



## Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: [enquiries@fairoak-pc.gov.uk](mailto:enquiries@fairoak-pc.gov.uk)

### SUMMONS

Dear Member

11 December 2018

You are hereby summoned to attend a meeting of the FULL COUNCIL at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 17 December 2018 at 7.00 p.m.** \*or at the conclusion of the public participation period.

*Melanie Stephens*

Melanie Stephens  
Parish Clerk

**PUBLIC PARTICIPATION:** \*If required, the meeting will be preceded by a public participation period of up to 15 minutes, where members of the public are entitled to address the Council on issues relevant to the business of the Parish Council.

### AGENDA

#### APOLOGIES

#### 1. DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

#### 2. MINUTES OF MEETINGS (PAPER A, PAGES 3-16)

- a) To approve the minutes of the Council meeting held on 15 October 2018; and
- b) To approve the minutes, and the recommendations therein, of the following Committees: -

- Policy & Resources Committee held on 19 November 2018;
- Finance & Staffing Committee held on 12 November & 3 December 2018; and
- Leisure & Properties Committee held on 10 December 2018

#### 3. TO NOTE THE RESIGNATION OF CLLR JOHN SORLEY

#### 4. REPORT OF THE RESPONSIBLE FINANCE OFFICER (RFO) (REPORT B, PAGES 17-24)

To receive and approve the report of the RFO and note cheque signing and BACS payments.

#### 5. TRANSFER OF PUBLIC OPEN SPACE AT PEMBERS HILL FARM (BRIEFING PAPER C, TO FOLLOW)

To consider the transfer of public open space at Pembers Hill Farm.

#### 6. BUDGET 2019/20 – PARISH PRECEPT (REPORT D, PAGE 25)

To set the budget and Parish precept for 2019/20.

#### 7. NEIGHBOURHOOD POLICING TEAM - QUARTERLY REPORT (REPORT E, PAGES 26-28)

To note the contents of the report.

**8. NEIGHBOURHOOD PLANNING (REPORT F, PAGES 29-32)**

To consider whether the Parish Council should instigate a Neighbourhood Plan.

**9. COMMUNITY GOVERNANCE REVIEW (VERBAL REPORT)**

To receive an update on this matter.

**10. POPPY APPEAL - PARISH COUNCIL'S FUTURE ROLE (VERBAL REPORT)**

To consider the Parish Council's future role in the Poppy Appeal.

**11. BOROUGH & COUNTY COUNCILLORS' REPORT**

**12. OUTSIDE BODIES**

To receive any verbal updates from Councillors as Outside Body Representatives.

**13. CHANGE OF MEETING DATE**

The Council meeting scheduled to take place on 13 May 2019 unfortunately clashes with Eastleigh Borough Council's Full Council meeting, at which some Parish Councillors are members. As such it is:

***RECOMMENDED:***

***That the meeting scheduled to take place on Monday 13 May 2019 be rearranged to Tuesday 14 May 2019 at 7.00 p.m.***

**14. MEMBERSHIP OF COMMITTEES**

To consider any changes that the Council might wish to make.

**To:**

**Councillors**

P Barrett  
C Bird  
N Couldrey  
Mrs H Douglas  
J Goss  
Mrs D Lusmore  
H McGuinness

**Councillors**

T Mignot  
J Noel  
R Rushton  
D Scott  
Mrs M Shephard  
P Spearey

**Officers**

Mrs J Cahill (Responsible Finance Officer)  
Mrs L Greenslade (Deputy Clerk)  
Ms M Stephens (Clerk)



**Minutes of the Full Council meeting  
 held on Monday 15 October 2018 at 7.00 pm  
 at 2 Knowle Park Lane, Fair Oak**

**Councillors Present:** Cllrs Barrett, Bird, Mrs Douglas (Chairman), McGuinness, Mignot, Noel, Scott, Mrs Shepherd, Sorley and Spearey

**Apologies:** Councillors N Couldrey, J Goss & Rushton

**Officers in attendance:** Ms M Stephens, Clerk & Mrs J Cahill, Responsible Finance Officer.

**42 DECLARATIONS OF INTEREST**

Cllrs Mrs Douglas and Spearey in Minute No. 50.

**44 MINUTES OF MEETINGS (PAPER A)**

**RESOLVED:**

That the following minutes be approved as a correct record: -

- a) Full Council meeting held on 16 July 2018; and
- b) Leisure & Properties Committee held on 10 September 2018;
- c) Policy & Resources Committee held on 17 September 2018;
- d) Planning & Highways Committee held on 3 September, 17 September & 1 October 2018;
- e) Finance & Staffing Committee held on 1 October 2018.

**45 CLERKS REPORT**

There were no issues to raise.

**46 HORTON HEATH DEVELOPMENT**

**RESOLVED**

- (a) That a Horton Heath Development Sub-Committee be appointed, consisting of the following members: - Cllrs Mrs Douglas, Mignot, Noel, Scott & P Spearey;
- (b) That the terms of reference for the Sub-Committee be as followings: - "To understand the full aspects of the development, investigate the open space, leisure and community facilities requirements for the site, the future financial obligations of the Parish Council and make appropriate recommendations to the Council"; and
- (c) That the Clerk circulate a schedule of meetings, with a start time of 7.00pm.

**47 COMMUNITY INVESTMENT PROGRAMME (CIP) (REPORT B)**

Members reviewed the CIP and the current asset register which had been amended to show a traffic light system on all assets, to assist with future monitoring. The CIP list had been discussed at all Committees with all suggestions being made at the individual Committees now being included.

**RESOLVED**

That the CIP attached as Appendix 1 to these minutes be submitted to Eastleigh Borough Council.

**48 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT C)**

Members considered the report of the Responsible Financial Officer.

**RESOLVED:**

- a) That the report be approved; and
- b) That cheque signing, and BACS payments be authorised.

**49 ANNUAL RETURN (REPORT D)**

Members thanked the Responsible Finance Officer for her hard work in completing the Annual Return.

**RESOLVED:**

That the report be noted.

**50 HORTON HEATH COMMUNITY CENTRE**

Cllrs Mrs Douglas & Spearey disclosed pecuniary interests on the grounds that they were Trustees for the Horton Heath Community Association. They did not participate in the discussion and did not vote. Cllr Mrs Douglas left the Chair for consideration of this item.

(Cllr Scott in the Chair)

The Clerk informed the Council that she had today received the formal deed of surrender from the Association. This was an essential legal document needed in order for the transfer to take place. Other outstanding documents required for the transfer (TUPE information, schedule of conditions etc) were expected shortly. The Clerk would ensure that due diligence process be completed prior to completion of the transfer process.

**RESOLVED:**

- (a) That the Parish Council accept the deed of surrender to enable the transfer to take place;
- (b) That the Clerk be given delegated authority to process and undertake full completion of the transfer process; and
- (c) That the recommendation as set out on the agenda summons be approved.

(Cllr Mrs Douglas resumes Chair)

**51 NEIGHBOURHOOD PLAN**

Members discussed whether the Parish should undertake a Neighbourhood Plan. Some members felt that the Parish should seek to instigate a Plan as soon as possible, whilst others expressed the view that the Council should receive more information on the benefits of having a Plan, the cost of producing one and the most appropriate timing of a plan.

