



**Hook Parish Council**

**CORPORATE PLAN**

**2019-2024**

**(Updated November 2023)**

## FOREWORD

### ***“Share our vision, shape our future”***



*Welcome to Hook*



*Map of Hook*



*Mosaic*

Welcome to Hook Parish Council's (HPC) update Corporate Plan, which highlights the Council's vision and priorities for the period 2021-2024, together with the key objectives that need to be delivered in order to achieve them over the plan period.

This Plan provides a broad overview of the means through which HPC will undertake its activities and make decisions to fulfil its commitment to the local community.

Clearly, funds are finite, and the best use of existing resources will be made by the Parish Council to achieve the highest possible outcomes for Hook's Residents. In so doing, it may be necessary to make efficiencies, where practicable, as well as change some long-standing practices.

The Government's ambitious housing programme has facilitated considerable development in Hook not seen since the 1970s and early 1980s. HPC will work closely with other public and private sector partners to influence change and deliver local priorities. This will not be easy or straight-forward and active engagement by HPC will be required throughout the Plan period and beyond.

The Hook Neighbourhood Plan (HNP) has now been adopted as Policy and compliments Hart District Council's Local Plan. The HNP is an important document because:

It sets out where any particular type of development would be supported;

It documents a number of Community Aims and key objectives together with Policies to achieve them;

It identifies a vision for a revitalised centre of the village that meets the challenges and demands of a significantly enlarged Hook population.

## INTRODUCTION



*Forge*



*St John's Church*



*Community Centre*

The nature and volume of activities in Hook has changed over recent years and this, in turn, demands a Council to adapt in order to remain in tune with its Residents and responsive to local views and expectations. Consequently, the Parish Councillors and their Officers are committed in a collective aim to be engaged with residents in order to achieve best outcomes

The operating model adopted by HPC is based around an 'Ends, Ways and Means' methodology: the 'Ends' are effectively what the Council wants to achieve and can be represented by a vision; the 'Ways' are how to achieve them; and the 'Means' is the process, resource or body that will undertake the required actions and activities. HPC's approach combines monthly Full Council meetings with 4 separate supporting Committees:

- Financial, Strategy & Resource Committee
- Environment & Community Committee
- Planning & Infrastructure Committee
- North-East Hook Community Project Committee

These four Committees, each with their specific Terms of Reference, have been established to collectively implement all of the functions of the Council throughout the year. The Chairman of each Committee reports on the respective business to the Council each month, and the Council subsequently votes on any resolution proposed by a Committee for which they do not have delegated authority. What follows below represents the activities of these Committees and identifies their respective objectives over the period of this Corporate Plan.

## FINANCE, STRATEGY & RESOURCES (FSR) COMMITTEE



*Elizabeth Hall*



*Shopping Parade*

This Committee is responsible for the policies which set out the conduct and governance of HPC business, even though the other Committees may execute their respective business by employing these policies. The FSR Committee's core objectives are:

### **1. To provide cost-effective services and facilities of the highest standard possible.**

To achieve this objective, the FSR Committee will work in conjunction with other Committees and external organisations to:

- Ensure an effective competitive tendering process to provide the best value for any contracted services;
- Ensure cost effective overall service provision – by outsourcing contract services where it is more cost effective to do so, rather than maintain in-house;
- Ensure adequate budget provision – by fully understanding and monitoring the cost of supporting local services and facilities;
- To consider viability of any capital project submission and make recommendations to Council.

### **2. Provide sound, effective and legal financial management of the Council's funds for:**

- Budgeting for all foreseeable expenditure of revenue;
- Establishing appropriate precept provision;
- Funding new capital projects;
- Investment of any funds in most cost-effective manner in safe financial institutions.

### **3. To maintain an efficient and effective staff function.**

To achieve this objective the FSR Committee will undertake appropriate succession planning in order to ensure an appropriate complement of staff as well as taking timely decisions in regard to annual appraisals and any necessary remuneration awards.

