

# HARPOLE PARISH COUNCIL



Chairman – Mr F Smethers

Clerk – S Willis

<http://www.harpole-pc.gov.uk>

E-mail: [clerk@harpole-pc.gov.uk](mailto:clerk@harpole-pc.gov.uk)

Members of the committee (Cllrs Smethers, Roberts, Gardner, Hancy, Madle, Starmer, Wallace) are summoned to attend a Meeting of the Strategy, Finance and Policy Committee to be held at the Methodist Chapel, School Lane Harpole on **Monday 6<sup>th</sup> July 2026 at 7.00 pm** for the purpose of transacting the following business.

Signed: *S Willis*

Clerk & Proper Officer to Harpole Parish Council

Date: 30<sup>th</sup> June 2026

Members of the press and public are welcome to attend.

## AGENDA

**73/26 TO ELECT COMMITTEE CHAIRMAN**

**74/26 TO ELECT COMMITTEE VICE CHAIRMAN**

**75/26 APOLOGIES FOR ABSENCE**

To receive apologies and approve reasons for absence.

**76/26 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

To receive Declarations of Interest from Councillors

**77/26 PUBLIC PARTICIPATION**

Members of the public are invited to address the Committee.

**78/26 MINUTES**

To receive and approve the minutes of the Strategy, Finance and Policy Committee 5<sup>th</sup> May 2026

**79/26 NORTHAMPTON WEST SUSTAINABLE EXTENSION**

a) To receive updates for information only

**80/26 NORWOOD FARM SUSTAINABLE EXTENSION**

a) To consider and approve street lighting plans for phases 2a and 2c

b) To consider and approve a response to planning application [2026/0334/RM](#) - Reserved matters (Access, Appearance, Landscaping, Layout & Scale) for detailed design of the community building and external areas, including car parking and servicing areas that will serve the community building and wider local centre area - Land To East of Sandy Lane Harpole

c) To receive updates for information only

**81/26 SPORTS PROVISION**

a) To consider and approve recommendation to Full Council regarding offer from Vistry for the pavilion building

b) To receive updates for information only

**82/26 FINANCE**

a) To consider and approve payments for July (see appendix)

b) To receive budget to end of June

**83/26 POLICIES**

To consider and approve following policies:

a) Retention and Disposal policy

b) Data Breach Policy

c) Publication Scheme

d) Lone Worker Policy

**84/26 VILLAGE**

To consider if the council may want to set up a Community Skills Swap Scheme

**85/26 ITEMS FOR NEXT AGENDA**

To consider items to be added to the next agenda

**DATE OF NEXT MEETING.** - The next meeting is scheduled for Monday 7<sup>th</sup> September 2026.



**Chairman** – Mr F Smethers

**Clerk** – Mrs S Willis

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Minutes of the Strategy, Finance and Policy Committee meeting held on 5<sup>th</sup> May 2026, in the Methodist Chapel, School Lane at 7.00pm.

Present – Cllrs S Roberts (Chair), K Gardner, B Hancy, F Smethers, D Starmer, C Wallace (part)

Also present – S Willis (Clerk)

Meeting Start: 7pm

**344/25 APOLOGIES FOR ABSENCE.**

Cllr Wallace advised he would be late. There were no apologies received from Cllr Madle

**345/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Cllr Gardner declared an interest in item 35/26 c as school governor

**346/25 PUBLIC PARTICIPATION**

No members of the public were present

**347/25 MINUTES**

Councillors **APPROVED** the minutes of the Strategy, Finance and Policy Committee of 2<sup>nd</sup> March 2026

**348/25 NORTHAMPTON WEST SUSTAINABLE URBAN EXTENSION**

Play park on Harlestone Park opened on 1<sup>st</sup> May with grand opening. Clerk attended. There was a good turnout from residents. This is in Harlestone Manor, but just over the boundary. It is thought that Bloor are looking for open space sign off in June. Clerk to chase.

Davidsons have been chased regarding the status of the closed road and if they are on track. They have been invited to the June meeting to give an update. Council would like to know if there will be provisions made for the Strawberry Fields and Scarecrow weekend.

It is thought that the primary school on Bloor's site has started the process of handing the land to WNC. Works taking place are archeological.

**349/25 NORWOOD FARM SUSTAINABLE EXTENSION**

- a) WNC have asked for Street names for Phases 2a and 2c. It was suggested names to mark the Anglo Saxon finds would be appropriate. Cllr Gardner to research and make suggestions.
- b) It was agreed to defer this item until Cllr Wallace had joined the meeting.

**350/25 SPORTS PROVISION**

- a) The new pavilion will not be built this year. Vestry have financial viability issues with the current model. The Clerk and Chair are meeting with them and WNC planning on Friday to discuss options. 2 other councillors may attend also. The issues of this already breaching the S106 were discussed
- b) Council need to have a plan for managing of the playing fields when they are transferred to us. Clerk to draft. It was proposed that a Community Facilities Committee will be needed and membership approved. Council will also need to look at existing leases and agreements.

### 351/25 CIL

The working party had proposed the following:

- Play equipment specification to be drafted for approval at next meeting
- Spend to be approved for noticeboards as needed
- Clerk to chase on costings for crossing by school
- Land feasibility study to be investigated – on next full council agenda
- Do we need to contract a S106 specialist?
- Look for upgrading bus shelter opposite church on High Street

### 352/25 FINANCE

a) Payments for May

Supplier	Description	Amount
Staff Costs	staff costs	5352.35
Northants CALC	Training	92.00
Unity trust	Bank Fees	10.90
Scribe	IT software	99.00
Northants CALC	Subscriptions	937.92
Microsoft	IT Software	558.00
Parish Online	Website	385.00
Amazon	Office Equipment	11.59
Gigaclear	Broadband	30.00
British Gas	Office Electric	49.15
R&G Groundworks	Grass cutting	1,282.00
Shield Maintenance	Dog bins	143.00
Valda Energy	Street lighting electric	1,179.34
Forde and McHugh	Street light repair	250.00
SLCC	Training	3,000
		14,013.81

b)

Current Account	
CCLA Savings	
Metrobank savers	
Credit card	
Outstanding payments	
Total	

Opening Balance	
Expenditure to date	
Income to Date	
Cashbook balance	

c) It was agreed that a grant of £980 was granted to the school to allow them to repair the defibrillator and replace pads and battery

d) First Responders offer a service to check defibrillators on our behalf for a donation. It was proposed that we ask them to do this at a donation of £250 for the year. This can be reviewed when more defibs are added.

CLlr Wallace joined the meeting.

### 231/25 POLICIES

- a) Fire Risk Assessment, Fire Safety Management Plan and Fire Emergency Plan were received and approved.

### **232/25 VILLAGE**

There had been a request for a clothes bank to be installed in the village. The council were supportive in principle, but an appropriate site needed to be found. There was concern that there are regular collections at the school and this may impact that. Cllr Gardner to see if this initiative could be opened up to the village and not just school community.

### **233/25 ITEMS FOR THE NEXT AGENDA**

No added items at this time.

- 349/25 b)** As Cllr Wallace had now joined this item was discussed. There was a discussion about the enforcement of S106, particularly on Norwood Farm SUE. This may put a strain on the relationship between the Parish Council and Vistry, but WNC need to know that we are aware of the breaches and that we want to ensure that these do not slip to much further. WNC have written to Millers and Barwoods but we are not aware of any response. There is an issue if these developers are not engaging with the planning authority. Parish Council needs to get WNC on side and see what enforcement they are willing to take. There was a discussion about the parish council getting legal advise to push this. At the moment we are information gathering and this may be an option but it is WNC responsibility. It was suggested a regular list of know breaches is sent to WNC for comment.