Members therefore agreed that the Clerk undertake research into the above matters for consideration at the next Council meeting in December.

**RESOLVED**

That the Clerk undertake research into the Neighbourhood Planning process for consideration at the next Council meeting in December.

**52 HAMPSHIRE VISION TO 2050 CONSULTATION**

**RESOLVED**

That the consultation be noted.

**53 REPORTS BY COUNTY AND BOROUGH MEMBERS**

There were none.

This was all the business and the meeting closed at 7.55 pm.

Signed ..... Chairman



**Minutes of the Policy & Resources Committee meeting  
held on Monday 17 September 2018 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Committee Councillors Present:** C Bird, Mrs M Shephard, J Sorley & P Spearey (Vice-Chairman).

**Apologies:** Cllr Mrs Douglas, Couldrey & Goss

**Other Councillors Present:** Cllr Noel

**Officers in attendance:** Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk, and part of the meeting, C Burchett, Parish Ranger & Mrs J Cahill, Responsible Finance Officer.

**PUBLIC SESSION**

None present.

**40 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

None received.

**41 MINUTES**

**RESOLVED:**

That the minutes of the meeting held on 18 June 2018, be noted (previously approved by Full Council on 16 July 2018).

**42 ROOM BOOKING POLICY FOR LOCAL CHARITIES**

Members considered whether booking fee discounts should be awarded to local charities requesting use of the Roger Smith Conference Room.

The Clerk informed members of the various practices and policies of other local councils and public bodies, with differing discounts offered across the board.

Some members expressed the view that the policy of the Parish Council should be fair and transparent, and that all charitable organisations should be treated the same, rather than have different arrangements for different organisations. Members also felt that it would be too complicated and onerous to judge each request on its own merits. As such, it was

**RECOMMENDED:**

- a) *That registered charities whose work directly benefits residents of Fair Oak & Horton Heath, receive a discount of 20% on booking fees for the Roger Smith Conference Room, for a maximum of 5 occurrences per year; and*
- b) *That this policy be reviewed in 18 months' time.*

#### **43 BURIAL FEES FOR UNDER 18'S**

Members considered the burial fees for under 18's.

Members were aware of the Government's commitment to establish a Funeral Fund for grieving parents who have lost their child. Under the proposed scheme, parents would no longer have to meet the cost of burials, with fees being waived by local authorities and instead met by government funding.

At present, it was unclear on the timescales of the implementation of this fund, however, members felt that the Parish Council should seek to waive its own internment fees for under 18's in the Parish, to show its support for grieving families and that the fees should be waived with immediate effect.

#### **RESOLVED**

That the internment fees for residents under the age of 18, be waived with immediate effect.

#### **44 PEMBERS HILL DRIVE**

Members considered whether the Parish Council should accept the public open space and play area (with developers' contributions) for this development.

Eastleigh Borough Council had recently approached the Parish Council regarding the Section 106 agreement relating to this development and a view to transferring the public open space and associated funds to the Parish Council. The Parish Council had not been previously made aware of this, and had assumed, as no dialogue had taken place with the Borough, that the public open space would be the responsibility of a management committee.

In discussing this issue members raised a number of concerns including: -

- The lack of strategic approach to planning in the Borough and in particularly Fair Oak. And the increasing number of large scale 'pepper potted' developments appearing in the Parish;
- The lack of dialogue between the Borough Council with the Parish Council when drafting section 106 agreements, particularly where the Borough had a view to transfer responsibility of the public open space to the Parish;
- The impact on current staff resources and the need to train current staff to enable them to maintain open space adjacent to a public highway;
- The number of other developments nearby, with public open space, which could be transferred to the Parish Council and the impact on budgets and staff resources.

In considering all of the above issues, and the fact that the Parish was under no legal obligation to accept the transfer of land, it was

#### **RECOMMENDED:**

*That the Parish Council decline the offer of the transfer of the public open space on this development at this time.*

#### **45 COMMUNITY INVESTMENT PROGRAMME**

Members considered the draft community investment programme as set out in Appendix 1, Report A to the Committee.

**RESOLVED**

That the investment programme be noted.

**46 WORK PROGRAMME**

Members considered the draft work programme as set out in Report B to the Committee.

**RESOLVED**

That the work programme be noted.

**47. REPORT OF THE RESPONSIBLE FINANCE OFFICER**

**RESOLVED**

- a) That the report of the Responsible Finance Officer, be approved; and
- b) That cheque signing, and BACS payments be noted.

This was all the business and the meeting closed at 8.15 pm.

Signed ..... Chairman





**Minutes of the Finance & Staffing Committee Meeting  
held on Monday 12 November 2018 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Councillors Present:** Mrs Douglas (Chairman), Goss, McGuinness, Noel and Spearey

**Also in Attendance:** Cllr Bird

**Officers in Attendance:** Ms Stephens, Clerk & Mrs Cahill, Responsible Finance Officer

**Apologies:** Cllr Sorley

**PUBLIC SESSION**

No members of the public were present.

**21 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**22 MINUTES**

**RESOLVED:**

That the minutes of the Finance & Staffing Committee meeting held on 1 October 2018, previously approved by Full Council on 15 October 2018, be noted.

**23 CLERKS VERBAL REPORT**

There were no issues to raise.

**24 PCSO FUNDING**

Members discussed the Parish Council's future PCSO funding contribution in light of potential changes to the way in which Hampshire Constabulary allocates its PCSO resource.

Members were informed that Hound, West End and Hedge End Councils had recently agreed to cease their funding contribution. Some members expressed the view that should the Parish decide to continue contributing towards PCSO's, this should be on the proviso that there be a dedicated PCSO resource for the Parish. Members therefore requested that the Clerk seek clarification from Hampshire Constabulary on this matter and report back findings at the next Committee meeting.

**RESOLVED**

That the Clerk seek further clarification from Hampshire Constabulary regarding the PCSO allocation & funding arrangements for discussion at the next Committee meeting.

**25 STAFFING STRUCTURE**

The Clerk highlighted to members the potential need to review the current staffing structure and arrangements, in light of the fact that the Parish was growing in size and taking on more areas/levels of responsibility, and the impact this had had and would continue to have, on the current workforce.

It was suggested that South East Employers be approached to work with the Clerk to review the structure and determine whether this was sustainable and fit for purpose.

Members requested that prior to external review being undertaken, the Clerk work with a member of the Council to review the current arrangements and report back to the next Committee meeting for further consideration. Cllr Noel volunteered to undertake this task with the Clerk.

## **RESOLVED**

That the Clerk and Cllr Noel undertake a desk exercise reviewing current staffing arrangements and make recommendations to the Committee at the next meeting.

## **26 DRAFT BUDGET 2019/20 (REPORT B)**

Members considered the draft budget for 2019/20.

Some members expressed the view that the uplift in the budget was necessary to ensure the effective running of the Council. Members acknowledged that the cost of running both community buildings and the Parish Office had proved more expensive than originally anticipated. Business rates on all three buildings were particularly high. Unfortunately, rate relief was not applicable to the Parish Council as a public authority.