### **4. To own and publish the Corporate Plan, and then keep it under regular review.**

**Resource** – The Responsible Financial Officer

**Budget Cost Centres** – Payroll, General Administration and Corporate Governance



## ENVIRONMENT AND COMMUNITY (E&C) COMMITTEE



*Bartley Heath*



*Wellworth Park*



*Hartletts Park*

The core objectives to be delivered by the E&C Committee are:

- 5. To understand the issues and aspirations of Hook residents and progress, where appropriate, those which enhance the wellbeing of the community.**

To achieve this objective, the E&C Committee will work in conjunction with other committees and external organisations to provide and improve facilities and services for recreation and leisure.

- 6. To encourage and embrace social and community values in the village by supporting and working in co-operation with, where practicable, local organisations and groups.**

To achieve this objective, the E&C Committee will work in conjunction with other committees and external organisations by providing enabling support.

- 7. To protect and embrace biodiversity.**

To achieve this objective, the E&C Committee will work in conjunction with other committees and external organisations to monitor and implement the Hook Local Biodiversity Action Plan.

- 8. To provide cost-effective services and facilities of the highest standard possible.**

To achieve this objective, the E&C Committee will seek to work in conjunction with other Committees and external organisations to ensure effective competitive tendering and economies of scale in purchasing of goods and services.

- 9. To encourage and promote the economic and commercial vitality of Hook through partnerships and other means.**

To achieve this objective, the E&C Committee will seek to work in conjunction with developers, other Committees and external organisations in order to attract visitors, create a more colourful local landscape and provide financial support for local projects and groups.

**Resource** - The Environment & Community Administrative Officer, to ensure the effective management of Parish Council owned facilities.

**Budget Cost Centre** – As identified in Appendix A of the Financial Regulations.

## THE PLANNING AND INFRASTRUCTURE (P&I) COMMITTEE



*Bartley Court*



*Dentist*



*Hook House*

The core objectives of the P&I Committee are:

- 10. To promote and facilitate new and improved transport infrastructure in the village to ensure a sustainable community by supporting and working in co-operation with residents and, where practicable, local organisations and other community interest groups.**

To achieve this objective the P&I Committee will also seek to work collaboratively with the highway authorities, developers and other external organisations to facilitate sustainable means of travel within the community and seek improvement of all transport related facilities, including community transport.

- 11. To consider and respond appropriately to all Planning Applications within Hook Parish and represent the best interests of the village for enhancement of the local community, by actively engaging with Hart District Council (Hart DC) and Hampshire County Council.**

To achieve this objective the P&I Committee will seek to work in close liaison with the Local Planning Authority (Hart DC), the County Council, residents, developers, property owners and other external organisations.

- 12. To encourage and promote the economic and commercial vitality of Hook through working with Hart DC, developers and businesses also forming partnerships with other interested bodies.**

To achieve this objective the P&I Committee will seek to work in conjunction with Hart DC, retailers, businesses, property owners, developers and external organisations to retain retail and business diversity within the village centre and employment opportunities in Hook.

- 13. To understand the infrastructure issues and aspirations of Hook residents and, where appropriate, advocate specific projects to enable the provision of a safe environment and ensure the general wellbeing of the community.**

To achieve this objective the P&I Committee will work in close liaison with the community and in conjunction with external organisations.

**14. To promote the Objectives and Policies of the Neighbourhood Plan, which was adopted by Hart DC on the 27<sup>th</sup> February 2020, by ensuring that this Plan is observed by the relevant Authorities when considering any planning applications or others when bring forward proposals for improvement of the village environment, facilities and infrastructure.**

To achieve this objective the P&I Committee will work in close liaison with Hart DC, Hampshire County Council, developers, property owners and other external organisations.