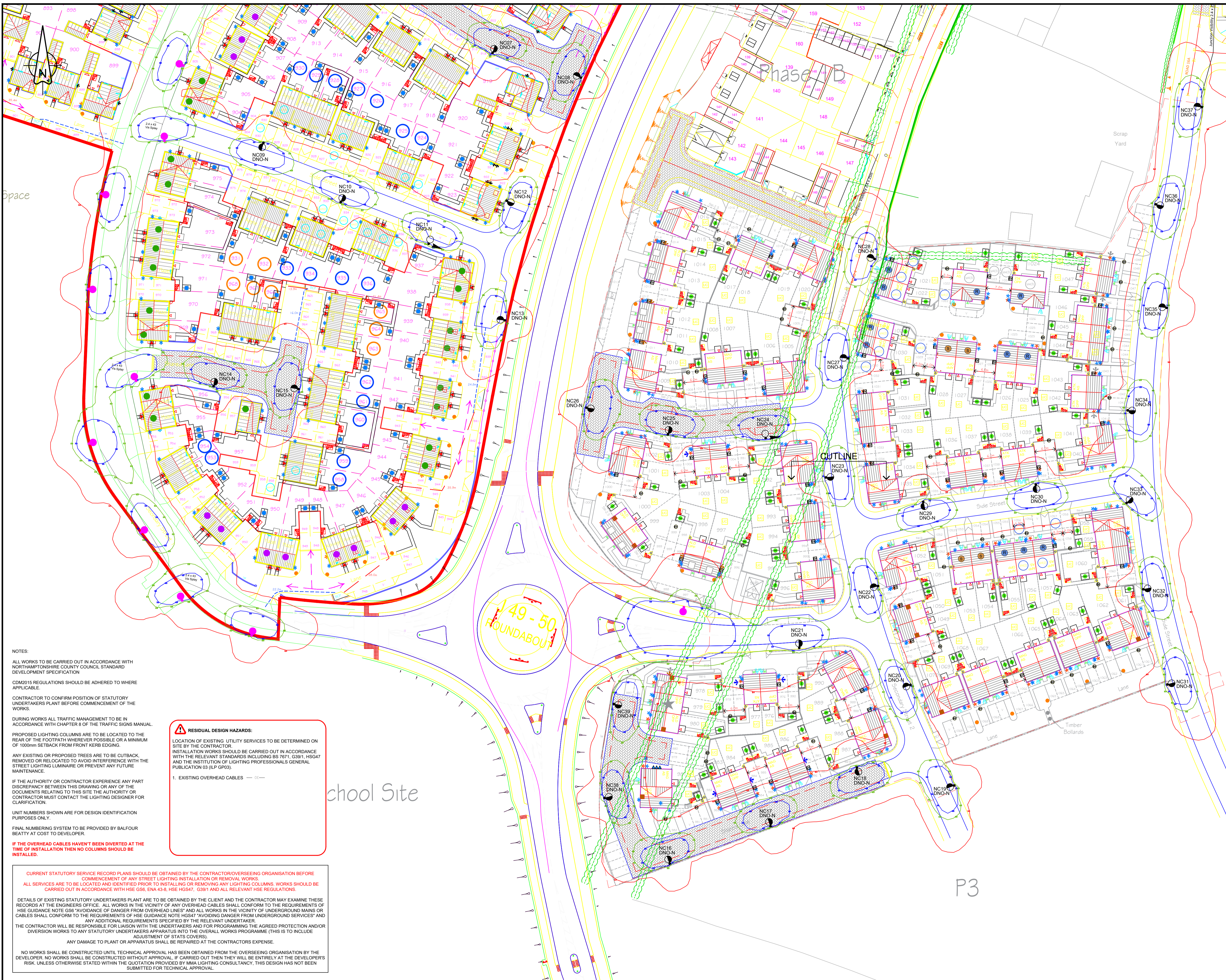
Meeting closed 9.10pm

### **DATE OF NEXT MEETING.**

The next meeting is scheduled for Monday 6<sup>th</sup> July at 7pm

Signed

Date



**Street Lighting Key:**

- Symbol** Description
- City 37**
- Lighting Column:** 6m galvanised tubular steel column with glass flake roof protection (250mm above planting depth) as supplied by CU Phosco or similar approved to be installed in accordance with Northamptonshire County Council requirements. Planting depth for 6m columns 1000mm and >6m columns shall be 1500mm planted depth. Refer to Northamptonshire County Council standard detail drawing: SD 13/12
- Luminaire:** DW Windsor Kirium Pro Mini fitted with a rear shield
- Mounting Type:** Post top mounted
- Manufacturer Ref:** KIRIUM PRO MINI 16LED 3k A2\_250mA U MSUG 42 0012 0000 100
- Lumen Output:** 1.74 km
- Luminaire Wattage:** 12 w
- Charge Code:** 42 0012 0000 100
- Colour Temperature:** 3000k Warm White
- Luminaire Tilt:** 0°
- Luminous Intensity:** G3
- Control Type:** Telensa Telocell GPS enabled (T2E1N-G-3) 5 pin grey dimming CMS node (plug in locking type) mounted in 7 pin NEMA socket
- Dimming Profile:** Dusk until 22:00: 100% lumen output  
22:00 until 06:00: 60% lumen output  
06:00 until Dawn: 100% lumen output
- Supply:** DNO electrical supply connection
- Primary Isolator:** DNO approved isolator
- Secondary Isolator:** Charles Endirect LDFF16
- Presets dimming:** 70%
- City 2**
- Lighting Column:** 6m galvanised tubular steel mid-hinged column with glass flake roof protection (250mm above planting depth) as supplied by CU Phosco or similar approved to be installed in accordance with Northamptonshire County Council requirements. Planting depth for 6m columns 1000mm and >6m columns shall be 1500mm planted depth. Refer to Northamptonshire County Council standard detail drawing: SD 13/12
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- Mounting Type:** Post top mounted
- Manufacturer Ref:** KIRIUM PRO MINI 16LED 3k A2\_250mA U MSUG 42 0012 0000 100
- Lumen Output:** 1.74 km
- Luminaire Wattage:** 12 w
- Charge Code:** 42 0012 0000 100
- Colour Temperature:** 3000k Warm White
- Luminaire Tilt:** 0°
- Luminous Intensity:** G3
- Control Type:** Telensa Telocell GPS enabled (T2E1N-G-3) 5 pin grey dimming CMS node (plug in locking type) mounted in 7 pin NEMA socket
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22:00 until 06:00: 60% lumen output  
06:00 until Dawn: 100% lumen output
- Supply:** DNO electrical supply connection
- Primary Isolator:** DNO approved isolator
- Secondary Isolator:** Charles Endirect LDFF16
- Presets dimming:** 70%
- Existing lighting column to remain (contributory lighting purposes only)  
Spine Road tie-ins taken from MMA19287 Norwood Phase 2 and 1B
- Denotes direction of travel for mid-hinged lighting column
- UNIT NUMBERING KEY:**
- NC: Proposed lighting column identification number
- ELECTRICAL CONNECTION TYPE:**
- DNO: Proposed Distribution Network Operator electrical supply connection
- LIGHTING ISOLUX CONTOUR KEY:**
- 3.0: Isolux contour line  
2.0: Isolux contour line  
0.4: Isolux contour line

**NOTES:**

ALL WORKS TO BE CARRIED OUT IN ACCORDANCE WITH NORTHAMPTONSHIRE COUNTY COUNCIL STANDARD DEVELOPMENT SPECIFICATION

COM2015 REGULATIONS SHOULD BE ADHERED TO WHERE APPLICABLE.

CONTRACTOR TO CONFIRM POSITION OF STATUTORY UNDERTAKERS PLANT BEFORE COMMENCEMENT OF THE WORKS.

