



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

SUMMONS

Dear Member

11 September 2018

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

Melanie Stephens

Melanie Stephens
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 Committee on issues relevant to the business of the Parish Council.

AGENDA

1. APOLOGIES

To note any apologies for absence.

2. DECLARATIONS OF INTEREST

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

3. MINUTES (PAGES 3-4)

To confirm the minutes of the meeting held on 18 June 2018 (approved by the Full Council on 16 July 2018) as a correct record.

4. ROOM BOOKING POLICY FOR LOCAL CHARITIES (VERBAL REPORT)

To develop a policy for dealing with request from local charities regarding hiring Parish Council venues free of charge.

5. BURIAL FEES FOR UNDER 18'S (VERBAL REPORT)

To consider a change in policy relating to the burial fees for under 18's.

6. PEMBERS HILL DRIVE (VERBAL REPORT)

To consider whether the Parish Council should agree to Eastleigh Borough Council transferring the open space/play area pertaining to this development to the Parish Council.

7. COMMUNITY INVESTMENT PROGRAMME (REPORT A, PAGES 5–8)

To discuss the draft Investment Programme for Fair Oak & Horton Heath; and make amendments for final approval by Full Council.

8. WORK PROGRAMME (REPORT B, PAGES 9-10)

To consider the Committee's work programme and make amendments if necessary.

9. REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT C) (TO FOLLOW)

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

To: Committee Members

Cllr C Bird
Cllr N Couldrey
Cllr Mrs H Douglas (Chairman)
Cllr J Goss
Cllr T Mignot
Cllr Mrs Shephard
Cllr J Sorley
Cllr P Spearey

Officers

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



**Minutes of the Policy Committee meeting
held on Monday 18 June 2018 at 7.30 pm
at 2 Knowle Park Lane, Fair Oak**

Committee Councillors Present: Mrs H Douglas (Chairman), J Goss, T Mignot, Mrs M Shephard, J Sorley & P Spearey (Vice-Chairman).

Apologies: Cllr C Bird

Other Councillors Present: H McGuinness

Officers in attendance: Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk.

PUBLIC SESSION

None present.

33 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

None received.

34 MINUTES

RESOLVED:

That the minutes of the meeting held on 19 March 2018, be noted (previously approved at the AGM on 21 May).

35 GENERAL DATA PROTECTION REGULATION (GDPR)

Members discussed the policies, previously circulated as Report A, to comply with the GDPR requirements.

RESOLVED

- a) That the GDPR policy documents as set out in appendices 1 – 6 to Report A, be adopted;
- b) That the Clerk be given delegated authority to carry out the necessary tasks & functions to ensure GDPR compliance on behalf of the Parish Council; and
- c) That Members' email addresses be changed to ensure GDPR compliance.

36 WOODLAND COMMUNITY CENTRE – BOOKING TERMS AND CONDITIONS

RESOLVED

That the booking terms and conditions as set out in Appendix 1 to Report B, be approved, subject to minor amendments.

37 WOODLAND COMMUNITY CENTRE – HEALTH & SAFETY POLICY AND FIRE SAFETY POLICY

RESOLVED

- a) That the Health & Safety Policy as set out in Appendix 1 to Report C, be adopted;
- b) That the Fire Safety Policy as set out in Appendix 2 to Report C be adopted; and
- c) That the Fire Risk Assessment for the Centre as set out in Appendix 3 to Report C be approved.

38 LEASE TO OCCUPY – WOODLAND COMMUNITY CENTRE

RESOLVED

That the signed lease to occupy, as set out in Appendix 1 to Report D, be noted.

39 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 7.30 pm.

Signed Chairman

POLICY & RESOURCES COMMITTEE – 17 SEPTEMBER 2018

COMMUNITY INVESTMENT PROGRAMME

1. PURPOSE

- 1.1 To discuss the draft Community Investment Programme (CIP) and make recommendations for any alternations for submission to Eastleigh Borough Council for consideration.

2. BACKGROUND

- 2.1 The Community Investment Programme for Fair Oak and Horton Heath is a rolling programme which identifies areas of investment within the local community. Eastleigh Borough Council as the principal authority, receives monies through the Planning process via Section 106 agreements most commonly known as 'developers contributions'. Every year the Borough Council seeks the views of Town and Parish Council for their ideas on investments needed in their areas. This assists the Planning Officers when drafting Section 106 contracts with developers.
- 2.2 Once the Parishes have identified projects for inclusion on the Community Investment Programme it is submitted to Eastleigh Borough Council. It is essentially a 'wish list'.
- 2.3 The Community Investment Programme was last agreed by the Local Area Committee in March 2018.