**Resource** - The Administrative Officer with responsibility for Planning & Infrastructure.

**Budget Cost Centre** – Staff and use of planning & infrastructure reserve as required.



## THE NORTH EAST HOOK COMMUNITY PROJECT (NEHCP) COMMITTEE



*Proposed site layout*



*Rendered visual of proposed pavilion*

This Committee is responsible for developing and managing the strategy and subsequent project delivery plan for the provision of facilities to support the use of the sports pitches and provide a social hub in North East Hook. The core objectives of the NEHCP Committee are:

### **15. To define the scope of the project and how it may be delivered.**

To achieve this objective the NEHCP Committee will:

- Specify the requirements of the project (aka “The Sports Pavilion Project”);
- Determine and gain Full Council approval for the required budget for the project;
- Engage suitable external specialist assistance (consultancy) via open tender to assist with:
  - i) Defining the number and type of building(s) and their associated infrastructure required to meet the requirements and remain within the budget;
  - ii) Determining the procurement and delivery strategy;
  - iii) The planning process;
  - iv) Ongoing delivery support if required.
- Devise and manage a project plan to ensure that the project can be delivered in a timely fashion and remain within the available budget;
- Outline initial operator leasing approach;
- Ensure ongoing use of sports pitches prior to full project delivery.

### **16. To conduct public consultation.**

To achieve this objective the NEHCP Committee will:

- Hold project overview presentation events at specified venues in Hook where Councillors will be available to residents;
- Obtain resident support and/or feedback through a questionnaire;
- Respond to points of clarification via email and publicly available link to the HPC website;
- Advertise public consultation events via post and online.



## **17. Deliver the project**

To achieve this objective the NEHCP Committee will:

- Gain approval from Full Council for each major phase of the project;
- Gain approval from Full Council for NEHCP Committee spend limits;
- Engage suitable external specialist assistance for the delivery phase eg. planning liaison, detailed design, competitive tendering for the build and commissioning phases etc.;
- Award and manage contracts (with break clauses) for the build and delivery phases;
- Confirm leaseholders and negotiate terms of leases;
- Maintain ongoing vigilance on project progress and budget spending;
- Arrange a formal opening event.

**Resource** - The Clerk.

**Budget Cost Centre** – Pavilion.

## COMMUNITY ENGAGEMENT AND SUPPORT



*Hook Infant School*



*Hook Fun Run and Road Races*



*Hook Village Show*



*Plough*

It is the responsibility of any Councillor to communicate the aims, objectives, and aspirations of this Plan to any resident, who seeks to understand the workings of the Council. Hook Parish Council prides itself on the quality of its Officers and the role that they play in society. There is an enduring requirement and responsibility to ensure ongoing training of both Officers and Councillors and to maintain the highest possible standards of knowledge and ability within the Council. Bearing this in mind, adequate provision will be made for all Officers and Councillors to attend appropriate training sessions and programmes throughout each year with the aim of:

**18. To engage, whenever possible, in open dialogue with residents to understand their needs and to explain how the Parish Council will address these needs within the resources and powers available.**

This objective will be delivered by means of:

- Parish Council notice boards (existing);
- Parish notice boards (digital);
- HPC website;
- Hook Focus;
- Local Press and Radio Stations;
- Posters, banners, leaflets;
- Social media – (Facebook and Twitter);
- Annual Report;
- Public Events:
  - Annual Village Meeting (Duty to hold) - organisation resourced from office;
  - Hook Village Show - in partnership with Hook and Odiham Lions;
  - Programme of Live entertainment via Hook Live and in partnership with other organisations;
  - Encouraging local business involvement in community events.

**19.To encourage and embrace social and community values in the village by supporting and working in co-operation with, where practicable, local organisations and groups.**

To achieve this objective, the FSR Committee will seek to work in conjunction with other committees and external organisations to improve provision of open spaces and facilities by developing policy, strategy and budgets to fund identified projects.

**Resource** - The Community Engagement Administrative Officer, working in conjunction with the Clerk to the Council and relevant councillor(s).

