



# 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

7 January 2020

You are hereby summoned to attend a meeting of ASSET COMMITTEE at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 13 January 2020 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.

#### **2 MINUTES (PAPER A, PAGES 3-11)**

To note the minutes of the meeting held on 11 November 2019 (approved by the Full Council on 18 November 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 (VERBAL REPORT)**

To consider the proposed central open space landscape plans for Pembers Hill for comments back to Eastleigh Borough Council.

NB: Maps will be circulated at the meeting.

#### **5 MEADOWSWEET WAY PLAY AREA (REPORT B, PAGES 12-13)**

To consider the interim results of the public consultation and determine next steps.

#### **6 COMMUNITY CAFÉ TASK & FINISH GROUP (VERBAL REPORT)**

To receive an update on the work of the Group.

**7 COMMUNITY EVENTS CALENDAR (VERBAL REPORT)**

To consider setting a calendar of events for the year including national awareness days.

**8 KNOWLE PARK SKATEPARK SHELTER (VERBAL REPORT)**

To consider the retention of the shelter following repeated anti-social behaviour at the skatepark.

**9 WORK PROGRAMME (REPORT C, PAGES 14-15)**

To consider the Committee's 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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## Minutes of the ASSET COMMITTEE meeting held on Monday 11 November 2019 at 7.00 pm at 2 Knowle Park Lane, Fair Oak

P – present, Ab – absent, Ap – apologies

### Committee Members

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

**Other Members present:** Cllrs Couldrey & McGuinness

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

### PUBLIC PARTICIPATION

A representative of the Fair Oak Cricket Club addressed Members on the affordability of the seasonal cricket fee which was applied this financial year and requested that the Council consider reducing the rate £2,500, as part of their 2020/2021 budget. He gave a background of the club's activities and member numbers. The club had been accredited a "silver" rating and to achieve this had involved £4,000 from funds to provide extra work on the cricket square. The Chairman confirmed that this request would be considered at the next Finance Committee meeting during the budget process.

### 18 DECLARATIONS OF INTEREST

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

### 19 MINUTES (PAPER A)

#### RESOLVED:

That the minutes of 9 September 2019 be noted.

### 20 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 highlighted and discussed: -

**Woodlands** – Investigation would be undertaken with the contractor (before the end of the defects period) regarding the defects in the Oak hall flooring.

**Cleaning at Woodlands, Horton Heath Community Centre & the Parish Office** – officers had undertaken a review of the current cleaning arrangements in light of increasing costs and due to the fact that the current contractor for Horton Heath Community Centre had given notice to quit. Discussions would take place with the

relevant staff regarding undertaking all cleaning in-house. This would be discussed formally at the Finance Committee including a temporary review (6-months) period should this be agreed.

**Allotments** – owing to the water-logged condition of plot C15 at Knowle Park this would be used for wildflowers.

**Knowle Park (ear marked cemetery land)** – Officers would seek professional advice regarding the suitability of the land as cemetery space. Findings would be reported back to the next Committee.

**RESOLVED:**

That the presentation be noted.

**21 PEMBERS HILL PLAY AREA (REPORT B)**

Members discussed the future transfer of Pembers Hill Play area as outlined in Report B.

After receiving further clarification from Eastleigh Borough Council regarding the section 106 obligations as well as the opportunities this could bring to the Parish to develop innovative play provision; it was:

**RESOLVED:**

- a) That the Parish Council accept the transfer of the public open space at Pembers Hill Drive; and
- b) That following successful transfer, the Clerk and the Operations Manager commence the design of the area.

**22 GARAGES AT SHORTS ROAD AND FAIR OAK CEMETERY (REPORT C)**

Members discussed the proposals to demolish the garage at the cemetery as set out in Report C.

The Clerk asked for the proposals to rent out the garage at Shorts Road to be deferred pending further investigation on the land.

**RESOLVED:**

That the garage at the Cemetery be demolished at a cost of approximately £260.

**23 CCTV PROVISION (REPORT D)**

Members discussed the provision of CCTV Fire & Intruder Alarm to one provider.

**RESOLVED:**

- a) That the Council contract out its CCTV and alarm provision to Firecare at a cost of £1,830 per annum; and
- b) That further investigations be undertaken regarding the future monitoring of the CCTV footage by an outside provider as well as digital updates and officers submit their findings to the next Committee meeting.

**24 MEADOWSWEET WAY PLAY AREA**

Members considered the future options for the Meadowsweet Way play area and the other open space around the Community Centre following the Play Inspection report.

**RESOLVED:**

That the Clerk & Operations Manager report back to future committee following examination of the current provision including location and future options.

**25 COMMUNITY LIBRARY**

The Clerk summarised the feedback on the community library at New Century Park which had been positive. She suggested a second library for Horton Heath Community Centre be considered.

It was suggested a hard-standing platform be provided to alleviate the grass from turning to mud. As well as an additional library for Crowdhill Green residents.