Other members expressed the view that the proposed increase was too high and therefore suggested that a number of adjustments be made, including the possibility of transferring funds from ear marked reserves. Members requested that the Clerk and RFO examine options for further discussion at the next meeting. Members also requested that further clarification and options be explored in relation to income for the Council.

In examining the sports fixture fees and charges, members agreed that given the standard of the facilities on offer at the Lapstone Playing fields, and comparing the prices of other local councils, that an increase in cricket fees should be applied. In addition, members felt that given the officer time spent on invoicing for cricket fixtures, an annual/seasonal fee should be applied. It was agreed that this should be set at £3000 for the 2019/20 season to include exclusive use of the Pavilion during that time, provided that no other bookings for the Pavilion had been made by the Council. Dates for fixtures and Pavilion hire should be notified in advance.

Members agreed to review in further detail other fees and charges at the next Committee meeting.

## **RESOLVED**

- (a) That the draft budget be reviewed at the next Committee meeting; and
- (b) That the cricket fees for 2019/20 be set at £3000 for the season, with the exclusive use of the Pavilion (during the cricket season) being included in this price.

## **27 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT C)**

Members considered the report of the Responsible Finance Officer.

Members raised a number of queries to which answers were given.

## **RESOLVED**

That the finance update be noted.

## **28 CHRISTMAS OPENING HOURS**

## **RESOLVED**

*That the Parish Office close on the following days over the Christmas period: -*

***Monday 24 December (Christmas Eve)***  
***Tuesday 25 December (Christmas Day)***  
***Wednesday 26 December (Boxing Day)***  
***Monday 31 December (New Year's Eve)***

**29 WORK PROGRAMME (REPORT D)**

Members considered the work programme for 2018/19.

**RESOLVED**

That the work programme be agreed subject to the inclusion of review of I.T and Organisational Review for the December Committee meeting.

**30 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED**

“That, under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (staffing matter)”

**31 STAFFING MATTER**

There is a confidential minute for this item.

This was all the business and the meeting finished at 8.55 pm.

Signed ..... Chairman



**Minutes of the Finance & Staffing Committee Meeting  
held on Monday 3 December 2018 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Present:** Mrs H Douglas (Chairman), Mr H McGuinness and J Noel

**Also in attendance:** Cllr Bird

**Officers in Attendance:** Ms M Stephens, Clerk & Mrs J Cahill, Responsible Finance Officer (RFO)

**Apologies:** Cllrs Spearey & Sorley

**21 DECLARATIONS OF INTEREST**

Cllr Noel in Minute No. 23.

**22 MINUTES**

**RESOLVED:**

That the minutes of the Finance & Staffing Committee meeting held on 1 October 2018, be signed by the Chairman as a correct record.

**23 GRANT APPLICATIONS (REPORT B)**

Cllr Noel disclosed a pecuniary interest on the grounds that he knew the grant applicant (3<sup>rd</sup> Brownies). He did not participate in the discussion and did not vote.

The Committee considered two applications for grant aid; namely: -

3<sup>rd</sup> Fair Oak Brownie Unit – request of £350 for brownie supplies

Fair Oak Gardening Club – request of £200 to supply a speaker at a Committee meeting

After consideration it was:

**RESOLVED:**

a) That the grant request from 3<sup>rd</sup> Fair Oak Brownie Unit of £350 be granted in full;  
and

b) That the grant request from Fair Oak Gardening Club of £200 be granted in full.

**24 MARKETING & PROMOTIONS**

The Clerk outlined the need to instigate a marketing and promotions strategy. A strategy was needed to ensure that the Parish halls for hire were being fully exploited and generating the maximum revenue. The margins between the cost of running and upkeep of the Parish buildings and income generation were extremely narrow.

As the Parish Clerk had limited experience in this regard, as well as very limited capacity, a local marketing company had been approached to assist the Council on a time limited project. The company offered a 'pay as you go' approach which offered greater flexibility for the Parish Council. The cost of commissioning a 6-month project with this company (£330 per month) could be met within existing budgets.

Members agreed that the Council need to undertake a proactive approach to actively and effectively marketing the buildings for hire to ensure that the Council received income from these buildings.

Members agreed in principle to the Council engaging the company for a 6 month project, subject to further negotiations with the Clerk on the pricing structure for this.

**RESOLVED:**

That the Clerk commission a marketing and promotions project with an external contractor for a 6-month project, subject to further negotiations on the project price.

**25 BUDGET 2019/20 (REPORT C)**

Members considered the proposed budget 2019/20.

Members were informed that the Borough Council had yet to confirm the total tax base. This would be given to members at the Full Council meeting on 17 December 2018. It was hoped that with the additional developments that had taken place around the parish, further dwellings would have a positive impact on the required precept.

Members thanked officers for their efforts in reviewing the budget and the reductions sought. As such it was:

**RECOMMENDED:**

That the full Council approves the budget 2019/20 as set out in Appendix 1 to Report C subject to minor adjustments following council tax base rate information from Eastleigh Borough Council.

This was all the business and the meeting finished at 8.05 pm.

Signed ..... Chairman



**Minutes of the Leisure and Properties Committee Meeting  
held on Monday 10 December 2018 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Present:** Cllrs Goss, McGuinness, Noel & Mrs Shephard

**Also in attendance:** Cllrs Mrs Douglas, Couldrey & Spearey

**Apologies:** Cllr Bird

**Officers in Attendance:** Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk & Mr C Burchett, Ranger.

**PUBLIC SESSION**

Five members of the public were present and expressed their views on the proposals for New Century Park play area, with concerns being raised about parking provision along Shorts Road.

**60 DECLARATIONS OF INTEREST**

Cllr Mrs Douglas declared a non-pecuniary interest in Minute number 62, as she lived adjacent the proposed development.

**61 MINUTES**

**RESOLVED:**

That the minutes of the Leisure & Properties Committee meeting held on 10 September 2018 (approved by the Full Council on 15 October 2018), be noted.

**62 PEMBERS HILL PUBLIC OPEN SPACE – PRESENTATION**

Galliford Try, supported by Eastleigh Borough Council gave a presentation on the Pembers Hill public open space. They emphasised that the area had a rich history and there were many remnants from the original Fair Oak Park, which they hoped to replicate in the parkland.

**RECOMMENDED:**

That, subject to further clarification on the commuted sums and future maintenance costs, Full Council approve the asset transfer of the Pembers Hill Public Open Space.

**63 NEW CENTURY PARK PLAY AREA**

The Committee considered the results of the public consultation as set out in Report B to the Committee.

Members were informed that further discussions needed to take place between the Parish Council and the 2<sup>nd</sup> Fair Oak Scout Group regarding the surrender of their

lease. As the situation was unclear, members agreed that decision on the development of the play area and wider site be deferred.

## **RESOLVED**

That decision on the development of the play area and wider site be deferred.

