



## 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

5 November 2019

You are hereby summoned to attend a meeting of ASSET COMMITTEE at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 11 November 2019 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

#### **APOLOGIES**

#### **1 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.

#### **2 MINUTES (PAPER A, PAGES 3-6)**

To note the minutes of the meeting held on 9 September 2019 (approved by the Full Council on 16 September 2019 as a correct record).

#### **3 PROPERTY MATTERS**

To receive a presentation on current status for all parish properties and public open space and make recommendations as necessary.

#### **4 PEMBERS HILL PLAY AREA (REPORT B, PAGES 7-8)**

Following recent information from the Borough Council to consider the future transfer of the Pembers Hill Play Area.

#### **5 GARAGES AT SHORTS ROAD AND FAIR OAK CEMETERY (REPORT C, PAGE 9)**

To agree to the demolition of the garage at Fair Oak Cemetery and the rental of the garage at Shorts Road.

#### **6 CCTV PROVISION (REPORT D, PAGES 10-11)**

To consider the current level of provision, including current providers and approve moving to one provider for all sites.

**7 MEADOWSWEET WAY PLAY AREA (VERBAL REPORT)**

To consider future options for the Meadowsweet Way play area and the other open space around the Community Centre.

**8 COMMUNITY LIBRARY (VERBAL REPORT)**

To receive feedback on the community library at New Century Park and agree the installation of a second library at Horton Heath Community Centre.

**9 PARISH COUNCIL NOTICEBOARDS (VERBAL REPORT)**

To agree to the reduction of noticeboards around the Parish and allowing open access to the remaining high footfall noticeboard to local community groups.

**10 WORK PROGRAMME (REPORT E, PAGES 12-13)**

To consider the Committee' work programme and make changes as necessary.

**To: Committee Members**

Cllr D Abbott  
Cllr S Anderson  
Cllr C Bird (Vice-Chairman)  
Cllr H Douglas  
Cllr K Forfar  
Cllr D Scott (Chairman)  
Cllr P Spearey  
Cllr G Warrillow

**Officers**

Mrs Greenslade (Deputy Clerk)  
Ms M Stephens (Clerk)  
Mr M Johnson (Operations Manager)



# Fair Oak & Horton Heath Parish Council

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# A

**Minutes of the ASSET COMMITTEE meeting  
held on Monday 9 September 2019 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

P – present, Ab – absent, Ap – apologies

P	Cllr D Abbott	P	Cllr K Forfar
P	Cllr S Anderson	P	Cllr D Scott (Chairman)
P	Cllr C Bird (Vice-Chairman)	P	Cllr P Spearey
P	Cllr H Douglas	Ab	Cllr G Warrillow

**Officers in attendance:** Mrs L Greenslade, Deputy Clerk & M Johnson, Operations Manager.

## PUBLIC PARTICIPATION

None present.

## 9 DECLARATIONS OF INTEREST

No declarations of interest were made by members in connection with an agenda item.

## 10 MINUTES (PAPER A)

### RESOLVED:

That the minutes of 10 June 2019 be noted.

## 11 PROPERTY MATTERS

The Committee received a verbal presentation (attached as appendix 1 to these minutes) from the Operations Manager on the current status for all parish properties and public open space. The following issues were discussed: -

- A free Community Library had been built using recycled material by one of the Groundstaff and using books donated by staff which would be erected in New Century Park.
- The possibility of commissioning 'legal' graffiti on the skatepark in Knowle Park.
- The Clerk had donated and hidden books around the local parks to coincide with the Hampshire Hidden Books initiative.
- The future use of the land adjacent to the Knowle Park car park (allotments) was discussed, as possible additional allotments or extra car parking.
- The request from The Foundation Café to use the Horton Heath Community Centre kitchen on a weekly basis, every Tuesday was considered.
- The general appearance to the exterior of the Horton Heath Community Centre and suggestions for improvements.

- Whether the Council should demolish the dilapidated garage at the cemetery and determine the use of the garage at the Fair Oak Village Hall.
- The installation of a free digital mapping system with initial set up costs of £450.