DURING WORKS ALL TRAFFIC MANAGEMENT TO BE IN ACCORDANCE WITH CHAPTER 8 OF THE TRAFFIC SIGNS MANUAL.

PROPOSED LIGHTING COLUMNS ARE TO BE LOCATED TO THE REAR OF THE FOOTPATH WHEREVER POSSIBLE OR A MINIMUM OF 1000mm SETBACK FROM FRONT KERB EDGING.

ANY EXISTING OR PROPOSED TREES ARE TO BE CUTBACK, REMOVED OR RELOCATED TO AVOID INTERFERENCE WITH THE STREET LIGHTING LUMINAIRE OR PREVENT ANY FUTURE MAINTENANCE.

IF THE AUTHORITY OR CONTRACTOR EXPERIENCE ANY PART DISCREPANCY BETWEEN THIS DRAWING OR ANY OF THE DOCUMENTS RELATING TO THIS SITE THE AUTHORITY OR CONTRACTOR MUST CONTACT THE LIGHTING DESIGNER FOR CLARIFICATION.

UNIT NUMBERS SHOWN ARE FOR DESIGN IDENTIFICATION PURPOSES ONLY.

FINAL NUMBERING SYSTEM TO BE PROVIDED BY BALFOUR BEATTY AT COST TO DEVELOPER.

**IF THE OVERHEAD CABLES HAVEN'T BEEN DIVERTED AT THE TIME OF INSTALLATION THEN NO COLUMNS SHOULD BE INSTALLED.**

**RESIDUAL DESIGN HAZARDS:**

LOCATION OF EXISTING UTILITY SERVICES TO BE DETERMINED ON SITE BY THE CONTRACTOR.

INSTALLATION WORKS SHOULD BE CARRIED OUT IN ACCORDANCE WITH THE RELEVANT STANDARDS INCLUDING BS 7671, G391, HSG47 AND THE INSTITUTION OF LIGHTING PROFESSIONALS GENERAL PUBLICATION (G3) (I.L.P. G303).

1. EXISTING OVERHEAD CABLES ———

**CURRENT STATUTORY SERVICE RECORD PLANS SHOULD BE OBTAINED BY THE CONTRACTOR/OVERSEERING ORGANISATION BEFORE COMMENCEMENT OF ANY STREET LIGHTING INSTALLATION OR REMOVAL WORKS.**

**ALL SERVICES ARE TO BE LOCATED AND IDENTIFIED PRIOR TO INSTALLING OR REMOVING ANY LIGHTING COLUMNS. WORKS SHOULD BE CARRIED OUT IN ACCORDANCE WITH HSE G56, ENA 43-8, HSE HGS47, G391 AND ALL RELEVANT HSE REGULATIONS.**

DETAILS OF EXISTING STATUTORY UNDERTAKERS PLANT ARE TO BE OBTAINED BY THE CLIENT AND THE CONTRACTOR MAY EXAMINE THESE RECORDS AT THE ENGINEERS OFFICE. ALL WORKS IN THE VICINITY OF ANY OVERHEAD CABLES SHALL CONFORM TO THE REQUIREMENTS OF HSE GUIDANCE NOTE G56 'AVOIDANCE OF DANGER FROM OVERHEAD LINES' AND ALL WORKS IN THE VICINITY OF UNDERGROUND MAINS OR CABLES SHALL CONFORM TO THE REQUIREMENTS OF HSE GUIDANCE NOTE HGS47 'AVOIDING DANGER FROM UNDERGROUND SERVICES' AND ANY ADDITIONAL REQUIREMENTS SPECIFIED BY THE RELEVANT UNDERTAKER.

THE CONTRACTOR WILL BE RESPONSIBLE FOR LIAISON WITH THE UNDERTAKERS AND FOR PROGRAMMING THE AGREED PROTECTION AND/OR DIVERSION WORKS TO ANY STATUTORY UNDERTAKERS APPARATUS INTO THE OVERALL WORKS PROGRAMME (THIS IS TO INCLUDE ADJUSTMENT OF STATS COVERS).

ANY DAMAGE TO PLANT OR APPARATUS SHALL BE REPAIRED AT THE CONTRACTORS EXPENSE.

NO WORKS SHALL BE CONSTRUCTED UNTIL TECHNICAL APPROVAL HAS BEEN OBTAINED FROM THE OVERSEEING ORGANISATION BY THE DEVELOPER. NO WORKS SHALL BE CONSTRUCTED WITHOUT APPROVAL. IF CARRIED OUT THEN THEY WILL BE ENTIRELY AT THE DEVELOPER'S RISK. UNLESS OTHERWISE STATED WITHIN THE QUOTATION PROVIDED BY MMA LIGHTING CONSULTANCY, THIS DESIGN HAS NOT BEEN SUBMITTED FOR TECHNICAL APPROVAL.

**DRAWING TO BE PRINTED IN COLOUR TO ENABLE CORRECT IDENTIFICATION OF SYMBOLS, PROPOSED LIGHTING CABLING OR LINETYPES SHOWN**

**LIGHTING SCHEME DESIGNED IN ACCORDANCE WITH:**  
BS 5489-1:2020 & BS EN 13201-2:2015

SIP RATIO: N/A  
MAINTENANCE FACTOR: 0.76

**LIGHTING CLASSIFICATION: P6**

MIN. MAINTAINED AVERAGE ILLUMINANCE (EAV): >2.00 LUX <3.00 LUX  
MIN. ILLUMINANCE (EMIN): >0.40 LUX  
EMIN/EAV (UNIFORMITY): >0.20 (20%)