**Budget Cost Centres** – Advertising, Parish Events, PR & Media.



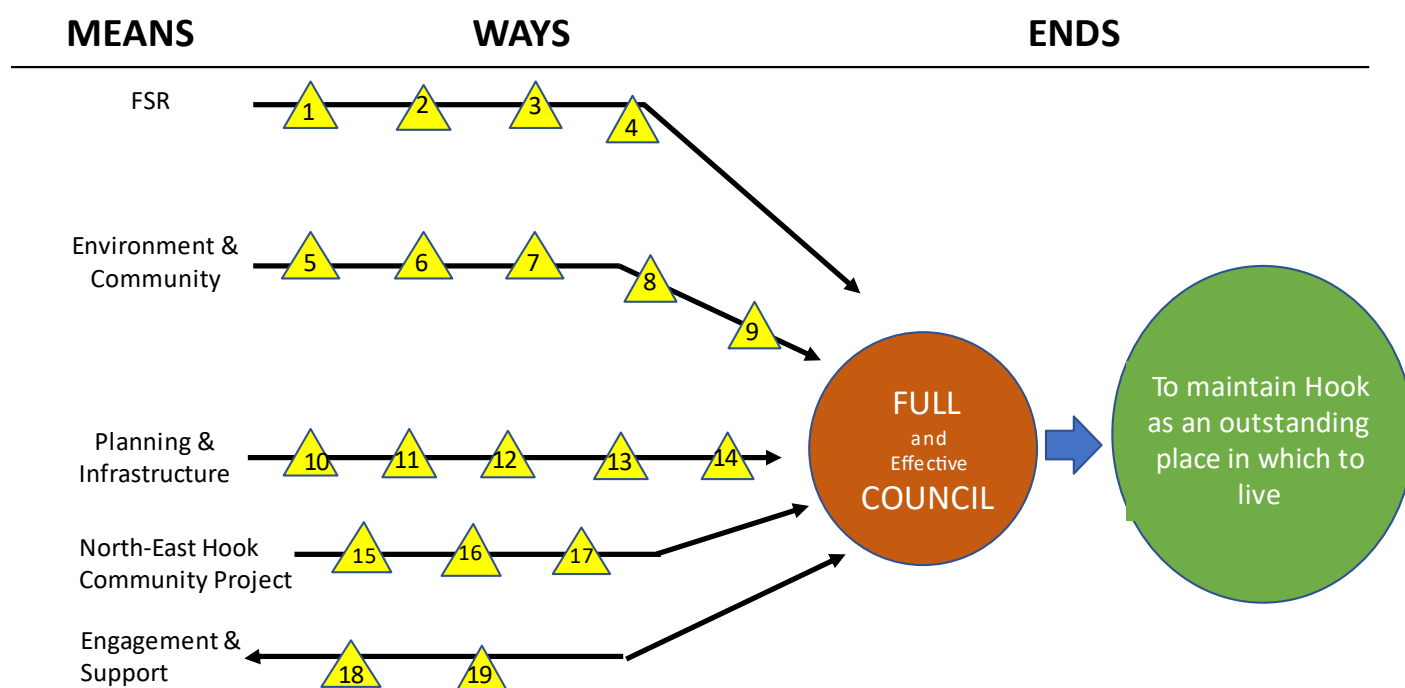


*Sculpture*

## CONCLUSION

Hook Parish Council's Corporate Plan 2021-2024 presents an overview of how the Parish Council will operate and conduct its business. The emphasis is on each Committee's agreed responsibilities and objectives to ensure that the Parish Council will achieve its Vision of "Maintaining Hook as an outstanding place to live".

## HOOK PARISH COUNCIL'S DIAGRAMMATIC METHODOLOGY



# Key Priorities - short term next 6-12 months



## E&C Committee

**Carry out comprehensive tree survey of all trees owned by the Parish Council**

**Aim to replace the multi-play unit & resurface Varndell play area**

**Aim to replace the tyre swing in Dave Deadman play area**



## P&I Committee

**Procure & deploy a Speed Indicator Device**

**Migrate the Hook Neighbourhood Plan evidence base to the new website and review content**

**Conclude feasibility study for project to improve Grand Parade car park**



## FSR Committee

**Consider and agree budget & precept recommendation to Full Council**

**Review Council insurance requirements**



## NEHCP Committee

**Submit planning application for the sports pavilion and Hook Shed**

**Appoint principal consultant**

**Complete detailed design phase**

**Tender for construction contract**

