



# 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

2 September 2020

You are hereby summoned to attend a meeting of the ASSET COMMITTEE held on **Tuesday, 8 September 2020** at **2.00 p.m.**

**Please note** that this will be a 'virtual meeting'. To access the meeting please click [here](#).

*Melanie Stephens*

Melanie Stephens, Parish Clerk

**PUBLIC PARTICIPATION:** Members of the public can submit questions for public participation (held in the first 15 minutes before the meeting), either by emailing [clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk) by 4pm on Friday 4 September 2020 or utilising the live Q&A function as part of MS Teams.

## 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 2-4)

To note the minutes of the meeting held on 13 January 2020.

#### 3 ASSET UPDATE (REPORT B, PAGES 5-12)

To update members on progress with assets and operational projects.

#### 4 SHORTS ROAD GARAGE (REPORT C, PAGES 13-14)

To consider the disposal of the garage at Shorts Road.

#### 5 SUPPLEMENTARY BUDGET REQUEST - CHRISTMAS LIGHTS (REPORT D, PAGES 15-19)

To agree the supplementary bid for additional Christmas lights.

#### 6 WORK PROGRAMME (REPORT E, PAGES 20-21)

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

#### To: Committee Members

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

#### Officers

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



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<p><b>Minutes of the ASSET Committee Meeting</b>  <b>held on Monday 13 January 2020 at 7.00 pm</b>  <b>at 2 Knowle Park Lane, Fair Oak</b></p>
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P = present, Ab = absent, Ap = apologies

### Committee:

Ab	Cllr Abbott	P	Cllr Forfar
P	Cllr Anderson	P	Cllr Scott (Chairman)
Ap	Cllr Bird (Vice Chairman)	P	Cllr Spearey
P	Cllr Douglas	Ab	Cllr Warrillow

### Officers in Attendance:

Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk & Mr M Johnson, Operations Manager

### PUBLIC SESSION

There were no members of the public present.

### 28 DECLARATIONS OF INTEREST

Cllr Douglas in Minute No. 31 and Cllr Forfar in Minute number 35.

### 29 MINUTES (PAPER A)

#### RESOLVED:

That the minutes of the Asset Committee meeting held on 11 November 2019 (approved by the Full Council on 18 November 2019), be noted.

### 30 PROPERTY MATTERS

Members received a presentation on current status for all parish properties and public open space attached as Appendix 1 to these minutes.

#### RESOLVED:

That the contents of the presentation be noted.

### 31 PEMBERS HILL PUBLIC OPEN SPACE

Cllr Douglas declared a disclosable pecuniary interest on the grounds that the application site was close to her home and could have an effect. She did not participate in the discussion and did not vote.

At the request of Eastleigh Borough Council, the Clerk tabled a proposed landscape plan covering the public open space (POS) to the East of the development and the proposed central area with LEAP.

In discussing the proposed plans for the POS, members felt that they were unable to pass formal comment because of the lack of detail on the map.

As the Council had a number of new members, who were not as familiar with the development and the plans for the POS, the Asset Committee requested that Drew Smith/EBC attend a Parish Council meeting to go through the landscape plans. And that these plans be far more user friendly, colour coded, with keys and more detail provided – e.g. materials for pathways, bench & bin locations etc.

Once this information was provided, members would be better able to provide formal comment.

### **32 MEADOWSWEET WAY PLAY AREA (REPORT B)**

Members considered the interim results of the public consultation as set out in the above report.

The public consultation, which would remain open until the end of January, had so far, received 47 responses. Initial analysis of these responses showed that a large majority of residents would like a woodland themed play area, with natural play equipment. In addition, residents would like to see landscaping, and planting in the public open space on the site.

Members briefly discussed the funding of the play area, and requested that the Clerk update them, should any progress be made with the Pocket Parks Grant, without which, the Council would have to source top-up funding to complete the play area project.

A full options report would be submitted to the April Committee following close of the community consultation.

#### **RESOLVED:**

That the contents of the report be noted.