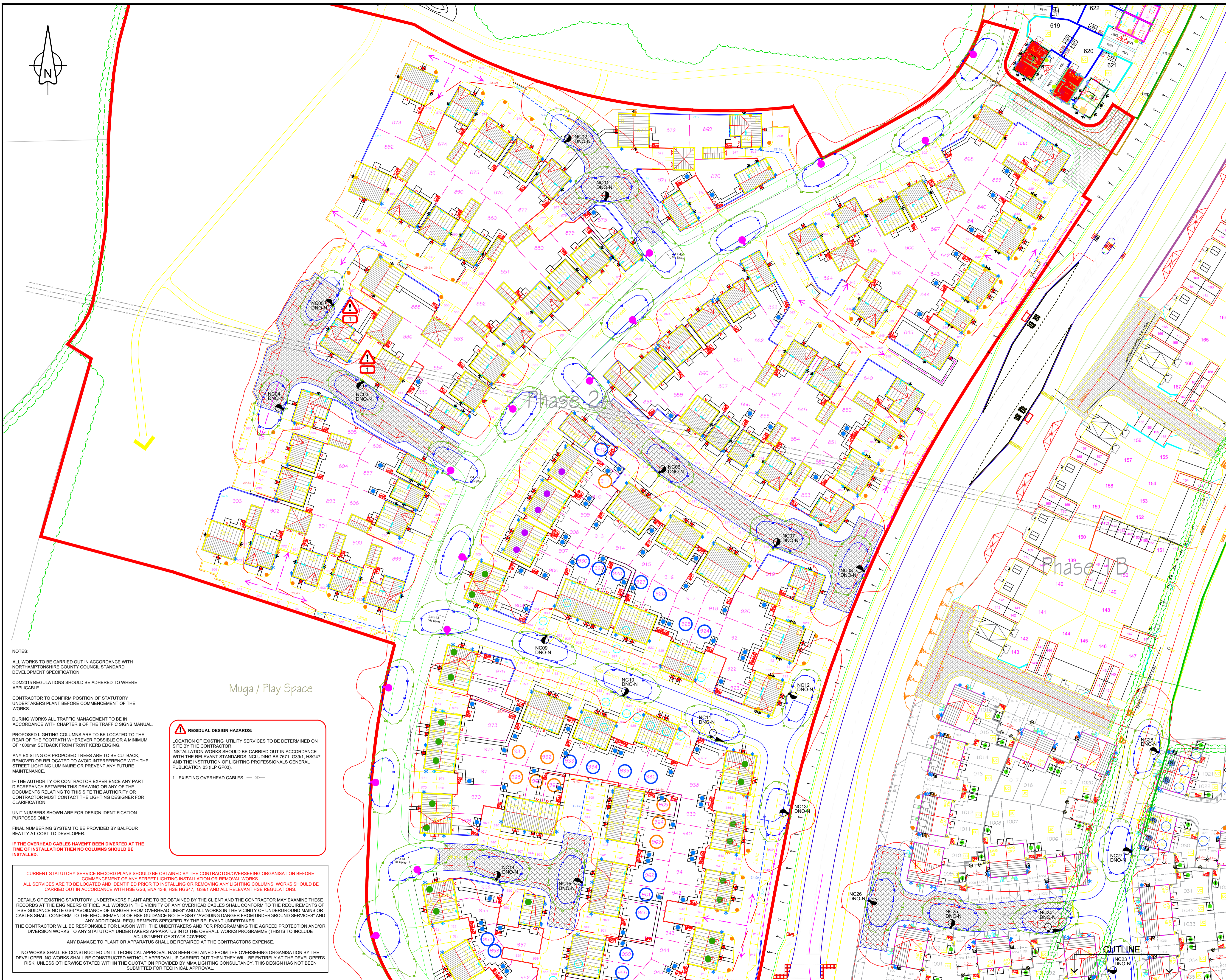
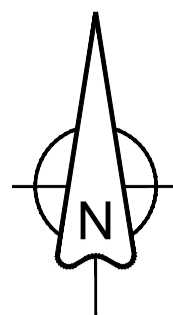
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REV	AMENDMENT	DATE	INITIAL
R0	INITIAL DESIGN - BASE DRAWING USED '1803_100' PLANNING LAYOUT	04/09/2025	BR
R1	Base change - '1803_100' PLANNING LAYOUT	18/09/2025	HC
R2	Base change 'Construction Layout-Rev8'	19/05/2026	BR

**MMA**  
**LIGHTING CONSULTANCY**  
Exterior Lighting Design Specialists

99 Old Bath Road, Summer Field House, Reading, RG10 9GN  
Phone: 0118 321 5636 Email: info@mma-consultancy.co.uk  
www.mma-consultancy.co.uk

Project title	NORWOOD FARM, PH2C		
Drawing title	S38 STREET LIGHTING DESIGN SHEET 2 OF 2		
Prepared by	BR	Checked by	HC
Scale	1:500 @ A1	Date	19/05/2026
Drawing Number	MMA19229/002	Revision Details	R2



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- Symbol**      **Description**
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  - Mounting Type: DW Windsor Kirium Pro Mini fitted with a rear shield
  - Manufacturer Ref: KIRIUM PRO MINI 16LED 3k A2\_250mA U MSUG 42 0012 0000 100
  - Lumen Output: 1.74 km
  - Luminaire Wattage: 12 w
  - Colour Temperature: 42 0012 0000 100
  - Luminaire Tilt: 3000k Warm White
  - Luminous Intensity: 0°
  - Control Type: Telensa Telescell GPS enabled (T2E1N-G-3) 5 pin grey dimming CMS node (plug in locking type) mounted in 7 pin NEMA socket
  - Dimming Profile: Dusk until 22:00: 100% lumen output  
22:00 until 06:00: 60% lumen output  
06:00 until Dawn: 100% lumen output
  - Supply: DNO electrical supply connection
  - Primary Isolator: DNO approved isolator
  - Secondary Isolator: Charles Endirect LDFF16
  - Preset dimming: 70%
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LIGHTING SCHEME DESIGNED IN ACCORDANCE WITH:  
BS 5489-1:2020 & BS EN 13201-2:2015

S/P RATIO: N/A  
MAINTENANCE FACTOR: 0.76

LIGHTING CLASSIFICATION: P6

MIN. MAINTAINED AVERAGE ILLUMINANCE (EAV): >2.00 LUX <3.00 LUX  
MIN. ILLUMINANCE (EMIN): >0.40 LUX  
EMIN/EAV (UNIFORMITY): >0.20 (20%)

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1. EXISTING OVERHEAD CABLES

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Muga / Play Space

Phase B

Phase 2

REV	AMENDMENT	DATE	INITIAL
R0	INITIAL DESIGN - BASE DRAWING USED '1803_100PLANNING LAYOUT'	04/09/2025	BR
R1	Base change - 1803_100 PLANNING LAYOUT	18/09/2025	HC
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Project title	NORWOOD FARM, PH2C		
Drawing title	S38 STREET LIGHTING DESIGN		
	SHEET 1 OF 2		
Prepared by	BR	Checked by	HC
Scale	1:500 @ A1	Date	19/05/2026
Drawing Number	MMA19229/001	Revision Details	R2

**Harpole Parish Council Position Statement No.01 Re: Vistry Group offer.**

I make the following comments, which I believe should form our position when dealing with West Northampton Council (WNC) regarding Vistry's recent correspondence about their Section 106 obligations, specifically the provision of a sports pavilion. Vistry have notified us that they will not provide the sports pavilion as required under the Section 106 agreement they signed<sup>1</sup>.

They now wish to offer Harpole Parish Council (HPC) and WNC a lump sum of £550,000 to discharge their obligations under the Section 106 agreement. They have also suggested that they will cover the parties' reasonable legal costs if this offer is accepted. I strongly suspect that Paul Carvey, the senior projects manager for Vistry Group has not taken any legal advice on this matter but has merely been told what he has to do, by senior management. I also respectfully suggest that the reason why the cost cap will be "...substantially exceeded..." is because it was substantially underestimated, at the time of the creation of the Section 106 obligations.

To date, we have not responded. We are also aware that WNC is considering its options.

Harpole Parish Council should not accept this offer. Vistry has previously advised that building the sports pavilion to the current design would cost at least twice the capped amount under the Section 106 agreement—more than £1.1 million. It would therefore be preposterous for Harpole Parish Council to assume this obligation in exchange for £550,000, even if WNC were prepared to accept the proposal, as HPC and WNC would still need to find at least a further £550,000.

WNC has raised questions, believing it cannot compel Vistry to comply with its section 106 obligations. I disagree. WNC can and should compel Vistry to comply.

The dilemma is that, on the one hand, Vistry has signed up to a capped figure of £550,000, while also agreeing to deliver a sports pavilion in accordance with their Section 106 obligations. The question then becomes which of the two signed-up obligations is more important? The capped figure of £550,000 or the delivery of the facility, i.e., the sports pavilion?

I have carried out some research. Section 106, subsections 5 and 6, contain provisions that WNC can and should use to enforce their position and the original obligations agreed by Vistry. The leading case is ***Newham London Borough Council v Ali***<sup>2</sup>. This was a Court of Appeal decision handed down by the Master of the Rolls, the leading judge, on appeal from the High Court by Mr Ali and others, the appellants.

Section 106<sup>3</sup> Subsection 3 provides that the section 106 obligations are enforceable by the local planning authority named in it—section 106 (5) states.

*A restriction or requirement imposed under a planning obligation is enforceable by injunction.*

Subsection 6 states.

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<sup>1</sup> The letter states "*without prejudice- subject to contract*" I suspect that this should be without prejudice subject to costs, which is the usual format. As in this case. The contract is already in existence.

