,500.00		B&L PC Grants
25/04/2024	Payroll	£17,278.59		April Net pay
25/04/2024	Service Charges	£14.23		Service Charges
29/04/2024	Veolia Waste	£379.39		Refuse Collection
30/04/2024	PAYE & Superannuation	£7,135.68		PAYE & Superannuation
	Total payments	£65,958.90		

Appendix 9: Insurance Renewal (awaiting quotations)

Appendix 10: Bank Reconciliation rota 2024/25

We have struggled to get bank reconciliations carried out in a timely manner over the past few months.

Our Financial Regulations state that councillors are jointly responsible for ensuring that there is an adequate and effective system of internal audit of its accounting records and that a councillor should carry out bank reconciliations on a monthly basis and report them back to the Council.

I would therefore like to request that all councillors have a specific month where they are due to do the bank reconciliation so that I can just liaise with one individual per month. If a councillor cannot attend the parish office to carry out the reconciliation, the information can be brought to the meeting and the reconciliation carried out prior to the meeting start time.

The suggested rota is as follows:

<u>Councillor</u>	<u>Bank Rec Date</u>	<u>Approval required</u>
Sally Cameron	May-24	Jun-24
Simon Coyte	Jun-24	Jul-24
Debbie Curnow-Ford	Jul-24	Aug-24
Robbie Ireland	Aug-24	Sep-24
Kim Kemp	Sep-24	Oct-24
Jeanette Kirby	Oct-24	Nov-24
May Li	Nov-24	Dec-24
Sumi Olson	Dec-24	Jan-24
Richard Rowson	Jan-24	Feb-24
Viet Tang	Feb-24	Mar-24
Eddie Trotter	Mar-24	Apr-24

Separate Appendix 11: Confidential report: Quotations for refurbishment of telephone box at Hammer Vale

Appendix 12: Land east of Hollybank Cottage

The Planning Committee recently responded to a planning application at the above site and noted their support for the proposed open space.

Since then, we have received correspondence from the developer to ask if the Council would be interested in taking ownership of the open space. They are offering a commuted sum for ongoing maintenance so, provided it is sufficient, it may not affect our budget in the short term although a longer term plan would need to be considered.

The Council are asked to consider whether they would like to discuss this offer further with the developer and East Hampshire District Council. Delegation to the Clerk and/or a small working group would be appropriate here.

Appendix 13: East Hampshire District Council Community Asset Transfer Policy

The following email was received on 13th May 2024 relating to EHDC's proposed Community Asset Transfer Policy. Councillors will be aware that previously EHDC have mooted the idea of the Parish Council taking on two playgrounds in the parish following refurbishment. This policy would apply to this type of asset transfer.

The policy follows the email below.

Consultation expiry date: 31st May 2024

Dear Stakeholder,

As part of the Shaping East Hampshire's future transformation programme we will be taking a different approach to Community Development. The Council has a long history of community development, with a dedicated team in post for more than 20 years. We recognise the value of community development and supporting communities to enhance their local area and tackle local issues. We are moving to an asset based approach to community development (ABCD), you can find out more about ABCD [here](#). As part of this approach we will be supporting local communities to deliver more for themselves, take action locally, and where it is appropriate, and there is local enthusiasm devolve our assets to local communities, town and parish councils, and other community organisations. I must stress that assets will only be transferred where there is a desire for these to be owned, leased and run locally. To enable this devolution of assets, we need a policy to govern the process and approach. I am pleased to attach to this email our draft Community Asset Transfer Policy. This policy will enable the Council to release assets at less than best consideration (less than Market value) where it can be demonstrated there is a social, economic or wider community benefit. The devolution of assets is something many local authorities are doing, with varying degrees of success, we recognise that this is the beginning of the journey, and will review and monitor the policy to ensure that any assets transferred to provide a community benefit, are safeguarded in the long term for community benefit and are owned / leased / operated responsibly.