3. THE COMMUNITY INVESTMENT PROGRAMME

- 3.1 The Community Investment Programme is an important tool used to identify projects which help to support neighbourhoods and enhance the lives of local people. This could be achieved by delivering new community assets or ensuring that current assets are modernised and adequately maintained. Members are asked to consider short to medium term projects for inclusion in the Plan. The draft programme is attached at **Appendix 1**.
- 3.2 Members might find it helpful to identify core themes that they feel would benefit residents and assign a project under each theme. Themes could include (in no particular order): -
 - Thriving rural villages – places for leisure (eat/drink), attractive places to shop, opportunities for employment. Broadband connectivity and access to community transport
 - Health and well-being – open spaces, with multiple sport use. Safe and attractive cycle and pathways – linking local communities
 - Improved community infrastructure – community transport, medical facilities, community buildings with diverse services such as creche, library, café
 - Sustainable environment – maintain rural nature, maintain local heritage
 - Social inclusion – facilities for both young and old, easy access, affordable
- 3.3 Things to consider: -
 - Cricket - The possibility of the introduction of a second cricket wicket at Lapstone playing fields. If a second wicket is put on the current site whilst retaining the football pitches, the Pavilion changing rooms will need to be extended. The Pavilion will require modernising throughout with increased use. The car park may need to be extended. If the introduction of a second wicket means that football pitches can be moved*, then the extension to the Pavilion is not needed. However, general decorating will need to take place.

- Football – out of both sports, football provides the most income. If the Parish had all weather pitches, this would mean regular, all year income. The demand for football, particularly for women’s teams has increased. Provision of football should be considered in conjunction with the Horton Heath development and the allocated open space that will be provided. *multi-use sites are harder for ground staff to maintain and for office staff to manage bookings, income and conflicting expectations/demands from differing sports.
- The current Local Plan proposals include village centres for the two new developments at Bishopstoke and Fair Oak. Should this occur, this will have an impact on the future sustainability of Fair Oak Village Centre. Sandy Lane shops?
- Transfer of open space(s) from Eastleigh Borough Council to the Parish – the Parish is likely to see and increase in the transfer of open space from the Borough (Horton Heath, Pembers Hill Drive and Pembers Hill) this will increase the workload of the ground staff as well as increase the need for additional equipment. Storage of this equipment (via a small depot) with toilets for ground staff should be considered at Horton Heath.
- Horton Heath – any allocated open space – should have allotment space. Currently 22 residents on the waiting list. Community building – what facilities should this offer? (creche, café, multi-purpose function rooms). Free wifi!

3.4 The Programme will be submitted to every Committee for discussion and will be submitted to Full Council on 15 October 2018 for final approval prior to submission to Eastleigh Borough Council.

4. LEISURE & PROPERTIES COMMITTEE COMMENTS

4.1 The Leisure & Properties Committee consider this matter at their meeting on 10 September. The Committee made several suggestions for amendments to the CIP which will be reported verbally at the meeting.

5. RECOMMENDATIONS

4.1 That members consider the current Community Investment Plan as set out in Appendix 1 and make recommendations for submission to Eastleigh Borough Council for consideration.

For further information:

Melanie Stephens, Parish Clerk
clerk@fairoak-pc.gov.uk

Appendix 1

Project/location	Proposal	Priority (L-M-H)	When (S-M-L)	Size (S-M-L)	Feasibility / Cost exercise Total Project Cost	Allocated DCs	Short-term allocation required (estimate if no Feasibility)	Long-term allocation required (estimate if no Feasibility)	Justification/comment
CS Objective – Green Borough – Developing green infrastructure									
Open space/Local First									
New Century Park	Demolition of scout hut and provision of car park and enhance New Century Park play area facilities, also increasing Park and Stride capability of the area	H	S	M	No		80,000		The Scout troop have now been re-housed in the Crowdhill (Woodland) Community Centre and the building is now dormant. New Century Park well used by people of all ages. Car Parking very limited and locals unable to use the village hall car park as gate is locked and often closed. Park and Stride not permitted from the village hall car park. Facilities need enhancing and car parking provided to maximise appropriate use of this key village open space. Play are needs enlarging and enhancing subject to the demolition of the scout hut which is no longer required due to the scouts finding a new base. Building is past its useful lifecycle and is no longer viable to run and maintain.
	New Play equipment for existing play area.	M	M	M	No		70,000		Equipment in young children's areas felt not suitable for very young toddlers when parents are there with older under 8s. Also equipment is over 30 years old and does not meet current safety practices.
New Allotments	Large requirement for allotments.	M	M	L-M	No			95,000	Existing allotments very popular and have waiting list (25 people – at least 2 years waiting currently). Provides health and well-being, economic and environmental benefits to community. Needs to be at Horton Heath end of parish.
LAP Objective – Green Borough – community facilities/community development									
Fair Oak Village Hall	Fair Oak village hall extension	M	M-L	L	450,000 (2016)			450,000	Village hall committee wants to extend the premises to enable more hiring's. £450k + VAT (2016), for build and fit out of 300m sq building. £10k for planning permission and full consultancy services
Fair Oak library	Extend existing library to meet the needs of expanding population.	M	M	L	No			500,000	New facility to meet MLA space standards. Space at existing library falls below MLA space standards when taking into account projected increase in future population. HCC to advise further in light of proposals at Horton Heath.
LAP Objective – Green Borough – quality public realm									
General Improvement Areas	Chamberlayne Arms Square refurb and other landscaping eg raised planters	M	L			20,000	200,000		1970s scheme is now in poor state of repair and run down. Explore sponsorship opportunities and other funding as only £20k available from DCs
CS Objective – Healthy Community – Enabling healthier lifestyles / wellbeing									
Lapstone Playing Fields	Extra changing rooms for the playing fields at Lapstone playing fields	H	S	L	255,000	50,000			Two team changing rooms plus official's space. The new changing rooms are to enable more girls to be accommodated as users. Girls remain under-represented in football and cricket.
CS Objective – Prosperous Place – Increase provision of housing and more diverse mix									
	Development of Local Plan sites and exception sites	H	S-M-L						Development of a range of sites
CS Objective – Prosperous Place – Ensuring appropriate infrastructure inc. employment land									
	Delivery of local Plan	H	S-M-L						
CS Objective – Prosperous Place – Enabling the right skills and employment mix									
	To be developed through the Prosperous Places Strategy	H	S-M-L						
CS Objective – Prosperous Place – Reinventing town and local centres									
Fair Oak Village Centre	Full upgrade and enhancement of the village centre to enable new and existing residents to be part of the community by maintaining a vibrant, effective hub.	H-M	S-M	L	No			100,000 - 5,000,000	Currently the village centre has become tired and lacks the capacity to meet the needs of an increasing population. Investment is needed to ensure a vibrant local hub is available to maintain community cohesion an attractive environment, the health, wellbeing and economic sustainability of the population