**RESOLVED:**

- (a) That the presentation be noted;
- (b) That the Operations Manager seek quotes from a Graffiti artist to paint seasonal themed graffiti on the skate park at Knowle Park, with the quotes and management of this being discussed at the next meeting;
- (c) That the future use of the land adjacent to the Knowle Park (allotment) car park be discussed at the next meeting;
- (d) That the Foundation Café be granted permission to use the Horton Heath Community Centre kitchen, every Tuesday, free of charge, for a trial period;
- (e) That the Operations Manager obtain quotes for the demolition of the cemetery garage and present at Full Council in October;
- (f) That rental options of the garage at Fair Oak Village Hall be investigated and considered at a future meeting; and
- (g) That the set-up costs of £450 for public open space digital mapping system be approved and taken from the I.T budget.

**12 PLAY INSPECTION REPORT (REPORT B)**

Members considered the recommendations of the Play Area Inspector following the annual inspection undertaken in June 2019.

The Operations Manager confirmed that the recommendations carried low or very low risk and that these could be easily addressed within current budgets.

However, the Operations Manager, also advised the Committee that in order to address the issues highlighted by the Inspector in relation to the play area at Meadowsweet Way, the costs incurred would be in excess of £15,000. Members would therefore need to bear this in mind when considering the future of this play area and in their budget setting for 2020/21.

**RESOLVED:**

- (a) That the contents of the report be noted;
- (b) That the options for the Meadowsweet Play Area and associated costs be considered at a future Committee meeting and as part of the 2020/21 budget setting; and
- (c) That all other repairs as highlighted in the Inspectors report be undertaken with costs being met in the 2019/20 budget.

**13 PEMBERS HILL DRIVE PUBLIC OPEN SPACE (REPORT C)**

The Committee considered the future use of the public open space on the development in light of the results of the community consultation. Members also considered whether the land should be transferred to the Parish Council.

Whilst the survey had highlighted residents wish for the public open space to be developed in some way, members felt that the land should remain as green open

space, for the time being, in order to allow officers to explore other options and that these be discussed at a future Committee meeting. Advice regarding the allocation of Section 106 monies would need to be sought from Eastleigh Borough Council in light of this.

**RESOLVED:**

- (a) That the Parish Council agrees to the transfer of the public open space at the Pembers Hill Drive development;
- (b) That initially the land be kept as green public open space with two benches being installed, until officers complete investigation on options for the future use of the land; and
- (c) That the use of the public open space be considered at the next committee meeting.

**14 CHRISTMAS TABLETOP FAYRE (REPORT D)**

The Committee considered whether to host a Christmas Tabletop Fayre, on Sunday 1 December 2019. This would provide the opportunity to host a free Christmas event for residents, showcase the Community Centre with a view to increase footfall, and support the work of the Community Café.

Cllr Douglas requested that as far as possible, future community events, not clash with bookings made by regular users.

In answer to a question regarding the management of the event, the Operations Manager confirmed that in order to facilitate the event, staff would be present on a voluntary basis.

**RESOLVED:**

- (a) That a Christmas Tabletop Fayre be organised on Sunday 1 December 2019; and
- (b) That £350 be allocated from the Community Events budget to support the event.

**15 WORK PROGRAMME (REPORT E)**

Members discussed the work programme and agreed to the addition of the following items: -

- (a) To consider a report for the “letting out” of the garage at Fair Oak Village Hall;
- (b) To consider plans for the Pembers Hill Drive Public Open Space;
- (c) To consider the future use of the land adjacent to Knowle Park (allotment) car park;
- (d) To investigate options for the future use of the Meadowsweet Way play area; and
- (e) To consider quotes received and management of the legal graffiti on the Knowle Park skate park.

**RESOLVED**

That the work programme be agreed subject to the above amendments.

**16 BUDGET PLANNING (REPORT F)**

The Committee considered the key items to include in the budget for 2020/2021 as set out in Report F to the Committee.

Cllr Douglas recommended that the new gates/entrance to the cemetery be included in the plans for improvements in the cemetery with the creation of a 'reflection' zone (previously approved by members).

**RECOMMENDATIONS:**

(a) That the Finance Committee consider the budgetary requests as set out in Report F to the Committee; and

(b) That new entrance gates be included in the cemetery improvement plans.

**17 COMMUNITY EVENTS SUB-COMMITTEE (REPORT G)**

The Committee considered the recommendations of the Community Events Sub-Committee held on 2 September 2019.

Members supported the proposal that a VE Day celebration be held in place of the carnival & procession in 2020 and that a new style summer festival be held in 2021.

**RECOMMENDED:**

That the recommendations of the Sub-Committee held on 2 September 2019 be supported and that these be approved by Full Council.

This was all the business and the meeting finished at 8.25 pm.