As a key stakeholder we believe you may be one of the organisations that will have an interest in this policy and the Community Asset Transfer process, therefore we are inviting you to comment on the attached draft policy. I would welcome your views and comments, please can these be submitted to communityasset@easthants.gov.uk by 31st May 2024. The comments will be considered in the development of the policy and the decision making cycle which will follow later this year.

All stakeholders and members of the public can also make representations through the decision making cycle (at Cabinet meetings where the decision will be taken to adopt the policy).

Thank you for taking the time to review and comment on this policy

Kind Regards

Community Development Team (North)

Policy on next pages



Community Asset Transfer Policy

1.0 Introduction

1.1 East Hampshire District Council (EHDC) has a history of supporting local communities in taking action to create more sustainable and resilient communities. We have been actively engaged in Community Development for more than 20 years. We understand that often local communities are best placed to understand a community's needs, and to deliver services or run facilities which respond to local circumstances.

1.2 The Council want to support community groups who are seeking to run services or provide facilities in their communities through the Community Asset Transfer process.

1.3 The Community Asset Transfer (CAT) Policy of EHDC aims to facilitate the transfer of appropriate EHDC owned assets to community organisations, town or parish councils or other groups enabling them to take ownership, management, and control of these assets for the benefit of the local community.

1.4 This policy sets out the process EHDC will use when considering assets for community transfer, the types of organisations that will be eligible to apply for asset transfer and the assessment criteria used to determine applications.

1.5 The Financial Regulations of EHDC require the Council to Dispose of assets in a way that realises best value. This means that any transfer of an asset would be at a market rent or at market value. However, EHDC recognises the social value and community benefit that a community group can contribute when taking on a local service or facility and this will have a bearing on the terms that the Council and community group are able to agree on. The CAT Policy allows the Council to take this social and Community value into consideration when determining the release of their assets.

1.6 This policy supports EHDC's Corporate plan priorities by promoting a thriving local economy with infrastructure to support our ambitions and meets key priorities in the district's Welfare Strategy to enhance community connectivity and sense of place.

2.0 Background

2.1 Section 123 of the Local Government Act 1972 states that Council's, except with the express consent of the Secretary of State, cannot dispose of land (other than by way of a short tenancy i.e. grant of a term not exceeding 7 years) for consideration less than best that can be reasonably obtained in the market.

2.2 The 1972 Act authorised the Secretary of State to issue General Disposal Consents covering particular types of cases. The General Disposal Consent allows a range of public bodies to transfer the ownership and management of land and buildings they own to local communities at 'less than best consideration' – at less than full market value. The General Disposal Consent (England) 2003 gives Local authorities greater freedom to dispose of any interest in land at less than best consideration without the specific consent of the Secretary of State. Under this General Disposal Consent LA's may consider disposal at a reduced price if the purpose for which the land is to be disposed of is likely to contribute to the promotion or improvement of the economic, social or environmental well-being of its area.

2.3 EHDC's financial systems and procedures set out the Council's policies and procedures in relation to asset management. These procedures will be applied in any asset transfer, any asset transfer will be guided by this policy operating within the Council's systems and procedures.

2.4 The Council must be aware of the rules regarding subsidy control. Selling land at under value confers a benefit upon the purchaser and a Council vendor must not breach the subsidy control legislation which relate to the importance of avoiding distortion in competition.

2.5 When considering the disposal of assets there are broadly three approaches available to the Council, these are:

- Freehold sale or long leasehold at market value
- Disposal by way of long leasehold or freehold sale below market value, conditional on associated community benefit
- A token or nominal rent for a short or medium term lease arrangement conditional on associated community benefit

2.6 EHDC owned assets will be considered for transfer where one or more of the following benefits can be demonstrated:

- I. The transfer will have a positive impact socially, economically, or environmentally adding value to the local community
- II. The asset has the potential to provide a community facility for which there is an evidenced need.
- III. The transfer will enable a regularisation of land registry titles where the management of the land is undertaken at a local level.
- IV. The transfer of the asset will enable the applicant organisation to access funding that otherwise they or the Council would be unable to access, ensuring the long-term financial viability of the asset and applicant organisation.
- V. The transfer of the asset will encourage collaboration with other public bodies or third sector organisations in the local area, particularly where these organisations need a presence in the local area.