Project/location	Proposal	Priority (L-M-H)	When (S-M-L)	Size (S-M-L)	Feasibility / Cost exercise Total Project Cost	Allocated DCs	Short-term allocation required (estimate if no Feasibility)	Long-term allocation required (estimate if no Feasibility)	Justification/comment
LAP Objective – Green Borough – community facilities/community development									
Existing Horton Heath Community Centre	Improve and extend the existing building	M	S-M	M	No		90,000		Building to be formally taken over by FOPC in Sept 2018. Feasibility and brief needed to be undertaken to evaluate the scope of what is required and the likely cost.
New Community Centre as part of West of Horton Heath Development	To build a new community centre as part of the 2 x housing developments that form the West of Horton Heath Development.	M	M-L	L	No	1,600,000			Original 106 details this community centre to be part of the development and provided by the developer. Following the recent changes and delay, further detailed master planning is required. This provides an opportunity for the Council and the FOPC to further influence this facility.
Community development worker	2 Community development workers employed for three-six years	H	S-M			100,000			Provision of staff to enable the engagement and integration of new with existing residents and create sustainable communities and create activities and facilities that enhance Health and wellbeing. To help launch, market and manage the new community centres and ensure each community facility speaks to the other. The £100k contribution for a dev worker is still contained within the S106 legal agreement for the West of HH scheme. The timescales for this are linked set out within to the 106 agreement and are phased payments aligned with development stages on site .

POLICY & RESOURCES COMMITTEE – WORK PROGRAMME (2018/2019)

B

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
17 SEPTEMBER 2018			
Cemetery Fees	To consider wavering burial fees for under 18's.	Report to Committee	Mel Stephens
Community Investment Programme	To consider the current programme and make recommendations to the Full Council for submission to Eastleigh Borough Council.	Report to Committee	Mel Stephens
Pembers Hill Drive	To consider the open space on the development and whether to accept the transfer of open space from Eastleigh Borough Council.	Verbal Report	Mel Stephens/Colin Burchett
Room Booking Fees for local charities	To consider the fees applied to local charities for room hire.	Report to Committee	Mel Stephens

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
19 NOVEMBER 2018			
Emergency Planning	To approve an emergency plan for the Parish.	Report to Committee	Mel Stephens
Information Security Policy	To approve the Information Security Policy in light of GDPR.	Report to Committee	Mel Stephens
Apprenticeship Scheme Review	To consider the current apprenticeships scheme and to make changes as necessary.	Report to Committee	Mel Stephens

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
18 MARCH 2019			
Health & Safety Review	In light of new buildings coming under the ownership of the Parish Council, to consider appointing a Health & Safety specialist to undertake a review of the Parish properties to ensure that the Parish Council is compliant.	Report to Committee	Mel Stephens
DDA Policy Review	To review the current policy to ensure that it is fit for purpose.	Report to Committee	Mel Stephens
Corporate Plan	To consider developing a Corporate Plan for the Parish Council.	Report to Committee	Mel Stephens
Freedom of Information	To review the current policy to ensure that it is fit for purpose.	Report to Committee	Mel Stephens

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
17 JUNE 2019			
Corporate Plan	To consider the final draft of the Corporate Plan	Report to Committee	Mel Stephens
Lone Worker Policy	To approve the Lone Worker Policy.	Report to Committee	Mel Stephens

Possible future items yet to be allocated:

- Tree Policy
- Open Space Policy
- Consultation Documents
- Pre-Planning Application Policy
- Byelaws Review

Future Meeting Dates (yet to be confirmed): -

- 16 September 2019
- 18 November 2019