Signed ..... Chairman

Attachment:

Appendix 1

**ASSET COMMITTEE – 11 NOVEMBER 2019****PEMBERS HILL DRIVE PUBLIC OPEN SPACE****1. PURPOSE**

- 1.1 To consider whether the Parish Council should agree to an asset transfer from Eastleigh Borough Council for the public open space at Pembers Hill Drive estate.

**2. BACKGROUND**

- 2.1 On 9 September 2019 the Asset Committee considered a report regarding the possible transfer of public open space at the Pembers Hill Drive development and the results of a community survey regarding the type of provision to be placed on the site following any transfer.
- 2.2 At this meeting the Committee agreed the following: -
- That the Parish Council agrees to the transfer of the public open space at the Pembers Hill Drive development;
  - That initially the land be kept as green public open space with two benches being installed, until officer's complete investigation on options for the future use of the land; and
  - That the use of the public open space be considered at the next committee meeting.
- 2.3 The Committee's decision was relayed to the Borough Council who have since advised that they would not be able to transfer the land based on the decision above. In the terms set out in the Section 106 agreement, the allocated sums for the play area must be spent on play provision. Transferring the land with a view to allocating benches only would not meet the section 106 provisions.
- 2.4 The Borough have therefore advised the Parish Council that they would only transfer the land and the commuted sums if the Parish agreed to commence a project for the installation of play provision. If the Parish determined to maintain its earlier decision, the Borough would retain the land and develop the site themselves.
- 2.5 The Parish Council has indicated its wish to develop and manage all play areas in the Parish as it lessens resident confusion and offers the Parish Council consistency in the design and quality of management of all assets within the Parish.
- 2.6 Should Eastleigh Borough Council develop the open space and then later seek to transfer the land to the Parish Council this would mean that the Parish has had no real input or ownership of the site prior to any transfer, such is the case with Upper Barn Copse, the future of which will be presented to members at the January Committee meeting.

**3. FINANCIAL IMPLICATIONS**

- 3.1 Eastleigh Borough Council have confirmed that the developer has already paid the following amounts to EBC:
- Play Area Contribution £69,388.25
  - Play Area Supervision £3,122.47
  - POS Supervision £2,228.75

3.2 Eastleigh Borough Council have also confirmed that on transfer of the land to EBC/FOPC the play area maintenance sum to be paid over to EBC is £30,000 plus indexation from Jan 08 to date, currently this would be £42,950.58 and the On-Site open space commuted maintenance sum would be £20,161.68 (£70,461.6 per hectare, 0.2 hectare indexation Jan 08 to date).

3.3 The total play area maintenance sum would be £63,112.26.

#### **4. NEXT STEPS**

4.1 The Operations Manager and the Clerk have undertaken research on the types of equipment and natural play provision (using suggestions from residents who replied to the initial community survey) which could be placed on site and have informally discussed these with colleagues at Eastleigh Borough Council who have indicated their support both for design ideas and the installation of the play area.

4.2 If the decision is made to agree to the transfer of the space, Eastleigh Borough Council can be requested to commence the transfer. Officers can draft a tender specification document for the use of the play area (traditional/natural play), which can be brought to a future Committee for approval.

#### **5. RECOMMENDATIONS**

5.1 That the Committee consider the contents of the report and agree to accept the transfer of the public open space at Pembers Hill Drive; and

5.2 Following advice from Eastleigh Borough Council, the Clerk and the Operations Manager commence the design of the play area to be presented the Committee at a future meeting date.

#### **For further information:**

Melanie Stephens, Clerk  
[clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

Martin Johnson, Operations Manager  
[grounds@fairoak-pc.gov.uk](mailto:grounds@fairoak-pc.gov.uk)



**GARAGES AT SHORTS ROAD AND FAIR OAK CEMETERY****1. PURPOSE**

- 1.1 To agree that the garage at Shorts Road be offered as a private rental garage and to the demolition of the garage at Fair Oak Cemetery.