2.7 There will be occasions where EHDC owned assets will not be appropriate for transfer. The Council has a financial and legal duty to ensure there is a clear and compelling case for any transfer, therefore, it reserves the right not to transfer assets to others for reasons including but not limited to:

- use associated to a statutory function.
- income generation or capital receipts which sustains council budgets; and
- legal obligations on the land which the Council is bound by.

3.0 Scope and Purpose of this Policy

3.1 The purpose of this policy is to provide a transparent and positive framework to enable, where appropriate, asset transfer from EHDC to community groups or organisations.

3.2 Due to the diverse nature of the Council's property holdings one policy will not fit all circumstances. Each case will be assessed on its individual merits with the principal goal of transfer of an asset where possible.

4.0 The Asset Transfer Process

4.1 The asset transfer process is set out in a simple flow chart which can be found at Appendix 1. All documentation needed to apply for asset transfer is available to download from the Council's website. The website will also signpost groups and organisations to support and advice that is available. Applications should be submitted to communityasset@easthants.gov.uk

4.2 The first step for any organisation interested in asset transfer is to contact the Council's Community Development team (communityasset@easthants.gov.uk) to discuss the asset which is being considered for transfer and its status as part of the Council's Estates portfolio, this will allow applicants to understand whether there is potential for asset transfer. Information on the Council's asset portfolio can be found on our webpage <https://maps.easthants.gov.uk/easthampshire.aspx> a map allows individuals to search for EHDC owned assets. The Council also publish details of assets surplus to requirements, which may include assets which could be transferred through the CAT Policy. More information on assets surplus to requirements can be found on our webpage. Following this discussion, the applicant will be invited to complete an expression of interest (EOI) form. The EOI should outline the vision for the asset, the organisations' ability to maintain and service the asset and their ability to

meet the eligibility criteria and any other relevant information. A template for the EOI can be found at Appendix 2. Expressions of Interest will be considered twice a year by EHDC, these windows for EOI submission will be published through all our communication channels and key stakeholders will be notified to ensure opportunities for asset transfer are not missed. In exceptional circumstances the Council may consider EOI outside of the formal call for proposals. The expectation is that the window for EOI assessment will be in April and October every year.

4.3 In the first instance the Council will acknowledge receipt of the EOI, for applications submitted outside of the EOI assessment periods, this will acknowledge receipt and indicate the next assessment window. Following this the Council will consider the application in detail. The Council endeavour to respond to all applications within 28 days of the EOI window and provide the applicant with the following information:

- an indicative timeline for the process of assessment to be completed
- any additional detail that will be required to inform the application and complete the process (business case where appropriate)
- information on the decision-making process which will be applied to the particular asset
- The council will also inform the applicant if there is more than one interested party and whether shortlisting is required

4.4 As part of the assessment process the Council will consider whether the asset transfer proposal adequately demonstrates added community benefit, financial viability, and that the applicant organisation can demonstrate their ability to offer a sustainable future for the asset.

4.5 The decision-making process for asset transfer will depend on the type of asset being considered. As stated earlier in the policy the asset portfolio of the Council is broad and the policy has to be applied on a case by case basis. Ultimately, any decisions to transfer assets will be made in accordance with the provisions as set out in the Council's Constitution. For more significant assets it is expected that the decision-making process will be presented to Cabinet and/or Full Council for consideration and decision. For less significant assets it may be that the decision can be taken by senior officers of the Council using their delegated authority arrangements. Applicants will be informed of the decision making process and likely timetable for that process in the Council's response to Expression of Interest

4.6 Once an application has been confirmed as meeting the organisational eligibility and policy criteria and the Council confirms it is willing to consider such transfers the applicant will be notified accordingly.