## **64 PROPERTY MATTERS**

The Parish Ranger updated Members on several matters, including: -

- The Woodland Community Centre
- Horton Heath Community Centre
- Parish Office – a request had been received from three members of the public regarding the use of the car for school parking
- Relocation of the Silent Soldiers
- Instillation of defibrillators at the Horton Heath and the Woodland Community Centres
- Christmas tree and decorations
- Pavilion showers
- Tree planning
- Re-installing of the goal at New Century Park
- Request from the developer at Hammerley Farm to “tap” into electricity pole at Lapstone Farm
- Pine trees at the Fair Oak Cemetery

## **RESOLVED**

- a) That a play area consultation for the Crowdhill site be initiated;
- b) That a promotional campaign for the Woodland Centre be introduced via the website, facebook and newsletter;
- c) That the Parish Office car park would not be opened for school parking;
- d) That St Thomas’ Church be approached to retain one Silent Soldier in their Churchyard and the second one be relocated on the Parish Office Wall for the remaining year;
- e) That quotes be obtained for two defibrillators for Horton Heath and Woodland Community Centres;
- f) That the Grounds Team be thanked for their efforts of decorating the Village for Christmas;

- g) That the developer at Hammerley Farm be permitted to use the electricity pole located at Lapstone Farm, and in return be asked if a footpath could be laid by them at the same time; and
- h) That the felled pine tree be offered to the Wyvern College/and or used as seating in the Cemetery.

## **65 WORK PROGRAMME**

### **RESOLVED**

That the work programme as set out in Report C be agreed.

This was all the business and the meeting finished at 9.13 pm.

Signed ..... Chairman



Fair Oak and Horton Heath Parish Council

**B**

Bank - Cash and Investment Reconciliation as at 1 December 2018

Confirmed Bank & Investment Balances

Bank Statement Balances

30/11/2018	Current Account	16,537.25
30/11/2018	Premier Account	325,719.40
30/11/2018	Public Sector Deposit Fund	305,015.17
30/11/2018	Petty Cash	152.37

**647,424.19**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**647,424.19**

All Cash & Bank Accounts

1	Current Account	5,173.28
2	Premier Account	325,719.40
3	Public Sector Deposit Fund	305,015.17
4	Petty Cash	152.37
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>636,060.22</b>

Date: 10/12/2018

## Fair Oak and Horton Heath Parish Council

Page: 1

Time: 10:27

## Cashbook 1

User: JOANNA

## Current Account

For Month No: 8

## Receipts for Month 8

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		36,083.01					36,083.01	
Banked: 01/11/2018		50.50						
	Ms Taylor	50.50			1500	500	50.50	allotment Plot B3
Banked: 01/11/2018		0.02						
	Barclaycard	0.02			1900	110	0.02	Barclaycard
Banked: 11/11/2018		120.00						
	Ms Kara C	120.00		20.00	1200	230	100.00	Hall Hire
Banked: 11/11/2018		28.00						
	Karen Head	28.00		4.67	1200	230	23.33	Hall Hire
Banked: 12/11/2018		39.00						
	Wise and gorgeous	39.00		6.50	1200	230	32.50	Hall Hire
Banked: 12/11/2018		195.00						
	AG Martial Art	195.00		32.50	1200	230	162.50	Hall Hire
Banked: 12/11/2018		104.00						
	J Welch	104.00		17.33	1200	230	86.67	Hall Hire
Banked: 13/11/2018		364.00						
	S Merritt	364.00		60.67	1200	230	303.33	Hall Hire
Banked: 13/11/2018		357.60						
	wyvern FC	357.60			1300	100	357.60	Football
Banked: 14/11/2018		50,000.00						
trans	Premier Account	50,000.00			210		50,000.00	current act top up
Banked: 14/11/2018		50,000.00						
trans	Premier Account	50,000.00			210		50,000.00	Current act top up
Banked: 14/11/2018		40.00						
	Sam Eades	40.00		6.67	1200	230	33.33	Hall Hire
Banked: 15/11/2018		187.20						
	Wyvern college	187.20			1300	100	187.20	football
Banked: 15/11/2018		46.00						
	Ann Beaching	46.00		7.67	1200	230	38.33	Hall Hire
Banked: 16/11/2018		80.00						
	D Brazier	80.00		13.33	1200	230	66.67	Hall Hire
Banked: 17/11/2018		54.00						
	G and J Spargo	54.00		9.00	1200	230	45.00	Hall Hire
Banked: 18/11/2018		54.00						
	Best Party	54.00		9.00	1200	230	45.00	Hall Hire
Banked: 19/11/2018		71.30						
	Mr Connors	71.30			1500	500	71.30	allotment plt a1

Continued on Page

Date: 10/12/2018

## Fair Oak and Horton Heath Parish Council

Page: 2

Time: 10:27

## Cashbook 1

User: JOANNA

## Current Account

For Month No: 8

## Receipts for Month 8

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked: 21/11/2018		80.00						
Gill Oke		80.00		13.33	1200	150	66.67	Room Hire - Parish Office
Banked: 26/11/2018		54.00						
K Flood		54.00		9.00	1200	230	45.00	Hall Hire
Banked: 26/11/2018		1,000.00						
Sales Recpts Page 4		1,000.00	1,000.00		100			Sales Recpts Page 4
Banked: 27/11/2018		110.00						
Mr Savory		110.00		18.33	1200	230	91.67	Hall Hire
Banked: 29/11/2018		100.00						
Village Hall		100.00			4850	600	100.00	refund £100
Banked: 30/11/2018		60.00						
Godfrey		60.00			1200	230	60.00	Hall Hire
<b>Total Receipts for Month</b>		103,194.62	1,000.00	228.00			100,966.62	
<b>Cashbook Totals</b>		139,277.63	1,000.00	228.00			36,083.01	