<sup>2</sup> (2014) EWCA Civ 676

<sup>3</sup> Town and Country Planning Act 1990

*Without prejudice to subsection 5, if there is a breach of a requirement in a planning obligation to carry out any operations in or under or over the land to which the obligation relates, the authority by whom the obligation is enforceable may.*

- a) Enter the land and carry out the operations.*
- b) Recover from the person or persons against whom the obligation is enforceable any expenses reasonably incurred by them in doing so.*

The comments of the Master of the Rolls further support these provisions, where he states;

*At para 7 -On 10 October 2012, the Council resolved to commence proceedings to enforce the terms of the Undertaking. On 21 May 2013, HH Judge Seymour QC granted the Council a mandatory injunction requiring the Trust to carry out the ...specified in the Undertaking.*

*At para 12 - The judgment*

*...that it was important to understand that what the Council was seeking was “an ordinary contractual remedy”. Prima facie, therefore, the Council was entitled to an injunction to require the ... to do what it had promised to do.... But where (as in the instant case) damages were not an adequate remedy, the only way in which enforcement could be achieved was by the grant of an injunction.*

*At para 17, he said:*

*“I emphasise that the court’s discretion is actually quite limited because once it is accepted, as it is accepted in this case, that the defendants have failed to do what which they contracted to do, prima facie the injunction follows.”.....The ... must have recognised the consequences of their not performing their obligations at the time when they entered into the Undertaking.*

*At para 17*

*In seeking an injunction, the authority exercises a public function and does so in the public interest..., the court will usually exercise its discretion to grant an injunction in a case of substantial breach of a planning obligation.... The court is doing no more than holding the party in breach to its bargain.*

*At para 22*

*The purpose of an injunction under section 106(5) is to enforce an undertaking voluntarily given to a local planning authority.*

*At para 29*

*In my judgment, the judge was entitled to conclude that he should exercise his discretion to grant an injunction in this case. He considered that there needed to be a compelling reason not to hold the ... to the Undertaking and grant a mandatory injunction which would have that effect....The breach was substantial. ... more importantly, it had failed in a most material respect to comply with the substantive requirements of the Undertaking*

*At para 30*

*The fact remains that the ... entered into the Undertaking ...It did so freely, and it recognised its purpose and effect. It was fully aware of what it was committing itself to do and the consequences that would*

follow if it did not comply with its obligations...To refuse an injunction would defeat the whole purpose of entering into the section 106 obligation. ... It is simply a case of holding the ... to its agreement

At para 37

The grant of an injunction to enforce a planning obligation reflects the court's view that a party should normally be held to its bargain.

### **In conclusion**

Clearly, where the developer (Vistry) or the offending party has the ability, expertise, and the option to agree a figure at the initial s106 agreement and planning approval stage, they cannot subsequently allow that party to renege at a later point.

Once we have established WNC's position on the correspondence from Vistry, we should enforce via WNC, the Section 106 provisions, that Vistry must provide the sports pavilion, as stated in the Section 106 agreement. WNC must be compelled to assert and enforce the obligations clearly outlined in Section 106 legislation.

I recommend to the HPC full council this proposed stance for HPC. We must not accept the offer from Vistry.

**Claude Wallace**

29<sup>th</sup> June 2026

# Harpole Parish Council

30 June 2026 (2026-2027)

## PAYMENTS (AWAITING AUTHORISATION) LIST

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
	Staff Costs	19/06/2026 - 19/06/2026				Confidential			5,352.35		5,352.35
68	CIL Spend	03/06/2026		Unity Trust		Grant	Harpole Primary School	E	980.00		980.00
69	Dog bins	03/06/2026		Unity Trust		Bin Emptying	Shield Maintenance Ltd	S	195.00	39.00	234.00
70	Street Light Electric	03/06/2026		Unity Trust		Street Furniture	Valda Energy	L	212.76	10.64	223.40
69	Dog bins	03/06/2026		Unity Trust		Bin Emptying	Shield Maintenance Ltd	S	15.17	3.03	18.20
71	Grass Cutting	03/06/2026		Unity Trust		grass cutting	R&G Groundworks	S	352.00	70.40	422.40
71	Grass Cutting	03/06/2026		Unity Trust		grass cutting	R&G Groundworks	S	528.00	105.60	633.60
71	Grass Cutting allotment	03/06/2026		Unity Trust		grass cutting	R&G Groundworks	S	161.00	32.20	193.20
72	Subscription and Memberships	04/06/2026		Unity Trust		subscriptions	Scribe	S	63.00	12.60	75.60
72	Subscription and Memberships	04/06/2026		Unity Trust		subscriptions	Scribe	S	36.00	7.20	43.20
73	Buildings	04/06/2026		Unity Trust		portacabin rent	Harpole Bowls Club	X	25.00		25.00
74	Dog bins	04/06/2026		Unity Trust		Bins	Glasdon	S	188.67	37.73	226.40
77	Training	10/06/2026		Unity Trust		Training	Northants CALC	S	35.00	7.00	42.00
75	Maintenance	10/06/2026		Unity Trust		Grounds Maintenance	Paul Thomas	E	346.60		346.60
76	Maintenance	10/06/2026		Unity Trust		Grounds Maintenance	Paul Thomas	E	364.59		364.59
77	Training	10/06/2026		Unity Trust		Training	Northants CALC	S	35.00	7.00	42.00
78	Allotment Rents	19/06/2026		Unity Trust		Allotment Association Fees	Harpole Allotment Associat	X	38.50		38.50
79	Telephone and Broadband	19/06/2026		Unity Trust		Broadband	Gigaclear	S	30.00	6.00	36.00
81	Office Electric	19/06/2026		Unity Trust		Office Electric	British Gas	L	34.48	1.72	36.20
80	Flagpole	19/06/2026		Unity Trust		Flagpole Green	Nickolls Landscaping	X	105.00		105.00
87	Maintenance	30/06/2026		Unity Trust		Electrician - Defib	R J Farmer Electrical Ltd	S	248.51	49.70	298.21
88	Dog bins	30/06/2026		Unity Trust		Bin Emptying	Shield Maintenance Ltd	S	210.17	42.03	252.20
<b>Total</b>									<b>9,556.80</b>	<b>431.85</b>	<b>9,988.65</b>

## Retention and Disposal Policy

### 1. Introduction

- 11 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 12 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 13 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 14 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 15 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

### 2. Scope and Objectives of the Policy

- 21 The aim of this document is to provide a working framework to determine which documents are:
  - Retained – and for how long; or
  - Disposed of – and if so by what method.
- 22 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
  - 'With compliments' slips.
  - Catalogues and trade journals.
  - Non-acceptance of invitations.
  - Trivial electronic mail messages that are not related to Council business.
  - Requests for information such as maps, plans or advertising material.
  - Out of date distribution lists.
- 23 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

- 24 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

### **3. Roles and Responsibilities for Document Retention and Disposal**

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

### **4. Document Retention Protocol**

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
- Facilitate an audit or examination of the business by anyone so authorized.
  - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
  - Verify individual consent to record, manage and record disposal of their personal data.
  - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
  - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

### **5. Document Disposal Protocol**

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
- Is retention required to fulfil statutory or other regulatory requirements?
  - Is retention required to meet the operational needs of the service?
  - Is retention required to evidence events in the case of dispute?
  - Is retention required because the document or record is of historic interest or intrinsic value?
- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.
- 5.3 Documents can be disposed of by any of the following methods:
- Non-confidential records: place in waste paper bin for disposal.
  - Confidential records or records giving personal information: shred documents.
  - Deletion of computer records.
- 5.4 Transmission of records to an external body such as the County Records Office The following principles should be followed when disposing of records:
- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
  - the Freedom of Information Act or cause reputational damage.
  - Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
  - Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
  - Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
- 5.5 Records should be maintained of appropriate disposals. These records should contain the following information:
- The name of the document destroyed.
  - The date the document was destroyed.
  - The method of disposal.

