



Supply of Ordnance Survey mapping to Town, Parish and Community Councils

Guidance Document for Local Authorities 2008



Contents

- 1. Supply of mapping - page 1**
- 2. Moving forward - page 1**
- 3. Frequently Asked Questions - page 2**

Supply of Ordnance Survey mapping to Town, Parish and Community Councils¹

1. Supply of mapping

There is no debate that digital data (or paper maps) can be supplied to Town, Parish or Community Councils using the standard Ordnance Survey (OS) Contractor licence where the Town, Parish or Community Council is working on behalf of a Principal Authority.

Following discussions between OS, NALC² and LGIH³ it has been agreed that **all** activity undertaken by a Town, Parish or Community Council would be covered by OS' standard Contractors' Licence.

That means that, should you wish, you can supply OS base maps to Town, Parish or Community Council, for their use, both where they are working for you and also where they are performing functions under their established powers.

2. Moving forward

To date there has been little demand for digital mapping. Some Councils have purchased OS digital data, and a case study leaflet (<http://tinyurl.com/qz6p6>) is available which OS and NALC produced in 2006.

However, there are possible significant changes coming from current legislation (e.g. Local Government and Public Involvement in Health Act).

OS, NALC and LGIH remain committed to simplifying the processes around access to, and supply of, OS digital mapping to support the work of Town, Parish or Community Councils, and will publish updates and revisions as they become available.

There is a set of guidance for Town, Parish or Community Councils on using OS mapping.

¹ Town, Parish and Community Councils have exactly the same powers. The only differences are in the name, and that the Chairman of a Parish Council becomes the Town Mayor of a Town Council.

² NALC - the National Association of Town, Parish or Community Councils

³ LGIH - Local Government Information House - a wholly-owned subsidiary of I&DeA, the Improvement and Development Agency

3. Frequently Asked Questions

What can a Principal Authority provide to a Town, Parish or Community Council?

If you have evidence that the Town, Parish or Community Council has signed a licence for use (either with yourselves or some other authority) then you can supply:

- OS paper mapping - **NB** in the guidance to Town, Parish or Community Councils this option has not been mentioned. It should only be used in exceptional circumstances, and only at the discretion of the ALO;
- OS digital data;
- OS derived data.

How do I resource the extra work?

There are a number of possible situations here:

- If you have web based mapping that could be easily opened up, then this might meet the needs of the vast majority of Town, Parish or Community Councils;
- Similarly, if a single supplier is providing solutions to your Town, Parish or Community Councils, then supply of the whole authority data to that supplier, who can supply on with no OS licence fee payable, would meet the needs of more sophisticated users;
- Your authority may already have a Charter with Town, Parish or Community Councils (a requirement arising from the Rural White Paper/Quality Parish Council processes). That may clarify the situation, and offer internal guidance on funding;
- A charge *may* be made to the Town, Parish or Community Council to cover your costs.

Can I provide LLPG and/or contours?

Only if the Town, Parish or Community Council has signed the appropriate licence, and is doing work on your behalf.

Can I provide access to systems and data (extranet, intranet)?

If the Town, Parish or Community Council is properly licensed, yes.

What's the best way of telling Town, Parish or Community Councils about the services we're prepared to offer?

Each County area has a County Association of Local Councils (CALC). The proportion of Town, Parish or Community Councils in membership in their association varies across the Country, but this is still by far the easiest and best way to share this information.

What is the purpose/statutory duty for them to have maps?

The case has been made:

- that if Parishes didn't exist, then the Principal Authorities would have to perform their functions
- that Parishes have a lesser set of powers than Principal Authorities

And, whilst not always directly, Town, Parish or Community Councils often act as "implicit" contractors - e.g. where Parish Plans are input to the LAA process, are statutory consultees on planning issues, fulfil their duties under the Crime & Disorder Act 1998 for example.

What maps can they have for this purpose?

Any of the OS data provided under the Mapping Services Agreement (MSA) can be supplied. However, it is likely that some products will not be included because there is no requirement.

What else can they use the maps for?

They can use the maps for any purpose for which they have powers. This could be covered by, for example:

- for any task that has been explicitly requested by a MSA Authority
- on joint projects working with a MSA Authority
- where the results of the work will be supplied to a MSA Authority
- for any task associated with the management of public services, land or other assets
- for Parish Plans

Can they give out digital maps?

No - this is getting into the contractors to contractors world.

Can they give out pdfs?

Yes, as long as the normal precautions are followed.

Can we give them out of area data - e.g. just cut a "parishes" CD and copy x times?

The Contractor Licence (4.3.1) specifies:

Any Ordnance Survey Data provided by the Sub-licensor shall only be that which is appropriate and necessary for the Contractor to carry out the Tender or the Work.

It should also be noted that the GIS technology and systems in use by Town, Parish or Community Councils may be less capable, and therefore excessive volumes of data may have an adverse impact on performance.

However, the needs of formal or informal groups of parishes should be recognised, and larger areas released if required.

What licence/agreement should they sign, and what should we put at the top for a reason?

They should sign the standard OS Contractor's licence with yourselves.

The reason is: "*Local Council use*".

NB The Clerk should sign on the licence as the Proper Officer of the Town, Parish or Community Council.

How often should we update their mapping?

This should be agreed between yourselves and the Town, Parish or Community Council.

Some feedback suggests that updates are of relatively low priority, and may not even be required. In areas of rapid development, active Town, Parish or Community Councils may require updates yearly or half yearly.

How do we monitor?

Monitoring is not essential. However, a reporting form is being prepared which can be used. This will include information on the data that they collect, its usage and data exchanges undertaken.

Who should do the initial information/copyright training?

Documentation and FAQs that you use internally should be supplied. Best practice material will be made available via the ALO Forum as it becomes available.

Should we assist them in software selection?

If you can resource this it would be very helpful - but is not a requirement.

Working through the CALC may also be an option. Data exchange issues should be covered.

Should we provide ongoing technical support?

If you can resource this it would be very helpful - but is not a requirement.

Some suppliers are specifically set up to supply and support individuals/small organisations and will be able to provide that directly.

For mainstream products this may be the only route to affordable support.