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Date: 10/12/2018

## Fair Oak and Horton Heath Parish Council

Page: 3

Time: 10:27

## Cashbook 1

User: JOANNA

## Current Account

For Month No: 8

## Payments for Month 8

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/11/2018	southern electric	DD	53.00		2.52	4405	240	50.48	Electricity
1/11/2018	One.com	VISA	10.00			4990	110	10.00	HHCC Transfer
5/11/2018	uk fuels	119.78	119.78		19.96	4305	210	99.82	Fuel
7/11/2018	AquaAid	BACS	128.68		21.45	4990	110	107.23	Water Dispenser
2/11/2018	Barclaycard	DD	30.00			4140	110	30.00	First Payment
2/11/2018	uk fuels	DD	103.62		17.27	4305	210	86.35	Fuel
2/11/2018	Petty Cash	trans	200.00			250		200.00	Petty cash top up
3/11/2018	Network One	DD	108.86		18.14	4120	110	90.72	Telephone System
3/11/2018	network One	DD	63.79		10.63	4120	230	53.16	Telephone system
3/11/2018	o2	DD	20.57		3.43	4125	110	17.14	Mobile Phones
4/11/2018	Survey Monkey	VISA	384.00		64.00	4133	110	320.00	Survey Monkey Payment
4/11/2018	adobe	VISA	12.64		2.11	4090	110	10.53	adobe subscription
4/11/2018	amazon	VISA	13.48			4540	290	13.48	Tent pegs
4/11/2018	Premier Account	trans	50,000.00			210		50,000.00	transfer correction
5/11/2018	payroll	BACS	11,478.70			4000	110	3,954.72	payroll
						4000	200	7,523.98	payroll
5/11/2018	Light Angels	BACS	2,205.84		367.64	4875	600	1,838.20	motifs&brackets 2017,load tes
6/11/2018	BT	DD	103.08		17.18	4120	250	85.90	tel and broadband
6/11/2018	sage payroll	DD	19.20		3.20	4090	110	16.00	Payroll software
9/11/2018	Payzone	DD	42.00		7.00	4140	110	35.00	Annual PCI Service charge
1/11/2018	CHURCHESFIRE	BACS	371.64		61.94	4425	240	309.70	Pav Emergency Lights
1/11/2018	SOURCE SUPPLIES	BACS	12.60		2.10	4435	230	10.50	Bathroom cleaner
1/11/2018	SOURCE SUPPLIES	BACS	318.00		53.00	4425	230	265.00	Sanitary Bag service
						320	0	-265.00	Sanitary Bag service
						6000	230	265.00	Sanitary Bag service
1/11/2018	NJ Bryan	BACS	8,055.60		1,342.60	4415	240	6,713.00	Shower refurb
1/11/2018	Advanced Locking	BACS	123.02		20.50	4425	230	102.52	Woodland Keys
1/11/2018	Advanced Locking	BACS	25.02		4.17	4425	230	20.85	woodland Keys
						320	0	-20.85	woodland Keys
						6000	230	20.85	woodland Keys
1/11/2018	Advanced Locking	BACS	232.50		38.75	4425	230	193.75	keys
						320	0	-193.75	keys
						6000	230	193.75	keys
1/11/2018	Malcolm Macneish	BACS	120.00			4415	230	120.00	Sockets in playschool are;
						320	0	-120.00	Sockets in playschool are;
						6000	230	120.00	Sockets in playschool are;
1/11/2018	EBC	BACS	210.60			4680	300	210.60	Trade Refuse
1/11/2018	EBC	BACS	74.10			4680	300	74.10	Recycle Bin empty
1/11/2018	EBC	BACS	210.60			4680	230	210.60	Refuse collection
						320	0	-210.60	Refuse collection
						6000	230	210.60	Refuse collection
1/11/2018	EBC	BACS	35.04		5.84	4600	300	14.60	Dog Bin -October
						4680	320	14.60	Dog Bin -October
1/11/2018	Clean Blast	BACS	800.00			4595	320	800.00	Goal repair
1/11/2018	ACE LIFTAWAY	BACS	106.28		17.71	4800	500	88.57	Allotment Toilet
1/11/2018	Harding Vehcile Repair	BACS	167.34		27.89	4315	210	139.45	Van Repair
1/11/2018	Interclean	BACS	858.00		143.00	4440	150	715.00	Cleaning office

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Date: 10/12/2018

## Fair Oak and Horton Heath Parish Council

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## Cashbook 1

User: JOANNA

## Current Account

For Month No: 8

## Payments for Month 8

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/11/2018	AXIS	BACS	90.00		15.00	4420	150	75.00	Akarm repairs
1/11/2018	AXIS	BACS	110.40		18.40	4420	150	92.00	engineer callout alarm
1/11/2018	AXIS	BACS	72.00		12.00	4420	320	60.00	cctv Fault@NCP
1/11/2018	Firecare and security	BACS	450.00		75.00	4425	150	375.00	Warden Training
1/11/2018	Firecare and security	BACS	264.00		44.00	4425	230	220.00	Fire alarm service
1/11/2018	Firecare and security	BACS	108.00		18.00	4425	150	90.00	Fire alarm fault
1/11/2018	JPS Fire and security	BACS	108.00		18.00	4425	250	90.00	Fire alarm and lighting
1/11/2018	Arbutus	BACS	1,280.20			4455	230	1,280.20	Woodland Art
1/11/2018	formatt	BACS	85.00			4090	110	85.00	PC Maint
1/11/2018	SOURCE SUPPLIES	BACS	69.32		11.55	4435	230	57.77	Woodland Cleaning
						320	0	-57.77	Woodland Cleaning
						6000	230	57.77	Woodland Cleaning
1/11/2018	SEE	BACS	300.00		50.00	4105	110	250.00	JOB Evaluation
1/11/2018	Sarsen Press	BACS	525.00			4115	110	525.00	Newsletters
1/11/2018	EBC	BACS	25,000.00			4870	600	25,000.00	Y Zone 2018/19
1/11/2018	HALC	BACS	48.00		8.00	4105	110	40.00	Training -appraisals
1/11/2018	Sarsen Press	BACS	118.80		19.80	4080	110	99.00	A4 Letterheads
1/11/2018	CONDOR	BACS	61.49		10.25	4085	110	51.24	Printer consumables
1/11/2018	Hampshire pensions	BACS	2,916.85			4010	110	1,027.80	pensions
						4010	200	1,889.05	pensions
1/11/2018	HMRC	BACS	2,977.31			4000	110	909.09	PAYE
						4000	200	2,068.22	PAYE
1/11/2018	hampshire County council	BACS	48.35		8.06	4080	110	40.29	Stationary
1/11/2018	Surrey Hills	BACS	1,490.40		248.40	4070	110	1,242.00	Legal fees - HHCC
1/11/2018	AA entertainment	BACS	240.00			4875	600	240.00	Carnival entertainment 201
1/11/2018	Appleton Signs	BACS	1,009.54		168.26	4450	230	841.28	Woodland Signs
						320	0	-841.28	Woodland Signs
						6000	230	841.28	Woodland Signs
1/11/2018	trade UK	BACS	-20.98			4540	290	-20.98	Misc Materials
1/11/2018	Trade uk	BACS	41.96			4540	290	41.96	misc materials
2/11/2018	amazon	VISA	4.11			4100	110	4.11	Chain Holder
2/11/2018	asda	VISA	224.50			4875	600	224.50	Xmas Decorations
3/11/2018	Allotment Association	BACS	200.00			4850	600	200.00	Speakers - £200 Grant aid
3/11/2018	BT	DD	103.08		17.18	4120	240	85.90	tel and Broadband
6/11/2018	uk fuels	DD	287.58		47.93	4305	210	239.65	Fuel
6/11/2018	amazon	VISA	55.10			4450	230	55.10	thermostat gaurd
						320	0	-55.10	thermostat gaurd
						6000	230	55.10	thermostat gaurd
7/11/2018	British Gas	DD	35.10		1.67	4400	150	33.43	Gas
7/11/2018	British Gas	DD	-4.18			4400	150	-4.18	Gas
8/11/2018	Nichola Henshaw	BACS	7,334.00			4455	230	7,334.00	Public Art Payment
8/11/2018	allington Nursery	BACS	288.00		48.00	4875	600	240.00	2018 xmas tree
9/11/2018	BT	DD	1.87		0.31	4120	110	1.56	Tel and Broadband

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Date: 10/12/2018

Fair Oak and Horton Heath Parish Council

Page: £

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Cashbook 1

User: JOANNA

Current Account

For Month No: £

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Total Payments for Month	122,740.38	0.00	3,111.84	119,628.54
Balance Carried Fwd	16,537.25			
Cashbook Totals	139,277.63	0.00	3,111.84	136,165.79