### **33 COMMUNITY CAFÉ TASK & FINISH GROUP**

The Clerk gave a verbal report of progress on the work of the Group. The Group had met on two occasions and were in the process of considering options for the relocation and expansion of the Café, preferably in the centre of the village.

A full presentation from the Café and a report with findings and recommendations would be submitted to February Council.

### **34 COMMUNITY EVENTS CALENDAR**

The Clerk tabled a suggested national awareness days and events calendar for the year (attached as Appendix 2).

The calendar would be used to raise the Council's social media profiles, by suggested facebook posts recognising relevant national awareness days. It also suggested small scale activities that the Council could undertake (such as litter picks during the Great British Spring Clean) during these days.

#### **RESOLVED:**

That the Calendar as set out in Appendix 2 be approved.

### **35 KNOWLE PARK SKATEPARK SHELTER**

Cllr Forfar disclosed a non-pecuniary interest as a resident of Knowle Park Lane. She concluded that there were no issues under common law that prevented her from remaining in the meeting to speak and to vote.

The Clerk had been made aware from reports of local residents, that anti-social behaviour continued to take place at the skate park shelter including noise late at night, possible drug taking and often resulting in broken glass being found by the skate park shelter the next day.

Members were concerned to hear that residents were subject to anti-social behaviour but were reluctant to permanently remove the shelter from the site. As a compromise position, members suggested that the shelter, be relocated to another part of the park.

As member wished to resolve this matter swiftly, they requested that the Operations Manager present options for alternative locations for the shelter, for consideration at the 20 January Planning Committee. Members would review the effectiveness of the new location of the shelter at the April Committee meeting.

**RESOLVED:**

That the skate park shelter be relocated to another area in Knowle Park, with the Operations Manager presenting options for alternative locations for the shelter, for consideration at the 20 January Planning Committee.

**36 WORK PROGRAMME (REPORT C)**

Members considered the Committee's work programme and made changes as necessary.

**RESOLVED**

That the Report be noted.

Signed ..... Chairman

**ASSET COMMITTEE – 8 SEPTEMBER 2020****ASSET & OPEN SPACE UPDATE****1. PURPOSE**

- 1.1 To update members on key activities taking place across the Council's buildings and public open spaces.

**2. BUILDINGS**

- 2.1 The Parish Council has four buildings, varying in age, capacity and use. All had remained closed since March. However, with the phased re-opening of society, the Council has sought to open buildings to the public in-line with Government guidance.
- 2.2 When seeking to re-open sites, the Council undertook a thorough safety check of the buildings, put in place a robust risk assessment, hand sanitising stations, signage, floor markers, imposed one-way systems and special conditions of hire (**attached at Appendix 1**). The Council's Insurers were contacted throughout the re-opening process. The following gives a more detailed narrative on a site-by-site basis.

**2.3 Pavilion**

This site was safely re-opened to allow community cricket to commence from 11 July 2020. In-line with Government guidance the changing rooms remain closed. The toilets have re-opened with additional cleaning, signage and hand sanitiser. A robust risk assessment was put in place. The cricket club shared their own risk assessment.

Electrical works have also been carried out following the recommendations on the fire risk assessment to bring the building in-line with fire regulations. The Council is now in receipt of the electrical safety certificate.

**2.4 Football**

Three regular teams and one new football team will start in September. For the time being the Council will follow the FA's guidelines and changing rooms will be out of use. Toilets will be available. All teams have signed their new contract, given their COVID risk assessment in, seen the Council's RA and the FA's guidance and given the Council a copy of their public liability insurance.

**2.5 Woodland Community Centre & Horton Heath Community Centre**

The Council welcomed back hirers from Monday 27 July 2020. In order to ensure the buildings were deemed to be COVID-secure and to enable the safe return, the Council put in place a robust risk assessment, special conditions of hire and requested signed copies of these conditions along with hirers own risk assessments. With return and compliance of these documents necessary for the hirers return.