**RESOLVED:**

- a) That two further community libraries be constructed, one for Horton Heath Community Centre and one for Woodlands Community Centre; and
- b) That hard standing be provided for the libraries.

**26 PARISH COUNCIL NOTICEBOARDS**

The Clerk gave a verbal report on the current noticeboards and asked Members to consider a reduction in the number provided given the changes in which residents now accessed information and for the potential to reduce the Council's carbon footprint.

Survey results had shown that only 40% of residents accessed the noticeboards with 60% of residents accessing news via alternative methods. Furthermore 80% of residents had also indicated their support for the increased use in modern technologies and reduction of the Council's carbon footprint.

Members felt that traditional methods of communication should be retained.

The Clerk advised that given the changing demographic of the area, and the need to ensure that engagement remained relevant, further work was needed to examine how this Council engaged with its local community.

**RESOLVED:**

That the current noticeboard arrangement would remain.

**27 WORK PROGRAMME (REPORT E)**

**RESOLVED:**

That the work programme as set out in Report E be agreed subject to the agreed amendments.

This was all the business and the meeting finished at 8.45 pm.

Signed..... Chairman

Attachment:

Appendix 1

# Building Maintenance

- Contract cleaning versus caretakers cleaning in-house. Formal report to Finance Committee. Updated this morning that the contract cleaner wishes to terminate the agreement on cleaning HHCC as they are unable to recruit staff for this position. They will continue until Christmas or sooner if we employ our own staff for this.
- Caretakers have reported some bubbling and lifting of the flooring in the Oak Room at Woodlands Centre, particularly after prolonged cold and damp weather. This is being monitored as it rectifies itself when heating is on in the building.
- The issues with the automatic doors at Woodlands Centre seems to be sorted after access to the key and instruction to unlock the adjacent doors prior to use is being followed.
- Works to the nursery porch have been completed.

# Cleaning costs

- **Parish Offices**
- 2 hrs per week @ £30.00 pw = £15.00 ph - £1,560.00 per annum. - 104 hrs total per year
- **Woodland Centre**
- 10 hrs per week @ £135.00 pw = £13.50 ph - £7,020.00 per annum. - 520 hrs total per year
- **Horton Heath CC**
- 4.5 hrs per week @ £65.00 pw = £14.44 ph – 3,380.00 per annum. – 234 hrs total per year
- Average hourly rate - £14.31
- Total Cost - £11,960.00

# Cleaning Costs

- Caretakers have been approached and are keen to take on the cleaning as additional tasks.
- We currently pay them £9.39 per hour. If we pay them the same rate and they cover the same hours then the Parish would save £3,903.38 per year.
- FOHHPC rate – £10.00 x 858 total hrs per year = £8,580.00
  - £10.50 = £9,009.00
  - £11.00 = £9,438.00
  - £11.50 = £9,867.00
  - £12.00 = £10,296.00



# Allotments

- Currently over 40 people on waiting list . We have 2 vacant plots, 1 for reletting, the other, plot C15, is largely under water due to the poor location. The Allotment Assoc have offered to turn the area to a wildflower area to encourage bees or PC to retain and continue to try letting the plot. This has been shown to 5 people on the waiting list who have all turned it down?
- Land adjacent to the Knowle Park car park (allotments) do members wish officers to explore this as potential future allotment use? Potential income generation of £6,500.00 over 10 years at current rates. (Scheduled item for January Asset Committee)
- Water butts – encourage use of grey water at both allotment sites and cemetery

# PARKS

- Still continuing occurrences of antisocial behaviour. Monitoring with the Police.
- Crowdhill – Contractors have been on site and have carried out a trial material on a couple of path areas. This has improved the state of the pathways in these areas and thee works are due to start soon. Both the Clerk and Ops Manager follow the voice for Crowdhill FB page and any concerns of resident are passed to EBC.
- Legal Graffiti at the skate park. We have been provided with leads to potential graffiti artists and are following these up.

# Other Issues

- Update on the digital mapping service. We have been supplied the aerial imagery from EBC and mapping tiles from Ordnance Survey this has been sent to our consultant who is working on the software package.
- Income generation – A review of current work loads of the grounds maintenance team has highlighted a shortfall in works during the winter months. Potential outsourcing of ground staff to EBC and other local parishes. We have been developing the idea of a handyman/gardening service and have already been offered work for Colden Common PC and Bishopstoke PC. We have also been placed on the approved contractors list at EBC for Disabled Facilities Grant works. Following discussions with officers at EBC there is potential for work at One Horton
- Christmas Table Top fair – 1 December all tables sold.
- VE Day event planning – Sub-Committee meeting to be arranged in December.
- Risk assessment review needed for the cemetery road following the installation of new security fencing at Wyvern College.

**MEADOWSWEET WAY PLAY AREA**

**1. PURPOSE**

- 1.1 To consider interim results from the community survey.
- 1.2 To consider next steps in the development of the play area and options for the surrounding green space.