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## List of Payments made between 01/12/2018 and 24/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/12/2018	Malcolm Macneish	BACS	80.00		Parish office clock electric
19/12/2018	Good directions	BACS	1,914.00		Parish Office clock
19/12/2018	formatt	BACS	106.25		PC Issues
19/12/2018	Fleet	BACS	389.34		Football White Marker Paint
19/12/2018	Interclean	BACS	828.00		cleaning
19/12/2018	ACE LIFTAWAY	BACS	102.85		Allotment Toilet
19/12/2018	D&J SCOTT	BACCS	86.16		Flail repair
19/12/2018	D&J SCOTT	BACS	16.31		replacment ATV keys
19/12/2018	dj	BACS	252.00		Leaf Blower
19/12/2018	D&J SCOTT	BACS	37.91		Chainsaw chain
19/12/2018	CHURCHESFIRE	BACS	65.00		Pav Fire extinguishers
19/12/2018	Padwick Glass services	BACS	72.00		Oak Hall window repairs
19/12/2018	EBC	BACS	35.04		Dog Bins
19/12/2018	SOURCE SUPPLIES	BACS	35.98		Parish Office Toilet Rolls
19/12/2018	CWM aggregates	BACS	52.80		Allotment Road Repair
19/12/2018	Hampshire pensions	BACS	2,926.73		Pension
19/12/2018	hmrc	BACS	2,853.13		PAYE
19/12/2018	EBC	BACS	954.87		Rates - HH opening bill
19/12/2018	Surrey Hills	BACS	220.80		Legal advice - scout hut
19/12/2018	nalc	BACS	252.00		Nalc spring conference
19/12/2018	Surrey Hills	BACS	82.80		legal advice - HHCC
<b>Total Payments</b>			<b>11,363.97</b>		

Cheque Ref	Cost Centre Description	Nominal Code Description	Transaction Detail	Date Paid	Net	VAT	Total	Amount	Payee Name
trans		Premier Account	transfer correction	14/11/2018	11478.7	0	50000	50000	Premier Account
BACS	Administration	Salaries	payroll	15/11/2018	11478.7	0	11478.7	3954.72	payroll
BACS	Property Maintenance Staff	Salaries	payroll	15/11/2018	1838.2	367.64	2205.84	1838.2	Light Angels
BACS	Other Expenses	Community Events Expenditure	motifs&brackets 2017, load tes	15/11/2018	6713	1342.6	8055.6	6713	NJ Bryan
BACS	Pavilion	Repairs	Shower refurb	21/11/2018	800	0	800	800	Clean Blast
BACS	New Century Park	General Maintenance	Goal repair	21/11/2018	715	143	858	715	Interclean
BACS	Parish Office	Contract cleaning	Cleaning office	21/11/2018	1280.2	0	1280.2	1280.2	Arbutus
BACS	Crowdhill Community Building	Equipment - External	Woodland Art	21/11/2018	525	0	525	525	Sarsen Press
BACS	Administration	Newsletter	Newsletters	21/11/2018	25000	0	25000	25000	EBC
BACS	Other Expenses	Youth Project	Y Zone 2018/19	21/11/2018	2916.85	0	2916.85	1027.8	Hampshire pensions
BACS	Administration	Employer's Pension	pensions	21/11/2018	2977.31	0	2977.31	1889.05	Hampshire pensions
BACS	Property Maintenance Staff	Employer's Pension	pensions	21/11/2018	2977.31	0	2977.31	909.09	HMRC
BACS	Administration	Salaries	PAYE	21/11/2018	2068.22	0	2068.22	2068.22	HMRC
BACS	Property Maintenance Staff	Salaries	PAYE	21/11/2018	1242	248.4	1490.4	1242	Surrey Hills
BACS	Administration	Legal & Professional Fees	Legal fees - HHCC	21/11/2018	841.28	168.26	1009.54	841.28	Appleton Signs
BACS	Crowdhill Community Building	Equipment - Internal	Woodland Signs	21/11/2018	841.28	168.26	1009.54	841.28	Appleton Signs
BACS	Crowdhill Community Building	Transfer from EMR	Woodland Signs	21/11/2018	7334	0	7334	-841.28	Appleton Signs
BACS	Crowdhill Community Building	EMR - Crowdhill Green	Woodland Signs	21/11/2018	7334	0	7334	7334	Nichola Henshaw
trans		Equipment - External	Public Art Payment	28/11/2018	50000	0	50000	50000	Current Account
trans		Current Account	current act top up	14/11/2018	50000	0	50000	50000	Current Account
trans		Current Account	Current act top up	14/11/2018	50000	0	50000	50000	Current Account



**BUDGET 2019/20 – PARISH PRECEPT****1. PURPOSE**

- 1.1 To agree the precept request for the financial year 2019/20.

**2. BACKGROUND**

- 2.1 As part of the budget preparation process the draft budget was considered by the Finance Committee at its meetings held on 12 November and 3 December 2018, where members agreed the budget proposal of £420,258.
- 2.2 Subsequent to the meeting, Eastleigh Borough Council has confirmed the Council Tax Base. This shows an increase of precept from £404,034 (2018/19) to £420,258 (2019/2020) which represents a 3% increase. This would increase the current band D cost per year (£102.47) to £105.54, giving an of £3.06 on a band D property for the whole year. This represents an increase of 0.5p per week.

**3. CONTEXT**

- 3.1 The budget requirements for 2019/20 is £420,258. Whilst is an increase of £16,224 from last year's budget, this has to be set in context with the fact that the Council has: -
- Taken on the responsibility for the running of two large community buildings which are subject to business rates;
  - Increased staff resource to meet with the increased demands on service provision;
  - Has been subject to a reduction in grant funding; and
  - Requires investment to modernise its ICT infrastructure to ensure GDPR compliance
- 3.2 To off-set the increase budget demands on the Council, Officers have robustly scrutinised the budget and where appropriate, sought to make expenditure savings. This has meant that the budget increase is considerably lower than in previous years.

**4. INCOME**

- 4.1 The Finance Committee has and will continue to consider ways in which the Council can maximise its income. And has agreed a short-term marketing and promotions project with a local marketing specialist, with the aim to increase usage and income from the hiring of the two Community Halls and Parish Office conference Room.

**5. SUMMARY OF 2018/19 PROPOSALS**

- 5.1 The budget requirements for 2019/20 is £420,258, representing a 3% budget increase from the previous budget. Not raising the precept to this level would mean that the Parish Council would not be able to continue providing current services to parishioners.

**6. RECOMMENDATIONS**

- 6.1 That Full Council (subject to any minor amendments) approve the budget and corresponding precept request of £420,258.

<b>For further information:</b>	<b>Background papers:</b>
Melanie Stephens, Parish Clerk <a href="mailto:clerk@fairoak-pc.gov.uk">clerk@fairoak-pc.gov.uk</a>	None.
Joanne Cahill, Responsible Finance Officer <a href="mailto:finance@fairoak-pc.gov.uk">finance@fairoak-pc.gov.uk</a>	

## **Eastleigh Neighbourhood Policing Team** **Fair Oak & Horton Heath Quarterly Report**

This report covers the three month period of July, August and September 2018 for the Parish of Fair Oak & Horton Heath.