To ensure everyone's safe return, the following measures were introduced: -

- Installation of hand sanitising stations throughout the buildings
- Promotion of social distancing throughout the centres, including queuing arrangements
- Installation of signs to encourage social distancing and hand sanitising/washing
- Hirers were reminded to clean key touch points and equipment before and after their hire

- Introduction of programmed intervals between hire to allow hirers to clean key touch points and equipment before and after use
- Limited access to the toilets with additional cleaning routines put in place
- Closure of the kitchen facilities
- One-way systems for safe access and egress to the buildings
- Introduction of a 30-minute buffer between each hire to allow for cleaning and social distancing
- As of 8 August, all hirers not undertaking physical exercise have been asked to wear face masks in the buildings in accordance with Government guidance

## **2.6 Parish Office**

As with the Community Centres, the building reopened to hirers on Monday 27 July 2020. The same safety measures were put in place to ensure this building is COVID-secure.

As of 25 August, staff who can work from home, continue to do so. Office staff plan to safely phase return to the office week commencing 14 September covering the core Council hours of 9.30am – 1.30pm. After this time, the staff will work from home. The Operations Manager will put in place a robust risk assessment and well as other additional measures to ensure the safety of staff. It is recommended that residents continue to contact the council via the telephone and email. With face-to-face interaction taking place via appointment only.

The National Association of Local Councils and the Local Government Association's advice regarding Council meetings is that these should continue to be held virtually.

## **3. MEADOWSWEET WAY PLAY AREA/COMMUNITY CENTRE EXTERNAL WORKS**

- 3.1 External Works - to improve the outside appearance of the Community Centre are still underway with the cleaning and repointing of the paved areas, construction of timber planters and seating and planting of flowers and shrubs.

The playground reopened on 4 July and has been well used. As with our other play areas, this has been inspected daily with inspections incorporating anti-bac cleaning of high-risk areas namely gates, handlebars etc

- 3.2 Play area - In order to start the project, the Council will be closing the play area from Monday 7 September when Parish Council staff will start work on removing the old play equipment.

HAGs Ltd will then start the process of installing the new play surface and equipment from 14 September. Their working hours will be – 08.00am – 16.30pm Monday to Friday with NO machinery/noise before 8.30am weekdays and 09.00am on Saturday. NO Sunday working. The Council hopes to re-open this exciting new play area in the October half term holiday.

## **4. OTHER SITES**

- 4.1 Allotments – both allotment sites have remained open throughout the pandemic.

- 4.2 Cemetery- works are ongoing to improve the appearance of the site.

- 4.3 Tennis – following several comments from local residents regarding the use of the tennis courts, a pilot booking scheme has been put in place through the Council's website. The courts are still free to use, but the scheme allows people to book a session

in order to avoid disappointment when visiting the courts. The new system was put in place at no extra cost to the Council. As the Council's website already allows for online bookings. Members will be updated on the success of the scheme in three months' time.

4.4 Community Orchard - fencing around each tree removed (was broken and not sufficiently protecting the trees) and a walkway has been created with new fencing. Work has also commenced to replace dead/damaged trees. The Clerk and Operations Manager will discuss further improvement works to the orchard including installing planters and fruit bushes.

4.5 Crowdhill Green - most of public art has now been installed apart from waymarkers which will be installed once remedial groundworks have been completed. This has had significant response received from the public the majority of which has been positive feedback. The Clerk is working on developing an information page for the Council's website in order to keep residents informed of the progress on the site. Eastleigh Borough Council will assist with updates for the webpage.

Negotiation continues to take place between the developers Bloors and Eastleigh Borough Council regarding the public open space. Once agreement has been reached, the Parish will approach Bloors to seek their permission for access to the play area land. Only then will the Parish commence a play area consultation process with residents.

4.6 Knowle Park -Following the dry spell which has created baked ground conditions the recent downpours have washed out various sections of pathway around the park resulting in areas that have had the surface course completely washed away. Works to repair the paths are underway. There was discussion earlier this year to create additional paths to the play area also.