4.7 The Council want to ensure that any request for transfer is successful. The applicant will be asked to provide as much detail as possible to ensure the process is informed and proportionate to the asset being considered. The Council needs to ensure that any decision is in the public interest and is justified in terms of maintaining the asset for the benefit of the community. Applicants may be asked to prepare a detailed business case to support asset transfer where this is proportionate and appropriate for the asset being considered. If a business case is required a template to guide applicants can be found at appendix 3.

4.8 If the Council's decision is to support the asset transfer, a detailed offer will be prepared by the Council and made to the applicant setting out:

- Duration of the transfer and the conditions for renewal or termination.
- Financial arrangements, including rent or lease terms, service charges, and any potential financial support from EHDC.
- The responsibilities of the community organisation regarding the maintenance of the asset, repairs and compliance with the relevant regulations.
- Monitoring and reporting requirements, including periodic updates on asset use, realised community benefits, and financial performance.
- Mechanism for community involvement and consultation in decision-making processes related to the asset

4.9 The objective of the detailed offer is to establish a mutually agreeable arrangement that safeguards the interests of both the community organisation and EHDC.

4.10 Upon agreement, the asset transfer will be completed, the community organisation/town council/parish council will assume ownership, management, and control of the asset. The costs associated with the asset transfer process will be considered as part of the transfer assessment. Costs associated with asset improvements, may be negotiated as part of the assessment process.

5.0 Considering Applications - Eligibility Criteria

5.1 The following organisations are eligible to apply for Community Asset Transfer:

- a) Town or Parish Councils
- b) Community Interest Companies limited by guarantee
- c) Community Interest Company limited by shares
- d) Community Benefit Industrial & Provident Societies with an asset lock
- e) Unincorporated charitable organisations
- f) Companies limited by guarantee with charitable status
- g) Other organisations may be considered if they satisfy the criteria set out below

5.2 All organisations applying for asset transfer must meet the following criteria:

- h) Be legal entities
- i) Be a formally constituted non-profit organisation
- j) Have a demonstrated track record of working in the local area and supporting community initiatives
- k) Have a clear social, cultural, or recreational purpose
- l) Demonstrate the capacity to manage and sustainably operate the transferred asset and have director or management committee members who have the necessary experience and skills
- m) Have good governance, robust financial systems and adequate policy framework to run a community organisation.
- n) Be located or operating within the boundaries of East Hampshire
- o) Have organisational goals aligned with the strategies and objectives of East Hampshire District Council.

6.0 Considering Applications - Assessment Criteria

6.1 The following assessment criteria will be applied when assessing Expressions of Interest:

- a) Contact details for the organisation have been provided. This should include details of the individual with the relevant decision-making authority to enter into an asset transfer agreement
- b) Applicants must provide supporting evidence where required and complete all sections of required forms.
- c) Applications for asset transfer must be able to demonstrate wider community support for the asset transfer, this could include details of public consultations, surveys or supporting information in a community plan.
- d) All community assets must remain open to the wider public. This does not disqualify special interest proposals or groups; however, evidence must be provided of how the asset will be used in an inclusive way.
- e) Applicants must demonstrate that they can manage and maintain the asset to be transferred ensuring its long-term sustainability (or sustainability for the full length of the agreement). Previous experience of managing assets or other experience should be provided
- f) The applicant can demonstrate that it meets the principles of the equality legislation.
- g) The Council will not consider expressions of interest from organisations which are political or with political affiliations, organisations engaged in supporting candidates for political office, individuals or businesses who intend to primarily run the service or use the asset for commercial gain
- h) Applicants must be able to demonstrate the community value and benefit associated with the asset transfer. This will be a key aspect of the assessment criteria. The asset transfer should result in a clear improvement in service provision locally, or respond to locally specific needs or demand
- i) Applications should explain how the asset will continue to be managed or controlled locally
- j) Applications must demonstrate how the asset will contribute to the Councils ambitions regarding sustainability and tackling climate change