This is the 2<sup>nd</sup> quarterly report I have produced for the parish. This is a process which is generic district wide, so don't be surprised if the format changes over time.

My aim as the Sergeant responsible for your Neighbourhood Policing Team is to provide you with an overview of the current crime figures, highlight any trends or patterns, seek feedback and your views in relation to the report, and then update our community priorities based on all of the information we already have (seasonal trends / previous priorities / district problems / county wide problems etc).

### **Team Updates:**

We have lost PCSO Lucinda Mack from the team. She has only moved across to the West team to fill a vacancy there so you may still see her around.

The rest of the team remains the same: PC Laura King, PC Rob Reason, PCSO Helen Rees and PCSO Oonagh Knights. We all work from Eastleigh Police Station however at some point early next year we will be moving to new premises off Shakespeare Road.

### **Crime Summary:**

I am pleased to be able to confirm that total crime recorded within the parish remains low, however there has been a slight increase compared to the same period last year. The following table gives you an overall comparator for July, August and September for 2017-18 and 2018-19:

Jul / Aug / Sep	17-18	18-19
1 Violence Against the Person	29	32
2 Sexual Offences	2	3
3 Robbery	0	0
4 Theft Offences	27	40
5 Criminal Damage and Arson Offences	14	8
6 Drug Offences	3	3
7 Possession of Weapons Offences	0	0
8 Public Order Offences	4	11
9 Miscellaneous Crimes Against Society	1	1
Sum:	80	98

Of note in these figures is that there is an increase in theft and public order offences. There was a spike in Residential Burglaries in August, likely to be because of houses being unoccupied due to holidays. The figures are consistent with seasonal trends and trends that have occurred in the wider district and Hampshire areas during the same period.

I have personally reviewed all of the recorded incidents of theft. Of the 13 residential burglaries, 9 were breaks to sheds or garages. The table below shows zero for bicycle theft, however, some of the shed/garage breaks have had bicycles stolen. This appears to be an issue not just across the Eastleigh area but also in Southampton. We are working with our colleagues in Southampton to identify the offenders.

	18-19
Burglary Residential	13
Burglary Business and Community	5
Vehicle Offences	8
Bicycle Theft	0
Shoplifting	5
All Other Theft Offences	9
Sum:	40

I have also reviewed the public order offences. 2 incidents involved youths getting into the grounds of Wyvern College. 3 incidents relate to neighbour disputes, 2 to domestic violence, 1 is a road rage incident, 1 is mental health related, 1 is a dispute with a taxi driver and one a dispute with the postman.

If any more detail is required then please let me know, however the main headline is there is no discernible pattern of crime or ongoing series of crimes that are specific to Fair Oak & Horton Heath at this time.

#### **Anti-Social Behaviour Summary:**

ASB is a little bit trickier to drill down into the detail of because of the varying ways it can be recorded on our system. I have included below a table which has the previous 12 months from the day of the report compared to the same period in the previous year:

Neighbourhood	Beat	R12 months	Previous R12 months	Difference
Eastleigh East	Fair Oak & Horton Heath	97	132	-35
	Sum:	97	132	-35

As you can see from the table there has been a reduction of 26% on the previous 12 months.

I have also reviewed the raw data for the last 3 months, and I am very pleased to report there are very few repeat locations of concern. Generally if an area has more than 3 calls in a 90 day period we will consider whether there needs to be further work. At the moment the three places that meet that threshold are Botley Road, Pavilion Close and Shorts Road. The Pavilion Close and Shorts Road incidents are related to youths in the park. Botley road is

obviously a large area so difficult to pinpoint the issues. The parks are regularly patrolled by the team as well as the street pastors.

### **Policing Priorities:**

My team are asked to consider 3 separate levels of priorities which are set at force, district and community level:

- The **force priorities** are overarching themes which all teams throughout the force are expected to contribute to (Domestic violence and Child Sexual Exploitation for example).
- Our **district priorities** are things that are specifically impacting on Eastleigh as a district and are set month by month at our 'tactical planning meetings', and are generally crime series or trends.
- Our **community priorities** are led by the community and are based on feedback from yourselves, any interactions with the community and up to date crime data.

Our force priorities include child exploitation and domestic violence amongst others, and the PCSOs in particular take the lead role in safeguarding vulnerable people in the parish. As such they are often focused on dealing with victims of Domestic Violence or vulnerable children in the parish alongside focusing on the community set priorities. The PCs on the team focus on the domestic violence perpetrators and others committing crime in the area.

### **Our current community priorities are:**

- **Speeding**
- **ASB Campbell Way**

We now need to consider what our priorities are going forward and I welcome any feedback from you. We do consider previous years, so we are currently refreshing our work around previous crime patterns and ASB issues.

Please can you let me know if there is anything else that in your experience you feel we should be focusing on.

### **Our suggested community priorities are at least:**

- ASB Pavilion Close and surrounding areas (happy to consider other 'hotspots')
- Speeding

Please feedback anything else you feel should be included.

I hope you find this report useful. It is a new process for me so please let me know if you feel there is anything else that should be included or needs covering.

Best regards

Zoë

### **Team Contact Points:**

District e-mail	<a href="mailto:eastleigh.police@hampshire.pnn.police.uk">eastleigh.police@hampshire.pnn.police.uk</a>
PS 3727 Zoë Wakefield	<a href="mailto:zoe.wakefield@hampshire.pnn.police.uk">zoe.wakefield@hampshire.pnn.police.uk</a>
PC 21006 Laura King	<a href="mailto:laura.king@hampshire.pnn.police.uk">laura.king@hampshire.pnn.police.uk</a>
PC 24359 Rob Reason	<a href="mailto:robert.reason@hampshire.pnn.police.uk">robert.reason@hampshire.pnn.police.uk</a>
PCSO 13140 Helen Rees	<a href="mailto:helen.rees.13140@hampshire.pnn.police.uk">helen.rees.13140@hampshire.pnn.police.uk</a>
PCSO 16342 Oonagh Knights	<a href="mailto:oonagh.knights@hampshire.pnn.police.uk">oonagh.knights@hampshire.pnn.police.uk</a>
Phone number	101 – ask for Eastleigh NPT
Twitter	@EastleighPolice

## NEIGHBOURHOOD PLANNING

### 1. PURPOSE

- 1.1 To consider whether the Parish Council should develop a Neighbourhood Plan.

### 2. BACKGROUND

- 2.1 The Full Council considered this matter on 15 October 2018. At this meeting, the Clerk was instructed to seek further clarification/advice from Eastleigh Borough Council on the Neighbourhood Planning process and the potential support from the Borough.

### 3. ADVICE FROM EASTLEIGH BOROUGH COUNCIL

- 3.1 The Clerk received Advice from EBC on 27 November 2018 attached at Appendix 1. This was circulated to all members by email for information.
- 3.2 The advice clearly sets out the considerations that the Parish Council need to consider before making any decisions on whether to pursue a Neighbourhood Plan.