**2. BACKGROUND**

- 2.1 The Operations Manager has undertaken a review of all the buildings, garages and storage facilities across the Parish and has determined that these buildings are not being used to their full potential/capacity.
- 2.2 The garage at Shorts Road is currently used to store bins for the use at the Carnival. As the Carnival/summer event will no longer take place at New Century Park there is no need to store these bins at the garage. As there is little else in the garage and ground staff no longer need this facility, members requested that staff explore the option of renting this garage out.
- 2.3 The Operations Manager has undertaken a benchmark exercise comparing pricing of other local authority garages to rent. Eastleigh Borough Council offer garages for rent at various costs ranging from £11.83 - £16.61 weekly with a one-off administration fee cost. At these rates this could generate an additional income to the Parish of £615.16 - £863.72 per year.
- 2.4 As the garage is adjacent to the Village Hall, the Clerk approached the Management Committee to ascertain whether they would be interested in renting this garage out at a rate of £14 per week, with the offer of this price being negotiable. At the time of writing the Village Hall have yet to formally respond.
- 2.5 The access road to the garage is owned by the Council and the Council currently allow the Village Hall to place their gate at the top of this access road which they lock to limit access to the car park at night. It would be for the Parish to arrange access to the garage.
- 2.6 The garage at Fair Oak Cemetery is currently empty, in poor condition and falling down. As this garage has not been used for some time, is in poor condition, it is recommended that this be demolished.
- 2.7 An asbestos report has been undertaken by Hampshire Environmental Services and no asbestos has been detected. Removal of the garage could be undertaken in-house by the Parish's ground staff at a cost of £260.

**3. FINANCIAL IMPLICATIONS**

- 3.1 The rental from the garage at Shorts Road could generate approximately £615.16 - £863.72 per year;
- 3.2 The cost of removing the garage at the cemetery is approximately £260.

**4. RECOMMENDATIONS**

- 4.1 That the garage at Shorts Road be advertised for rent at a charge of £14 per week; and
- 4.2 That the Clerk advertise the garage for rent on the Council's Facebook page and website.

**For further information:**

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

Martin Johnson, Operations Manager  
[grounds@fairoak-pc.gov.uk](mailto:grounds@fairoak-pc.gov.uk)

**ASSET COMMITTEE – 11 NOVEMBER 2019****CCTV FIRE & INTRUDER ALARM PROVISION****1. PURPOSE**

- 1.1 To update members on the review of the Parish Council's CCTV and alarm provision and to highlight the potential financial and administration benefits of moving to one provider across all Parish owned sites.

**2. BACKGROUND**

- 2.1 The Parish Council, has over the years, installed a number of CCTV and alarm systems with different providers. Although an initial saving was made on installation, paying for separate ongoing maintenance fees does not offer value for money. The CCTV, Fire and Intruder alarms are located in the following areas:
- Parish Offices, 2 Knowle Park Lane
  - Horton Heath Community Centre
  - Lapstone Pavilion
  - Village Hall, Shorts Road
  - Woodland Community Centre
- 2.2 The Council currently appoints six different contractors providing five different services (CCTV, fire alarm, emergency lighting, fire equipment and intruder alarm) for five different sites. Some sites have three different contractors providing one or two services each. This causes confusion, needless paperwork and an unnecessary carbon footprint.

**3. REVIEW**

- 3.1 In order to review the current level of provision and the effectiveness of the individual service providers, the Operations Manager has offered all current service providers the opportunity to tender for all services on all sites.
- 3.2 The benefits of having one provider include: -
- Cost efficiencies – economies of scale, officer time on site meeting contractors.
  - Reduction in administration i.e contract reviews, invoice payments
  - Data protection

**4. FUTURE PROVISION**

- 4.1 Currently the Council has limited monitoring of its CCTV and alarms, only the intruder alarm at Lapstone Pavilion is monitored. Any incidents which require investigating are called through to the Operations Manager via his works mobile. Having one service provider monitor all the Council's systems would offer economy of scales, consistency, and quicker reaction times to potential incidents, equally collaborative working with Eastleigh Borough Council (or New Forest District Council) could see these services monitored by their central control point. Officers will investigate this further and submit a separate report on this to a future meeting.
- 4.2 The Village Hall have requested that the hardware equipment currently stored in one of their offices be moved to a more convenient location. The Council can continue to transmit the images remotely to the Parish Offices however this is one of three existing analogue systems in need of updating to a digital service. Feedback from site visits with existing providers is that these images would not be admissible as evidence in court due to poor picture quality. Should the Committee be minded to agree to the provision of CCTV through one provider, investigation will be undertaken with that provider regarding updating to a digital service. Members will be updated on the cost implications of this at a future meeting.

## 5. FINANCIAL IMPLICATIONS

- 5.1 Tables below shows current list of providers per location and cost of current provision as well as quotes to provide service covering all parish cameras and alarms.