## **6. Data Protection Act 2018 – Obligation to Dispose of Certain Data**

- 6.1 The Data Protection Act 2018 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

- 62 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.
- 63 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:
- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
  - Personal data shall only be obtained for specific purposes and processed in a compatible manner.
  - Personal data shall be adequate, relevant, but not excessive.
  - Personal data shall be accurate and up to date.
  - Personal data shall not be kept for longer than is necessary.
  - Personal data shall be processed in accordance with the rights of the data subject.
  - Personal data shall be kept secure.
- 64 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

## 7. Scanning of Documents

- 71 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 72 As a general rule hard copies of scanned documents should be retained for three months after scanning.
- 73 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

## 8. Review of Document Retention

- 81 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 82 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- *Local Council Administration*, Charles Arnold-Baker, 12th edition, Chapter 11
  - NALC LTN 40 – *Local Councils' Documents and Records*, January 2013
  - NALC LTN 37 – *Freedom of Information*, July 2009
  - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*



## 9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

## Harpole Parish Council Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 years	Management	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	Bin
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste

Document	Minimum Retention Period	Reason	Disposal
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Bin
Wages books/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Bin
Play area equipment inspection reports	21 years		
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the	N/A

Document	Minimum Retention Period	Reason	Disposal
		use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	
Magazines and journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 <sup>st</sup> February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.	Bin if applicable
<b>Record-keeping</b>			
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> <li>• A list of files stored in cabinets will be kept</li> <li>• Electronic files will be saved using relevant file names</li> </ul>	The electronic files will be backed up on a cloud-based programme as appropriate.	Management	<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

Document	Minimum Retention Period	Reason	Disposal
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

**Documents from legal matters, negligence and other torts**

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories.

Document	Minimum Retention Period	Reason	Disposal
If in doubt, keep for the longest of the three limitation periods.			
Negligence	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		Confidential waste.
Sums recoverable by statute	6 years		Confidential waste.
Personal injury	3 years		Confidential waste.
To recover land	12 years		Confidential waste.
Rent	6 years		Confidential waste.
Breach of trust	None		Confidential waste.
Trust deeds	Indefinite		N/A
<b>For Halls, Centres, Recreation Grounds</b>			
<ul style="list-style-type: none"> <li>• Application to hire</li> <li>• Invoices</li> <li>• Record of tickets issued</li> </ul>	6 years	VAT	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT	N/A
Terms and Conditions	6 years	Management	Bin

Document	Minimum Retention Period	Reason	Disposal
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
<b>For Allotments</b>			
Register and plans	Indefinite	Audit, Management	N/A
Minutes	Indefinite	Audit, Management	N/A
Legal papers	Indefinite	Audit, Management	N/A
<b>For Burial Grounds</b>			
<ul style="list-style-type: none"> <li>• Register of fees collected</li> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Register of memorials</li> <li>• Applications for interment</li> <li>• Applications for right to erect memorials</li> <li>• Disposal certificates</li> <li>• Copy certificates of grant of exclusive right of burial</li> </ul>	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)	N/A
<b>Planning Papers</b>			
Applications	1 year	Management	Bin
Appeals	1 year unless significant development	Management	Bin
Trees	1 year	Management	Bin
Local Development Plans	Retained as long as in force	Reference	Bin
Local Plans	Retained as long as in force	Reference	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	N/A
<b>CCTV</b>			
Daily notes	Daily	Data protection	Confidential waste
Radio rotas	1 week	Management	Confidential waste
Work rotas	1 month	Management	Confidential waste
Observation sheets	3 years	Data protection	Confidential waste

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Document	Minimum Retention Period	Reason	Disposal
Stats	3 years	Data protection	Confidential waste
Signing in sheets	3 years	Management	Confidential waste
Review requests	3 years	Data protection	Confidential waste
Discs – master and working	For as long as required	Data protection	Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	Confidential waste
Code of Practice	Destroy on renewal Review annually	Management	Confidential waste
Photographs/digital prints	31 days	Data protection	Confidential waste

## Data Breach Policy

GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Harpole Parish Council takes the security of personal data seriously; computers are password protected and hard copy files are kept in locked cabinets.

### Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

### Process if a breach is discovered

1. Identify and contain the breach
2. report immediately to the clerk
3. Initial assessment within 24 hours
4. Decision on ICO reporting
5. Notify ICO within 72 hours if required
6. Document and review

### Risk Assessment

Councillors at Harpole Parish Council use their own devices to access information. On an annual basis councillors will be requested to confirm the following:

- Personal devices have appropriate virus software installed
- Only Parish Council email addresses are used for parish council business
- Devices and software used for parish council business has passwords that only the councillor has access to
- Staff and councillors will receive periodic data protection and breach awareness training

## Harpole Parish Council's duty to report a breach

Advice from the ICO is that not every breach is reportable to the ICO, but every breach is recordable internally. The flowchart appended to this document is taken from the guidelines produced in line with UK GDPR and Data Protection Act 2018 and ICO guidance. All data controllers should use this flowchart to determine the severity of the breach which will determine if the breach is reportable to the ICO.

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer must be informed immediately so they are able to report the breach to the ICO in the 72 hour timeframe.

If the ICO is not informed within 72 hours, Harpole Parish Council via the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Harpole Parish Council must:

- i. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned
- ii. Communicate the name and contact details of the DPO
- iii. Describe the likely consequences of the breach
- iv. Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse affects.

When notifying the individual affected by the breach, Harpole Parish Council must provide the individual with (ii)-(iv) above.

Harpole Parish Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort

Only breaches that contain a risk to individuals needs to be reported to ICO.

## Data processors duty to inform Harpole Parish Council

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Harpole Parish Council without undue delay. It is then Harpole Parish Council's responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO.

## Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

### Record of Data Breaches

Date of breach	Type of breach	Number of individuals affected	Date reported to ICO/individual	Actions to prevent breach recurring

To report a data breach use the ICO online system:

<https://ico.org.uk/for-organisations/report-a-breach/>

Version number	Purpose/change	Author	Date
0.1	Initial draft	LSS	06/03/18
0.2	To include section about reportable and recordable breaches	LSS	23/01/19
0.3	Inclusion of section about process and risk assessments	SW	

## Lone Worker Policy

### Introduction

There is often confusion/concern about the circumstances in which it is, or is not, safe to work alone. There is no general legal prohibition on working alone, but risk assessments should specifically consider whether the fact that a person is likely to undertake a task alone creates an unacceptable level of risk.

Establishing safe working for lone workers is no different from organising the safety of other employees, but it is necessary to consider any particular additional hazards of lone working. The end result should be that lone workers are at no greater risk than other workers.

This document gives general guidance on working alone. It offers advice on how to comply with duties towards lone workers under the Health and Safety at Work Act 1974 (HSW Act) and the Management of Health and Safety at Work (MHSW) Regulations 1999.

### The Parish Council's Policy

The Council is responsible for the health, safety and welfare at work of its employees, visitors and contractors and safety of those affected by the work, e.g. members of the public.

These responsibilities cannot be transferred to people who work alone. It is the Council's duty to assess risks to lone workers and take steps to avoid or control risk where necessary. Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with the Council in meeting its legal obligations.

### Who Are Lone Workers?

Lone workers are those who work by themselves without close or direct supervision. They are found in a wide range of situations

- Where only one person works on the premises, such as in an office, home workers.

### Issues to be considered

The main issues to be considered in the risk assessment are:-

- Is there risk of violence?
- Is the person medically (and psychologically) fit to work alone?
- Is any special training required?
- Are the individual(s) concerned and any necessary safe working practices adequately monitored?
- Are there adequate arrangements in the event of an emergency?
- Can all plant, substances and equipment involved in the work be safely handled and/or operated by one person?

