



## 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

12 September 2019

You are hereby summoned to attend a meeting of the FULL COUNCIL at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 16 September 2019 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.

### SUPPLEMENTARY AGENDA ITEM

#### 16. CLERKS' REPORT (REPORT F)

To seek approval for the following matters: -

- a) Location of the Community Library and its management
- b) Request from the Scouts to plant 200 tulips in Oak Walk
- c) Commencement of the Village Sign project & work with Wyvern Arts Students
- d) Relocation of the bench at New Road/Fair Oak Road
- e) Note forthcoming training expenditure

**To:**

**Councillors**

S Anderson  
P Barrett  
C Bird  
N Couldrey  
H Douglas  
M Jermy

**Councillors**

H McGuinness  
T Mignot  
D Scott  
P Spearey  
B Tennent  
G Warrillow

**Officers**

L Greenslade (Deputy Clerk)  
M Stephens (Clerk)

## CLERK'S REPORT

### 1. PURPOSE

1.1 To seek approval for the following: -

- a) The installation of the Community Library at New Century Park
- b) Request from the Scouts to plant 200 tulips in Oak Walk
- c) Commencement of the Village Sign project & work with Wyvern Arts Students
- d) Relocation of the bench at New Road/Fair Oak Road
- e) Note that training for GDPR, Events & CiICA will shortly be organised for staff with funds being taken from the existing training budget.

### 2. ITEMS FOR MEMBER APPROVAL

#### Community Library

- 2.1 Following the Asset Committee meetings in June and September, a community library has been crafted by a member of the Operations Team using recycled and scrap material. The aim of the library is to provide free books to visitors of the park. The Library has already been installed at New Century Park to ensure that the concrete post could be secured ahead of the wet weather and to free up space in the Parish Compound giving clear access for Groundstaff vehicles and machinery.
- 2.2 Staff and the Chairman of the Council have donated their own books and the Chairman of the Council has expressed a wish to allocate some of her Chairman's allowance to help move this small community project forward.
- 2.3 Signage on the mini library box will read "Free Community Library. Take a book, return a book".
- 2.4 The Library will be added to the daily inspection checks at the park.

#### Tulips at Oak Walk

- 2.5 The Operations Manager has recently been approached by the local Scouting Group seeking permission for them to plant 200 tulip bulbs alongside Oak Walk during October.
- 2.6 Following an inspection of the site, the Operations Manager sees no reason why this request should not be supported.

#### Village Signs

- 2.7 Members will be aware that as part of the Section 106 contributions to Knowle Park, £8,000 has been set aside in Ear Marked Reserves for the purpose of providing village signs. This section 106 money must be used by 2021. Given that the internal Auditor has recently remarked on the holding of reserve funds, it is suggested that Officers be given permission to commence this project, bringing regular reports to Council on progress and key items for consideration.
- 2.8 The Operations Manager would like to use this project as an opportunity for closer working with Wyvern School and seek input of young people of the Parish, suggesting that the Arts department assist develop a design competition, whereby students are given the opportunity to design the village signs. The School have indicated their desire to assist the Parish in this project.
- 2.9 The Parish would need to give clear parameters to the School regarding the competition such as timescales, how many signs and their locations. In order to kick

start this project, it is suggested that the Council agree for the Operations Manager and the Clerk to investigate options further with the School and present findings at the next Full Council meeting.

### **Fair Oak Road/New Road Bench**

- 2.10 The Operations Team have removed the bench at Fair Oak Road/New Road for maintenance. However, in the meantime, the Council has been in receipt of a petition requesting the relocation of the bench as it has been attracting anti-social behaviour for some time.
- 2.11 The bench sits on the boundary of Parish and Eastleigh Borough Council land.
- 2.12 Given that residents have been subject to a series of anti-social behaviour, over a long period of time, it is suggested that this bench be relocated and that Age Concern, who originally donated the bench, be asked to suggest a more suitable location. Following suggestions from Age Concern, members are asked to delegate final decision on its location to the Operations Manager in consultation with the Chairman of the Council.

### **Training Budget**

- 2.13 Members will be aware that the Council has a training budget of £3,500. Currently £2605 remains.
- 2.14 The Clerk has identified a number of essential training for staff and councillors including: -
  - (a) GDPR Cllrs & Staff £700
  - (b) Events Cllrs & Staff £500
  - (c) CiLCA (Clerk) £350

The total amount for these courses is £1550. This will leave an ample amount of £1055 in the training budget for the remainder of the financial year.

## **3. RECOMMENDATIONS**

- 3.1 That the Council approve and note the following: -
  - a) That the Community Library remain at New Century Park and be closely monitored by Groundstaff as part of their daily checks;
  - b) That the request from the Scouts to plant 200 tulips in Oak Walk be approved;
  - c) That Officers commence the Village Sign project, working with Wyvern Arts Students;
  - d) That the bench at Fair Oak Road/New Road be relocated with the position being agreed by Age Concern and the Operations Manager, in consultation with the Chairman of the Council;
  - e) Note that training for GDPR, Events & CiLCA will shortly be organised for staff & Councillors with funds being taken from within the existing training budget.