**2. BACKGROUND**

- 2.1 The 2019 annual play area inspection carried out in June 2019, highlighted that equipment in Meadowsweet Way, which in most part is over 20 years old, required attention/replacement in order to pass health and safety criteria.
- 2.2 The Operations Manager sought quotes for the work required, which ranged between £15,000 – £20,000.
- 2.3 As a large majority of the equipment in the Meadowsweet Way play area could be deemed as nearing the end of its useful life expectancy, and the Parish Council would need to spend a considerable sum to rectify the issues highlighted as part of the inspection, the Parish Council agreed to refurbish the play area in its entirety.
- 2.4 As part of the 2020/21 budgeting process, officers, through efficiency savings, identified £22,650 which members included in the final budget, earmarked for the play area refurbishment. Members also agreed that £20,000 would be transferred from Ear Marked Reserves.

**3. POCKET PARKS GRANT**

- 3.1 In December 2019 the Clerk submitted an application for Pocket Parks grant funding. The funding, from the Ministry of Housing, Communities and Local Government, aims to help communities in England transform unloved, neglected or derelict areas into new green spaces. Grants of up to £25,000 were made available for the renovation of a park. A grant application of £22,725 was made. This was based on the existing funds held by the Parish Council and the shortfall of an informal quote received to renovate the park.
- 3.2 The Clerk will keep members informed as to the outcome of this application.

**4. COMMUNITY SURVEY**

- 4.1 The Parish Council at the beginning of December 2019 opened an on-line community survey seeking views on the renovation of the park and the open space on site. At the time of writing 45 residents have responded. Details of the responses will be shared with members at the meeting.
- 4.2 The survey also asked residents their views on the potential development of the open space on site. Most respondents have indicated that they would like to see this area developed.
- 4.3 The survey will close at the end of January 2020. The survey results will inform the tendering and design process.

**5. FINANCING OF PLAY EQUIPMENT/OPEN SPACE**

- 5.1 The financing of play equipment & open space will be funded from the following sources: -
  - General budget - £22,650
  - Ear Marked Reserves - £20,000 (this could be increased to £30,000)

- Pocket Park Grant (if successful) - £22,725
- Eastleigh Borough Council (if pocket parks unsuccessful) - £20,000
- Eastleigh Borough Council - £2,000 for planters and new signage for green open space

**Total - £67,375**

## **6. NEXT STEPS**

- 6.1 Following the close of the online survey, results will be analysed and shared with members.
- 6.2 Members will need to consider the comments received on both the play area and the open space.
- 6.3 Using the results of the survey, a tender specification document can be formulated, and a tendering exercise instigated. Once all tenders have been received and scored, further community consultation can take place.

## **7. RECOMMENDATIONS**

- 7.1 That members note the contents of the report; and
- 7.2 That a progress report be submitted at the April 2020 meeting.

### **For further information:**

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

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

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
<b>13 JANUARY 2020</b>			
Item: Property Matters	Objective: 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.	Method: Presentation to Committee	<b>Lead Officer: Operations Manager/Clerk</b>
Item: Community Events	Objective: To discuss the development of a community event calendar to include new events i.e national play day, clothes swap events & national charity days	Method: Presentation to Committee	<b>Lead Officer: Clerk</b>
Item: Community Café Task & Finish Group	Objective: To consider findings of the Group	Method: Verbal update	<b>Lead Officer: Chairman of Group/Clerk</b>
Item: Meadowsweet Way	Objective: To receive an update on the refurbishment plans for the play area and surrounding green space.	Method: Verbal update	<b>Lead Officer: Operations Manager/Clerk</b>
Item: Crowdhill Green Public Open Space	Objective: To receive a progress report on the general public open space, play area and public art	Method: Report to Committee	<b>Lead Officer: Operations Manager/Clerk</b>
<b>13 APRIL 2020</b>			
Item: Property Matters	Objective: 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.	Method: Presentation to Committee	<b>Lead Officer: Operations Manager/Clerk</b>
Item: Cemetery Road	Objective: To receive options appraisal regarding the cemetery road	Method: Report to Committee	<b>Lead Officer: Operations Manager</b>

Item: Tree Inspection	Objective: To discuss annual tree inspection report	Method: Report to Committee	<b>Lead Officer: Operations Manager</b>
Item: Allotment/Cemetery Provision – General Review	Objective: To undertake a general review of the allotment and cemetery provision in the Parish including land adjacent to Knowle Park Allotments.	Method: Report to Committee	<b>Lead Officer: Operations Manager/Clerk/Deputy Clerk</b>
Item: Woodland Community Centre	Objective: To review the progress of the Centre in its general operations and income from hiring including results of user satisfaction surveys.	Method: Report to Committee	<b>Lead Officer: Bookings Officer/Clerk</b>
Item: Shorts Road – land currently occupied by Scout Hut	Objective: To consider next steps (dependent on outcome of Scout negotiations).	Method: Report to Committee	<b>Lead Officer: Operations Manager/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