## Assessing the risks

Although there is no general legal prohibition on working alone, the broad duties of the Health and Safety at Work, etc. Act 1974 and Management of Health and Safety of Work Regulations 1999 still apply. These require identifying the hazards of the work, assessing the risks involved and putting measures in place to avoid or control the risks.

It is important to talk to employees and their safety representatives as they are a valuable source of information and advice. This will help to ensure that all relevant hazards have been identified and appropriate controls chosen.

Consultation with employees and their representatives on health and safety matters is a legal duty anyway.

## Controlling the risk

Control measures may include instruction, training, supervision, protective equipment, mobile phones, 'calling in systems', etc. Employers should take steps to check that control measures are used and review the risk assessment from time to time to ensure it is still adequate.

When risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back up should be put in place.

Where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the control measures that should be taken. This helps the lone worker's employer to assess the risks.

Risk assessment should help decide the right level of supervision. There are some activities which are high risk.

## Safe Working Arrangements

Establishing safe working for lone workers is no different from organising the safety of other employees. Employers need to be aware of the law and standards which apply to their work

activities, and may need to seek expert advice, then assess whether the requirements can be met by people working alone.

Lone workers face particular problems. Some of the issues which need special attention when planning safe working arrangements are as follows:

- Can the risk of the job be adequately controlled by one person?

Lone workers should not be at more risk than other employees. This may require extra risk-control measures. Precautions should take account of normal work and foreseeable emergencies, for example fire, equipment failure, illness and accidents. Employers should identify situations where people work alone and ask questions.

- Does the workplace present a special risk to the lone worker?
- Are there safe ways in and a way out for one person?
- Is there a risk of violence?

Are women especially at risk if they work alone?

- Is the person medically fit and suitable to work alone?

Check that lone workers have no medical conditions which make them unsuitable for working alone. Seek medical advice if necessary.

Consider both routine work and foreseeable emergencies which may impose additional physical and mental burdens on the individual.

- What training is required to ensure competency in safety matters?

Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Training may be critical to avoid panic reactions in unusual situations. Lone workers need to be sufficiently experienced and to understand the risks and precautions fully. Employers should set the limits to what can and cannot be done whilst working alone.

They should ensure employees are competent to deal with circumstances which may be new, unusual or beyond the scope of their training.

## Monitoring

Procedures will need to be put in place to monitor lone workers to see they remain safe. These may include:

- Regular contact between the lone worker and supervision using a mobile phone or landline phone.

- Checks that a lone worker has returned to their base or home on completion of a task.

## Emergencies

What Happens If a Person Becomes Ill has an Accident, Or There Is an Emergency?

- Lone workers should be capable of responding correctly to emergencies.
- Risk assessment should identify foreseeable events.
- Emergency procedures should be established and employees trained in them. Information about emergency procedures and danger areas should be given to lone workers who visit premises.
- Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries. Occasionally risk assessment may indicate that lone workers need training in first aid.

## Control measures

Consider the following practical guidelines:

1. Lone workers, outside normal working hours and in isolated buildings, should telephone a Councillor or another designated person, place of work and expected duration of stay.
2. Ensure a working telephone is available
3. Lone workers should not undertake dangerous work, for example using dangerous chemicals or operating dangerous machinery
4. When undertaking off site visits, the checklist below must be considered prior to the visit.

<b>Off site visit checklist for lone workers</b>	<b>Yes</b>	<b>No</b>
Is there a risk of violence?		
Is there safe access and exit for one person?		
Is manual handling undertaken?		
Is the employee medically fit to carry out the lone working tasks?		
Is there first aid provision?		
Can an emergency service approach close enough if necessary?		
Is there a clear understanding on how long the work will take?		
Are transport arrangements to and from the workplace adequate?		

Is there a system for maintaining contact with the lone worker?		
Is there CCTV on the site being visited?		
Is the employee trained to deal with violence and aggression?		
Does the employee know how to diffuse potentially violent situations?		
Is the employee briefed about the areas they visit?		
Does the employee have all available information on those being visited?		
Has an itinerary been left?		
Have plans been made to keep in contact with Councillors?		
Has the employee the means to contact their Chairman?		
Does the employee know how to complete an incident form?		

Signed

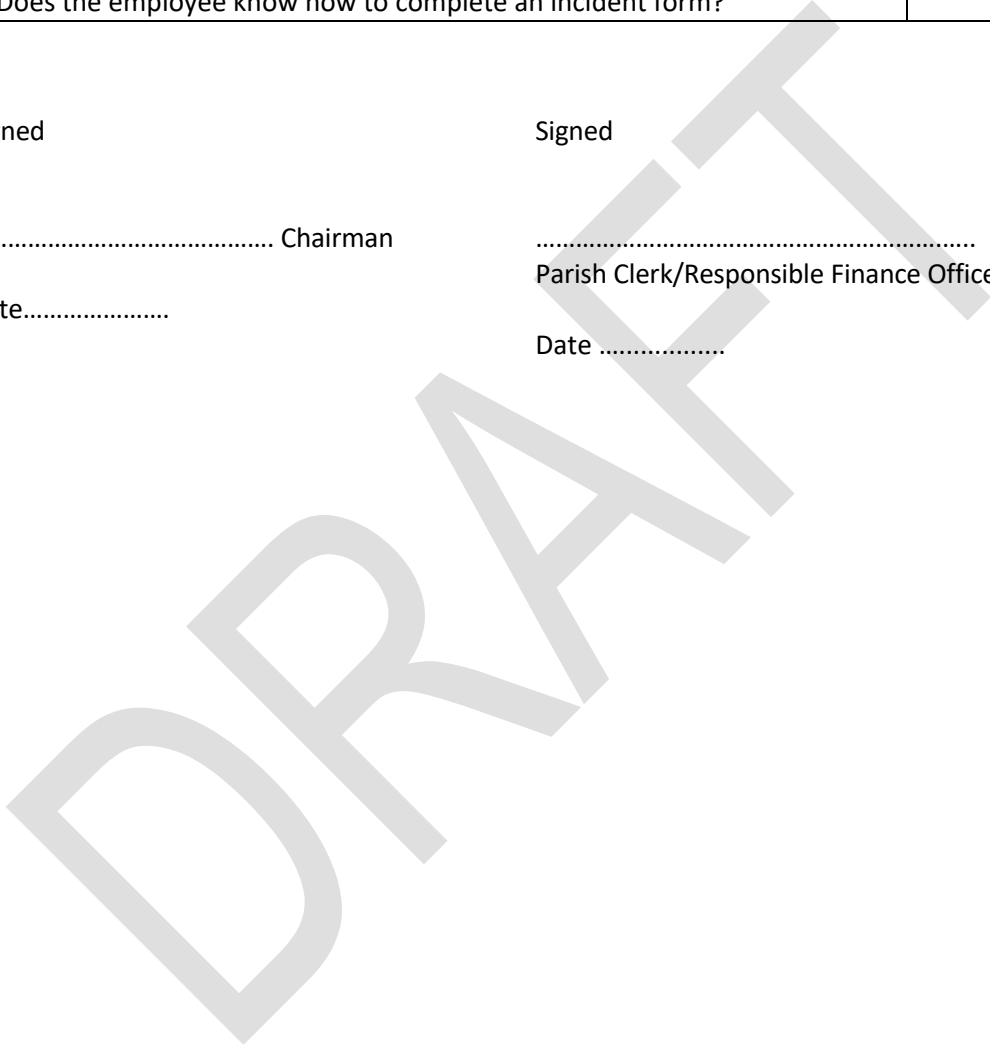
..... Chairman

Date.....