- k) All applicants must be able to demonstrate effective Governance arrangements and appropriate legal structures
- l) Applicants must be able to demonstrate sound financial standing, and provide details of financial planning to support the asset in the long term

7.0 Support & Assistance

7.1 As the property owner EHDC must remain impartial, as a result we cannot offer detailed advice or guidance to organisations considering asset transfer. The Council will, wherever possible, signpost applicants towards support or advice which is available to assist in the asset transfer process.

7.2 Advice is available from my community which can be accessed online <https://mycommunity.org.uk/>

8.0 Governance and Accountability

8.1 Please note that under this policy, community organisations are responsible for seeking their own professional legal and financial representation in order to be clear on their legal and financial obligations.

8.2 The property and land may be subject to planning and listed building controls, applicants should ensure they are aware of any planning or other controls. Any asset that is transferred to a community group that meets the eligibility criteria will be limited by legal mechanism to a use which provides the community benefit as outlined in the CAT application. Legal mechanisms will also be applied to ensure the asset is owned, run and managed by the applicant as set out in the terms of the agreement.

8.3 Organisations and groups in receipt of a leased community asset will be responsible for establishing appropriate governance and accountability. This should include:

- a) Maintaining transparent and accountable decision-making processes.
- b) Ensuring sound financial practices
- c) Engaging with the local community and stakeholders to ensure their views and needs are considered.

9.0 Review and Evaluation

9.1 The CAT Policy will be reviewed periodically to ensure its effectiveness and responsiveness to community needs. EHDC will monitor the outcomes and impacts of asset transfers, seeking feedback from the community organisations involved in the asset transfer process. This feedback will be collected through surveys, interviews, and consultations to understand their experiences, challenges, and suggestions for improvement.