4.7 Pembers Hill Drive – the Clerk and the Council's Open Space consultant undertook site visits in February and August. Several concerns regarding the open space still remain **(see Appendix 2)** and these have been submitted the Eastleigh Borough Council officers for comment. At present, the Council's consultant does not recommend acceptance of the transfer of this land. And in any case, the land still has not been legally transferred to the Borough.

4.8 Upper Barn Copse – Eastleigh Borough Council have now provided all necessary information regarding the site including a detailed map and annual maintenance costs including the open space, trees and play area. The Clerk will submit a detailed report for members consideration in the autumn regarding whether to accept transfer of this land.

## **5. OTHER ISSUES**

### **5.1 Fire Assessments**

Site visit with contractor planned for 8<sup>th</sup> September to obtain final quotation for the works recommended on the fire RA

### **5.2 Tree Survey**

Tree works in line with recommendations noted on the tree survey are almost complete except Knowle Hill Conservation Area.

### **5.4 Dog bag dispensers**

These have now been installed at Knowle Park and Lapstone Playing Fields.

## **6. FINANCIAL/ENVIRONMENTAL IMPLICATIONS**

6.1 All works currently being undertaken on site are within allocated budgets.

## **7. RECOMMENDATION**

7.1 That the Committee notes the contents of the report.

### **For further information please contact:**

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





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### SPECIAL CONDITIONS OF HIRE DURING COVID-19

**NOTE: THESE CONDITIONS ARE SUPPLEMENTAL TO, NOT A REPLACEMENT FOR, THE COUNCIL'S ORDINARY CONDITIONS OF HIRE**

#### SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Community Centre/Parish Office, as shown on the attached poster which is also displayed at the entrance, in particular using the hand sanitiser supplied when entering the building and after using tissues.

#### SC2:

You undertake to comply with the actions identified in the Council's risk assessment, of which you have been provided with a copy.

#### SC3:

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins, using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

The Council's Caretaking staff will thoroughly clean the premises either at the start or end of each day. In addition, they will clean the toilets during the day.

As hirers will need to clean at the end of their hire, a booking 'buffer' zone of 30 minutes between each hire will apply.

#### SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

#### SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. This includes the main doors to the toilets. You will be responsible for ensuring they are all securely closed on leaving. Please refrain from using the fans in the halls as this could spread the circulation of germs.

#### SC6:

You will ensure that no more than [number stated below] people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing

while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at one time.

Woodland Oak Hall: 52

Woodland Acorn Hall: 38

Horton Heath Hall: 33

Parish Office Conference Room: 13

**SC7:**

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example preferably keeping a 2m distance or at least 1m+ distance around them when going in and out of rooms and ensuring they can access the toilets or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

**SC8:**

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of 2 metres where possible, but no less than 1 metre across the table between people who are face to face e.g. using a wide U-shape.

**SC9:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues, antibacterial wipes and rubbish bags (which will be provided in a cleaning box stored in each room) before you leave the premises.

**SC10:**

Access to the kitchen(s) will be prohibited. You will need to bring your own refreshments during your period of hire. You will be responsible for cleaning away of any refreshments brought on site.

**SC11:**

We will have the right to close the premises if there are safety concerns relating to COVID-19, for example, if someone who has attended the premises develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

**SC12:**

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the premises you should remove them to the designated safe area\*. A Covid-19 first aid kit will be provided including a washing up bowl and hand soap to enable handwashing in the room. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Bookings Officer/Operations Manager/Parish Clerk on 02380 692403 or email [bookings@fairoak-pc.gov.uk](mailto:bookings@fairoak-pc.gov.uk)

\*Woodland Community Centre = Leaf Room, Horton Heath Community Centre = Committee Room  
Parish Office = Main reception

**SC13:**

Some lapse in social distancing may be difficult to avoid, e.g. where people pass in internal corridors. As such hirers and their attendees are asked to observe the floor markers to manage people at “pinch points” e.g. the toilets and corridors. In addition, hirers and their attendees are asked to observe the one-way system in and out of the premises to help avoid congestion. Entry will be via the main premises entrance, with people leaving via fire exits. For security, fire exits would need to be closed by the last person to leave the building, who will then leave via the main entrance. Signposting/signage will clearly indicate these arrangements.