### 4. RECOMMENDATIONS

- 4.1 That the Full Council, after considering the advice from Eastleigh Borough Council, consider whether it wishes to develop a Neighbourhood Plan.

**For further information:**  
Melanie Stephens, Parish Clerk  
[clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

**Background papers:**  
None.

## Neighbourhood Planning – Provisional Advice and Information for Fair Oak Parish Council

### Note prepared for Melanie Stephens – Parish Clerk for Fair Oak Parish Council

1. The Council's planning policy team has limited time resources whilst the Local Plan is moving towards the examination stage. The hearing sessions are currently anticipated to be next spring with adoption over the latter half of 2019 subject to the timescales set by the [appointed inspector](#). Issues and questions the inspector will expect the Council to respond to are also likely to be required within a demanding timescale in the lead up to the hearing sessions. Further resource and commitment is also expected following the hearings whereby it is normal practice for there to be an additional proposed modifications consultation prior to the Local Plan being adopted.
2. Any support and advice relating to the preparation of Neighbourhood Plans is likely to constitute an initial meeting and set of comments at each preparation stage (i.e. Regulation 14 Pre-Submission NP and Regulation 16 Submission NP). Information on additional support and advice available is included on the [Locality](#) and [NPIERS](#) websites. It is important to note from the outset that NPs can only include non-strategic policies, cannot be used to stop development and must meet a set of basic conditions before it can proceed to the referendum stage. Further advice on the NP process is included in the [NPPG](#).
3. Whilst a NP is not tested against the policies in an emerging Local Plan, the reasoning and evidence informing the Local Plan process is likely to be relevant to the consideration of the basic conditions against which a NP is tested. The Council has made the reasoning and evidence used for informing the emerging Eastleigh Local Plan fully available on its [website](#) for the purposes of the Local Plan examination. This includes the evidence used to inform the selection of Options B and C such as the SGO Background Paper – Comparative Assessment (October 2018), SGO Background Paper – Delivery (October 2018) and Sustainability Appraisal documents.
4. The timescales for preparing NPs towards being 'made' as part of the Councils development plan are estimated to be at least a year but more likely 2 plus years. There is local evidence of this such as with the 'made' [Bassett Neighbourhood Plan](#) in Southampton and the [Titchfield Neighbourhood Plan](#) currently being progressed in Fareham. It is important to consider preparation timescales against those of the emerging Local Plan whereby adoption pending the findings of the inspector is very likely to be before any sufficient progress is made on a NP. There is therefore a notable risk of work being undertaken prematurely on a NP if the policies were to be in conflict with the inspectors findings.
5. If the Parish Council decided to prepare a NP, it may wish to consider the undertaking of research and initial consultation if not undertaken already with the local community prior to setting out objectives and policies it wishes to include. Once this has been undertaken, the Parish Council would then be in a position to start work on drafting a NP, pending agreement amongst Parish Councillors on the objectives and policies it should include. This also needs to be factored into the timescales in preparing NPs as referred to in paragraph 4.

6. The Parish Council should also be made aware of the resources that are required for progressing work on a NP. Whilst local planning authorities have a duty to provide support and advice to groups preparing NPs as referred to in the [NPPG](#), there are particular responsibilities that would be placed upon the Parish Council. For example, consultation and publicity arrangements on the Regulation 14 Pre-Submission NP.
7. It is also important to consider how many Parish Councillors would be involved in progressing work on a NP. If this is left to just one or two key members, this would require significant personal time and resource. It is therefore advised that the technical work required whether this be on the NP or its supporting evidence and information is undertaken with the help of planning related expertise from specialist consultants (e.g. environmental consultants in the case of Strategic Environmental Assessment and Habitat Regulations Assessment related work).
8. The range of evidence and information required for the NP will depend upon its scope with regards to the objectives and policies proposed to be included. This documentation can include but is not limited to:
  - SEA / HRA Screening Assessment (full SEA / Sustainability Appraisal and HRA reports alongside both the Pre-Submission NP and Submission NP if required as per the SEA / HRA Screening Decision notice following consultation with the statutory environmental bodies constituting Historic England, the Environment Agency and Natural England)
  - Any other supporting evidence and documentation required alongside both the Pre-Submission NP and Submission NP (this dependent on the policies that are included)
  - Consultation Statement / Summary of Representations (required following the Regulation 14 Pre-Submission NP consultation stage)
  - Additional Consultation Statement / Summary of Representations (required following the Regulation 16 Submission NP consultation stage)
  - Basic Conditions Statement (required for the Regulation 16 Submission NP consultation stage)
  - Map showing the neighbourhood area boundary required for both the Pre-Submission NP and Submission NP consultation stages (also required for the Neighbourhood Area application)
  - Consultation response form for the Regulation 14 consultation stage
9. The costs of preparing NPs can vary. E.g. 20k – 86k according to Government estimates (although higher in some instances). The actual cost is largely related to how many policies / evidence the plan is reliant upon. It is likely that the most significant costs will be of those relating to the need for planning related expertise from specialist consultants.
10. The 2018 [NPPF](#) provides some useful information on NPs in decision making – paragraph 14 along with criteria a-d (see page 7) is particularly relevant for applications involving the provision of housing. Taking criterion a alone and the fact that planning application decisions could potentially override ‘made’ NPs that have been part of the development plan for more than two years is of particular importance since it demonstrates that a NP must also be subject to further review if they are to remain policy compliant. This is a very important factor for Parish Councillor’s to consider if it is decided to commit significant time and resource to a NP.

11. NPs which are 'made' are entitled to maintain 25% of CIL receipts to be spent in their local area (up from 15% for areas not covered by a NP). Any CIL monies collected could be used to offset the pressures of a growing population / used to towards the provision or improvement of local infrastructure. A decision on whether the Council / local planning authority will introduce CIL won't be made until the Local Plan is adopted. Research also shows that the timescales relating to the preparation of a CIL Charging Schedule are also likely to take at least two years and this also needs to be considered by Parish Councillors.

### **Concluding Comments**

12. The emerging Local Plan should be seen as the starting point for Parish Councillors. The key point to note is that the inspector's findings are very likely to be published prior to any sufficient progress is made on a NP. This will include his findings on the proposed SGO and link road. The Parish Council should consider the risk of any work undertaken prematurely on a NP if the policies were to be in conflict with the inspector's findings. In addition, NPs must be in general conformity with the strategic policies in an adopted Local Plan. Whilst the Local Plan is currently subject to examination, the anticipated timescales towards adoption are likely to be quicker than those relating to the preparation of a NP from start to finish.
13. The more detailed masterplanning of the proposed SGO will provide an opportunity for the Parish Council to respond to the more detailed principles of development. If there are additional aims the Parish Council wish to pursue that don't relate to the proposed SGO, it may then be appropriate to consider whether a NP would be effective as a policy tool for addressing these pending the adoption of the emerging Local Plan. It should be further considered whether any non-strategic policies Fair Oak Parish Councillors wish to include would be covered through the Local Plan or through information required on the submission of a planning application. It is also important to note that there is also a risk of NPs including policies that duplicate those in a Local Plan or cannot be implemented in practice and that the light touch examination process of NPs may not scope out these risks.