### Existing Charges

Location	Fire	Intruder	CCTV
Parish Offices	Firecare £326	Axis £333	Axis £180
Pavilion	Churches £649	Premier £240	Axis £180
Woodland	Firecare £326	Premier £240	CSG £174
HHCC	JPS £77.25	JPS £77.25	Axis £180
Village Hall	-	-	Axis £180
<b>Total per annum</b>			<b>£3,163.00</b>

### New Quotations

Contractor	New Quotation
Axis	£1,978.00
CSG	£2,673.00
Firecare	£1,830.00
JPS	£1,740.00
Premier	£3,210.00
Churches	Did not quote

## 6. NEXT STEPS

- 6.1 The Operations Manager will seek favourable rates to update current analogue services to digital.
- 6.2 The Operations Manager has begun reviewing terms and conditions of existing contracts between the Parish Council and current service providers to determine notice periods.
- 6.3 The Operations Manager having looked at the quotes and the services provides as well as the customer service provision, recommends that the Council award the tender to Firecare. The second cheapest quote, however the company quoted following site visits with the Operations Manager. The cheapest quotation was formulated without any site visits and have quoted dependant on what is required per building, so their quote is subject to site specifics. Awarding the provision to Firecare would save the Council £1,333 per annum.

## 7. RECOMMENDATIONS

- 7.1 That the Council contract out its CCTV and alarm provision to Firecare; and
- 7.2 That further investigations be undertaken regarding the future monitoring of the CCTV footage by an outside provider as well as digital updates and that officers submit their findings to the next Committee meeting.

### **For further information:**

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

Martin Johnson, Operations Manager  
[grounds@fairoak-pc.gov.uk](mailto:grounds@fairoak-pc.gov.uk)

## ASSET COMMITTEE – WORK PROGRAMME (2019/2020)

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
<b>11 NOVEMBER 2019</b>			
Property Matters	To receive an update on matters affecting parish properties and land including requests from members of the public regarding use of the buildings/land for community events.	Presentation to Committee	<b>Operations Manager/Clerk</b>
Public Open Space Transfer	To discuss possible transfer of POS: Upper Barn Copse & Pembers Hill Drive	Report to Committee	<b>Operations Manager/Clerk</b>
Meadowsweet Way Play Area	To consider future options for the Play Area and other land surrounding the Community Centre.	Report to Committee	<b>Operations Manager/Clerk</b>
CCTV Provision	To discuss current provision and future options	Report to Committee	<b>Operations Manager/Clerk</b>
<b>13 JANUARY 2020</b>			
Property Matters	To receive an update on matters affecting parish properties and land including requests from members of the public regarding use of the buildings/land for community events.	Presentation to Committee	<b>Operations Manager/Clerk</b>
Land adjacent to Knowle Park Allotments	To consider future use of this site.	Report to Committee	<b>Operations Manager/Clerk</b>
Knowle Park Skate Park – legal graffiti	To consider having seasonal legal graffiti on the skate park	Report to Committee	<b>Operations Manager/Clerk</b>
Shorts Road – land currently occupied by Scout Hut	To consider next steps	Report to Committee	<b>Operations Manager/Clerk</b>
Community Events	To discuss the development of a community event calendar to include new events i.e national play day, clothes swap events & national charity days	Presentation to Committee	<b>Clerk</b>
Community Café Task & Finish Group	To consider findings of the Group	Report to Committee	<b>Chairman of Group/Clerk</b>

Woodland Community Centre	To review the progress of the Centre in its general operations and income from hiring including results of user satisfaction surveys.	Report to Committee	<b>Bookings Officer/Clerk</b>
<b>13 APRIL 2020</b>			
Property Matters	To receive an update on matters affecting parish properties and land including requests from members of the public regarding use of the buildings/land for community events.	Presentation to Committee	<b>Operations Manager/Clerk</b>
Crowdhill Green Public Open Space	To receive a progress report on the general public open space, play area and public art	Report to Committee	<b>Operations Manager/Clerk</b>
Tree Inspection	To discuss annual tree inspection report	Report to Committee	<b>Operations Manager/</b>
Allotment/Cemetery Provision – General Review	To undertake a general review of the allotment and cemetery provision in the Parish.	Report to Committee	<b>Operations Manager/Clerk/Deputy Clerk</b>

Possible future items yet to be allocated:

- Youth Council/Partnership with local schools
- Pavilion – review of facilities – condition of building & future use of the site
- West of Horton Heath Development
- Benches/Memorial – general policy review
- Review of byelaws