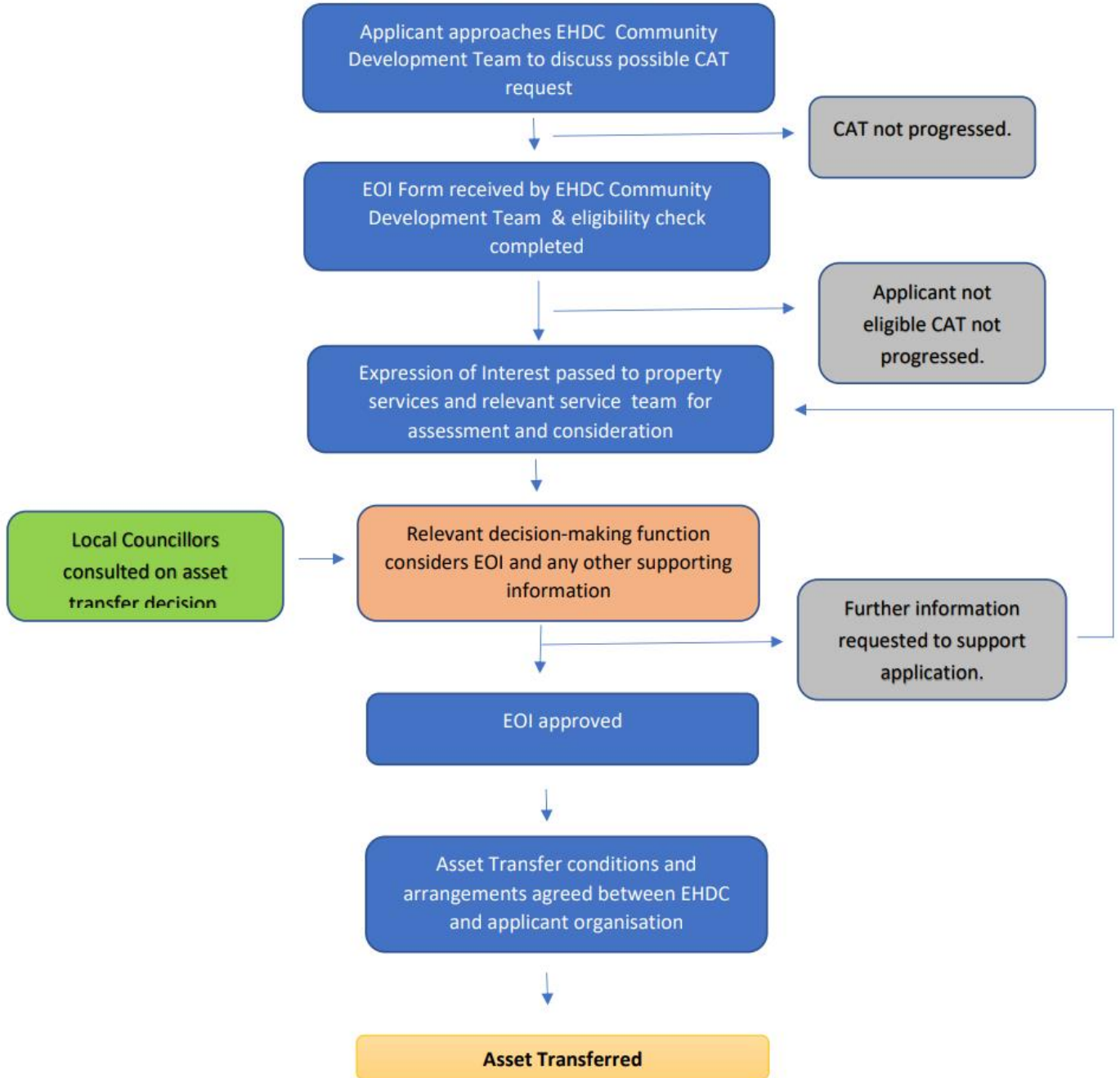
9.2 The Council will conduct an internal evaluation to assess the policy's effectiveness in achieving its objectives. This evaluation will consider key performance indicators, such as the number of successful transfers, community benefits realized, and the sustainability of the transferred assets.

9.3 Based on the findings of the review and evaluation, EHDC will make necessary adjustments to the CAT policy and procedures. This may include updating eligibility criteria, streamlining the application process or providing additional resources to address identified challenges.

9.4 EHDC will communicate the outcomes of the review and evaluation to the community organisations and stakeholders involved, ensuring transparency and accountability. Recommendations for policy improvements and any resulting changes will be shared with the wider public through appropriate channels, such as the EHDC website and relevant publications.

9.5 Conducting reviews and evaluations allows EHDC to create a dynamic and adaptive CAT policy that remains aligned with the evolving needs and aspirations of the community. This process will ensure that the policy continues to foster community empowerment, social value, and sustainable asset management in East Hampshire.

Appendix 1. EHDC Community Asset Transfer Process



Appendix 2 – Expression of Interest template

This form should be used to express your interest in applying for a Community Asset Transfer (CAT) of a particular property or land within **East Hampshire**

Prospective applicants interested in applying for an asset transfer through East Hampshire District Council's Community Asset Transfer Policy are required to complete and return this Expression of Interest Form as the initial step to submitting a formal CAT Request.

Community organisations are encouraged to submit this form promptly after deciding to pursue an asset transfer and identifying a suitable building or piece of land for transfer. By completing this form early-stage discussions can be facilitated, allowing the Council to assess your group's eligibility and suitability for transfer for the requested asset transfer.

Please note that under East Hampshire District Council CAT policy, community organisations are responsible for covering their professional fees, including the costs of surveyors and lawyers. The property will be valued and sold at market value, but as the land will be restricted to community use this will potentially allow for a reduction in the price.