Signed

.....  
Parish Clerk/Responsible Finance Officer


Date .....



A post has been posted on Western Gate Facebook Page -

## **Community Skills Swap / Time Bank Idea**

Just wondered if people might be interested in something a bit like a local “skills swap” or informal time bank?

The idea would simply be neighbours helping neighbours by swapping time, skills or favours instead of money where possible 

For example:

- Someone might help put up a curtain pole, do a small DIY job, mow a lawn or help with gardening
- In return, someone else could help with admin, form filling, CVs, school applications, tech help, tutoring, sewing, pet sitting etc

For example, I could offer things like:

- welfare rights guidance
- benefits/admin form help
- advocacy/support letters
- general Citizens Advice style guidance through my background there and running Advice Northants CIC

...in exchange for practical help elsewhere

Everyone has something they might be able to offer in skills or just time to help someone whose skills lie elsewhere.

It wouldn't need to be complicated or official — just a friendly local way of helping each other out, sharing skills and building more community connections.

I know people often post asking for recommendations, little jobs, or help with things as well as offering services like babysitting or dog walking etc, so I thought this could be a nice way to support each other without everything always needing to cost money.

Would anyone be interested?



## 1. Executive Summary

This proposal outlines the development of a **Community Skills Exchange Scheme**, based on a time-banking model where residents exchange time and skills rather than money (1 hour = 1 credit).

The initiative aims to:

- Strengthen community resilience
- Reduce social isolation and loneliness
- Improve mental wellbeing
- Support residents who are unable to afford services

By enabling residents to both **give and receive support**, the scheme fosters a more connected, supportive, and self-sustaining community.

## 2. Background & Rationale

Many residents face challenges including:

- Rising cost of living
- Reduced access to affordable services
- Social isolation, particularly among older people and vulnerable groups

At the same time, there is a significant untapped resource:

→ **Skills, time, and willingness to help within the community**

Similar schemes operating in areas such as Derbyshire demonstrate that structured community exchanges can successfully:

- Build social networks
- Improve wellbeing
- Provide practical support for everyday needs

This proposal seeks to introduce a similar model locally.

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### **3. Proposed Scheme Overview**

#### **Core Model**

- Residents volunteer their time in exchange for credits
- 1 hour of service = 1 credit
- Credits can be used to “purchase” help from others

#### **Service Categories**

Examples include:

- Practical support: DIY, gardening, repairs
  - Domestic help: ironing, cooking, cleaning
  - Skills & education: first aid, digital support, language learning
  - Administrative support: benefit advice, form-filling
  - Social support: companionship, dog walking
- 

### **4. Objectives**

The scheme aims to:

- 1. Enhance Community Resilience**
  - Reduce dependency on external services for minor tasks
  - Promote mutual aid
- 2. Improve Mental Health & Wellbeing**
  - Reduce loneliness and isolation
  - Encourage meaningful social interaction
  - Provide a sense of purpose

### 3. Promote Social Inclusion

- Connect individuals across different backgrounds and generations
  - Enable participation regardless of financial means
- 

## 5. Safeguarding and Risk Management

Safeguarding is a key priority in ensuring the safe delivery of this scheme.

### DBS Checks

- Required for participants undertaking higher-risk roles, including:
  - Work involving vulnerable adults or children
  - Tasks that involve entering private homes alone

### Tiered Participation

- **Level 1 (Low Risk):** General tasks (gardening, admin) – basic verification
- **Level 2 (Moderate Risk):** Home visits – references/rating system
- **Level 3 (Higher Risk):** Regulated roles – DBS required

### Additional Safeguards

- Code of conduct for all participants
- Clear safeguarding policy and reporting process
- Optional buddy system for initial interactions
- Participant rating/feedback system

### Insurance

- Public liability insurance to be explored via:
    - Local authority provision
    - Partnership with voluntary sector organisations
- 

## 6. User Process

1. Resident registers
2. Lists:
  - Skills they can offer
  - Support they require

3. Completes a task and earns credits
  4. Uses credits to request assistance
- 

## 7. Conclusion

The proposed Community Skills Exchange Scheme represents a **low-cost, high-impact initiative** that aligns with council priorities around:

- Community resilience
- Public health and wellbeing
- Social inclusion

By unlocking the value of local skills and time, the scheme has the potential to **transform community connection and support networks**.

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Examples of other communities who have started such initiative.

[https://tnt2.hourworld.org/TNT2/home?oid=10073&fbclid=IwY2xjawRykspleHRuA2FlbQIxMABicmlkETBKV3FuUVIOcEszaTYwMzFoc3J0YwZhcHBfaWQQMjlyMDM5MTc4ODlwMDg5MgABHrB5tW\\_LvNg5y9b0rDWhhziHaNb-p7MtfmnR5eNSd5dv6qPGMmyxy70tM96\\_aem\\_6zv0M\\_hQ6cWIBPjTw0MXRA](https://tnt2.hourworld.org/TNT2/home?oid=10073&fbclid=IwY2xjawRykspleHRuA2FlbQIxMABicmlkETBKV3FuUVIOcEszaTYwMzFoc3J0YwZhcHBfaWQQMjlyMDM5MTc4ODlwMDg5MgABHrB5tW_LvNg5y9b0rDWhhziHaNb-p7MtfmnR5eNSd5dv6qPGMmyxy70tM96_aem_6zv0M_hQ6cWIBPjTw0MXRA)

<https://www.derbyshiretimeswap.org.uk/copy-of-time-swap-opportunities>

<https://www.youtube.com/watch?v=kxr12ccW8F8&t=4s>

## Information available from Harpole Parish Council under the model publication scheme

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	
List of council members and their responsibilities as well as a list of committees Details of any representation on local public bodies	Website
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website
Location of main Council office and accessibility details	Website
Staffing structure	Website
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Statement of accounts and internal audit report in the format included in the Annual return form	Website
Finalised budget	Website
Precept	Website (for Band D)
Borrowing Approval letter	hard copy available
Financial Standing Orders and Regulations	Website
Grants given and received	Website when info supplied
List of current contracts awarded and value of contract	Website
Members' allowances and expenses	N/A

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>	
Annual governance statement in format included in the Annual Return form	
Parish Plan	(hard copy or website)
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website
Quality status	Website
Local charters drawn up in accordance with DCLG guidelines	Currently N/A
Data protection impact assessments (in full or summary format) or any other impact assessment (eg Health and Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website
Agendas of meetings (as above)	Website
Minutes of meetings (as above) –this will exclude material that is properly considered to be exempt from disclosure	Website
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website
Responses to consultation papers	Website
Responses to planning applications	Website
Bye-laws	Website
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Website
<p>Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Website where applicable
<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	Website
<p>Assets Register, including details of public land and building assets</p>	Website
<p>Disclosure log indicating the information that has been provided in response to FOIA and EIR requests. These are recommended as good practice</p>	Website
<p>Register of members' interests</p>	Website
<p>Register of gifts and hospitality</p>	Website when applicable
<p><b>Class 7 – The Services we offer</b> Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)
<p>Allotments</p>	Website
<p>Burial grounds and closed churchyards</p>	N/A
<p>Community centres and village halls</p>	N/A
<p>Parks, playing fields and recreational facilities</p>	N/A
<p>Seating, litter bins, clocks, memorials and lighting</p>	Website
<p>Bus shelters</p>	Website
<p>Markets</p>	N/A

Public conveniences	N/A
Agency agreements	N/A
Services for which we are entitled to recover a fee and details of those fees	Website in relation to allotment
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
Contact details:	Parish Clerk – Sally Willis clerk@harpole-pc.gov.uk

## Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

\* the actual cost incurred by the public authority