The property and land are subject to planning and listed building controls. Any community group or organisation interested in applying must consider the "Use Class" of the land and any listed build designation. East Hampshire District Council mandates that the property must be utilised for community purposes, although alternative uses will be considered if there is evidence that it supports the community.

Please note that assets already in use by the council or acquired by the council for investment purposes may not be available for transfer.

Proposals that meet all the eligibility criteria under East Hampshire District Council CAT Policy, will be considered further and the applicant will be informed whether further information is required and the next steps.

Please fill in all sections of the form. If a section does not apply, please write "Not Applicable".

When complete, submit the form to: property@easthants.gov.uk

You will receive an acknowledgment of your Expression of Interest within 5 working days and formal feedback within 28 days.

Section 1 - Please provide details of the group/body making this request

Full Name of Organisation	
Address of Organisation	
Organisation Website	
Contact Email	
Contact Telephone Number	

Section 2 - Main Contact information

Main Contact (<i>Name of person to answer any questions regarding this Expression of Interest</i>)	
Position within Organisation	
Contact Email	
Contact Telephone Number	
Address	

Please sign below to indicate that you agree that correspondence relating to this asset transfer request may be sent to the email addresses provided in the Section 2.

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Section 3 – Structure and Purpose of the Organisation

Type of Organisation <i>(i.e. not for profit, CIC, Charity, Town/Parish Council)</i>	
If Applicable, what is the Company or Charity Registration Number	
Please confirm that the organisation has a formal written constitution or governing document. Please attach a copy of with this Expression of Interest <i>(Please note that under East Hampshire District Council’s CAT Policy, requests will only be considered from eligible community-controlled bodies with a written constitution or governing document)</i>	
When was the organisation established	
What is the purpose and main objective of the organisation	

Governance: If your organisation requires help regarding constitutions, accounts, and governance, or setting up as a registered charity, please contact Community First for advice.

Section 4– Details of the Asset

Name of the Asset <i>(Building name if known, or name building is known by. If a land Asset, please specify the asset, or detail what the land is part of; e.g., “adjacent to ...” or “to the rear of...”)</i>	
Location of the Asset <i>(Postal address if known, or grid reference)</i>	
Please indicate what type of Asset Transfer you are interested in; short term leasehold, long term leasehold or freehold transfer	
If you are interested in a lease transfer, please indicate the desired length of the lease	

Section 5 - Applicant Interest & Community Benefit

Please outline the reasons for seeking the transfer of the identified asset

(At this stage we do not require a detailed proposal)

Please outline how you will utilise the asset to benefit the local community

How would this contribute to the priorities of EHDC (as set out in our Corporate Strategy or other Strategies <https://www.easthants.gov.uk/our-organisation/performance-and-strategy>)

Section 6 - Financial Viability

Please outline your organisation's financial sustainability and capacity to manage the asset/property effectively

Provide details about your funding sources, including any grants, donations, or revenue streams that support your organisation's operations:

Data Protection: East Hampshire District Council takes the privacy of your personal data very seriously. For more information see our Privacy Policy <https://www.easthants.gov.uk/privacy-policy>

By signing below, I acknowledge and agree that the information provided in this Expression of Interest, including contact details, will be shared ONLY with relevant officers within East Hampshire District Council. This sharing of information is solely for the purpose of assessing the asset transfer request and, if necessary, providing specialized support to facilitate the progress of the request. I understand that my information will be collected and processed in accordance with these provisions.

Signature	
Print Name	
Date	

As part of the Community Asset Transfer application process, organisations may be obligated to complete and submit a comprehensive business plan. The extent of detail required in this plan is dependent upon factors such as the asset type under consideration, the duration of the lease, or the nature of the transfer (whether freehold or leasehold). This section outlines the specific information that should be incorporated into an applicant's business plan.

Within the business plan, applicants should include the following elements:

Organisational Goals: Applicants should provide details of their organisational objectives and aims; applicants should also outline how the transfer of the community asset would bolster these objectives and aims.

Social Impact and Benefits: Applicants should describe the social impact and benefits derived from the organisation's activities; this should include details on the number of individuals benefiting from the services, as well as the level of support offered to these individuals. Applicants should include examples of how the organisation enhances the quality of life for East Hampshire residents.

Organisational Expansion: Applicants should explain how the asset transfer would enable the growth of the organisation, including any potential creation of jobs. As part of this applicants should also aim to include information regarding the organisation's volunteering policies and the current number of volunteers.

Governance: Applicants should include details of the organisation's governance, including an up-to-date governing document such as a Memorandum or Articles of Association. Applicants should ensure that any governing document submitted includes the organisation's safeguarding policy.

Policies: Applicants should also make sure that as part of their business plan they include the organisation's Health & Safety policy and Equality & Diversity policy.

Ownership and Leasehold Interests: Applicants should outline any existing ownership or leasehold arrangements, including management structures, and include details of any prior experiences related to property responsibilities.

Financial Viability: Applicants should present a viable financial model that demonstrates the organisation's ability to both generate and attract funding, three years' worth of financial accounts and a recent bank statement.

Marketing Strategy: Applicants should outline their intended strategies for marketing and advertising the asset, should their CAT application be successful.

Partnership Potential: Applicants should include an explanation of how the transfer of the asset from EHDC to the applicant organisation would foster a productive partnership between both entities.

Environmental Considerations: Applicants should consider and address the environmental impacts of the transfer, which may encompass energy efficiency, recycling initiatives, and any benefits to the natural environment, such as increased biodiversity or a reduction in carbon footprint.

Below is a business plan form that applicants can use if they wish.

Community Asset Transfer Business Plan Form

Instructions: Please complete the following sections as part of your Community Asset Transfer application.

Section 1 – Organisation Goals

Please outline the aims & objectives of the applicant organisation.

Please outline how the potential transfer would further these aims & objectives.

Section 2 – Social Impacts & Benefits

How many individuals benefit from the applicant organisation's services.

Please outline what level of support is offered to these individuals.

Please include any examples of how the organisation Improves the quality of life for East Hampshire residents.

Section 3 – Organisational Expansion

How would the asset transfer allow the organisation to expand? Please include in this any potential jobs that would be created, information regarding the organisation's volunteering policies, and the organisations current number of volunteers

Section 4 – Governance & Policies

<p>Please confirm that the organisation has a formal written constitution or governing document. Please attach a copy of with this business plan. <i>(Please note that under East Hampshire District Council's CAT Policy, requests will only be considered from eligible community-controlled bodies with a written constitution or governing document)</i></p>	
<p>Please confirm that the organisation has an up-to-date safeguarding policy. Please attach a copy of the safeguarding policy with this business plan.</p>	
<p>Please confirm that the organisation has an up-to-date health and safety policy. Please attach a copy of the health and safety policy with this business plan.</p>	
<p>Please confirm that the organisation has an up-to-date equality and diversity policy. Please attach a copy of the equality and diversity policy with this business plan.</p>	

Section 5 – Ownership & Leasehold Interests

Please outline the organisations current ownership or leasehold arrangements, including any management arrangements

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Please outline any previous experience the organisation has with property responsibilities

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Section 6 – Financial Viability

<p>Please include your financial model that demonstrates the organisation's ability to both generate and attract funding. Please make sure to include three years' worth of financial accounts and a recent bank statement.</p>	
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Section 7 – Marketing/Advertising Strategy

Please outline your strategy/strategies for marketing/advertising that asset if successful

Section 8 – Partnership Potential

Please explain how the transfer would foster a productive partnership with EHDC

Section 9 – Environmental Considerations

Please identify and outline the environmental impacts of the transfer such as energy efficiency, recycling initiatives, and any benefits to the natural environment, such as increased biodiversity or a reduction in carbon footprint.