**SC14:**

Other special points:

- For performances and other events with seated audiences (e.g. church): You will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.
- Where a group uses communal equipment: you will ask those attending to bring their own equipment (e.g. mats/service books) and not share it with other members. You will also avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the storage cupboards.
- People should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting. This is because of the potential for increased risk of transmission from aerosol and droplet.
- NHS Test and Trace: All groups are asked to assist NHS Test and Trace by keeping a temporary record of who attends for 21 days and to provide that data to NHS Test and Trace if needed. A sample data collection form will be sent out for you to use.

**YOU MUST COMPLY WITH THESE SPECIAL CONDITIONS OF HIRE. FAILURE TO DO SO WILL RESULT IN ALL FUTURE HIRE BEING CANCELLED BY THE COUNCIL.**

**Thank you for your cooperation**

# Appendix 2

## PARISH COUNCIL SITE VISIT TO CROWDHILL & PEMBERS HILL DRIVE – TUESDAY 18 AUGUST 2020

Present: Mel Stephens (Clerk), Dave Bowen (Consultant)

Crowdhill Observations: -

- Open space adjacent to the play area has 11 dead trees with a few missing?
- Play Area pathway has washout of finds
- Tree ties are too tight
- Excess weed in grass sward
- Too much stone which will cause damage to grass cutting machinery
- Shrub beds the bark much not to any landscape specification and full of weeds. Very think on planting
- Play Area – grass think, weeds, uneven, stones and flints visible
- Open space south of play area – pathway has no finds, grass is thin, full of weeds and stones, dead wood in mature trees and young trees suffering
- Plastic builders rubbish in smaller SUD
- Open space near SUB has benches?
- Protruding inspection chamber
- Play Area – gates not to specification
- Public Open Space – impromptu wildflower needs cutting down after flowering/ seeds in September, investigate stones and builder's rubble before making a final decision about completely removing or retaining
- POS path – needs to be made level with wooden edging and laid with fines/heavily rolled
- Large number of dead trees
- SUDS – need sight of RA/inspection. Needs signage & buoys. Plastic in the bank
- Deer fence – a path has been cut to the cut whole in the fence. Grass needs to be left – no path.

Pembers Hill Drive Observations: -

- Trees – some 16-17 dead trees. Others are suffering, whilst ties have been cut the stakes need to be removed. As some chaffing/rubbing and disease penetrating
- Leaning blue pine by boundary
- Methane pipe tops are loose and can be removed. Still awaiting environmental report to ascertain where the pipes from
- Grilles in the grass by the boundary edge?
- Grass in main POS are very thin, yellowing, bold/bear – concerns, suggest soil testing
- Fencing to Knowle Lane/Mortimer Lane needs to continue to ensure safety of children
- Flower/shrub beds have a large number of weeds

Views submitted to EBC for comments/investigation.

## **SHORTS ROAD GARAGE**

### **1. PURPOSE**

- 1.1 To consider the disposal of the garage at Shorts Road.

### **2. BACKGROUND**

- 2.1 In autumn 2019, the Operations Manager undertook a review of all the buildings, garages and storage facilities across the Parish. The view highlighted that the garages at the Cemetery and Shorts Road were not actively being used by the Parish Council.
- 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 was little else in the garage and ground staff no longer need this facility, the garage was cleared and until recently, remained empty.
- 2.3 The Chairman, Vice-Chairman and Clerk met with representatives of the Village Hall Management Committee in February to discuss the future use of the garage. Details of this meeting are set out below.
- 2.4 At the beginning of August, the Village Hall ask if they could store some of their equipment at the garage to assist in their COVID compliance. This was approved by the Operations Manager and the Clerk.

### **3. CONTEXT**

- 3.1 The village hall site was transferred by the Parish Council to the Village Hall trustees by a conveyance dated 20 February 1986 and the land is currently vested in the Official Custodian for Charities as is often the case with unincorporated charities. The Land Registry does not hold a copy of this conveyance, it is therefore difficult to determine whether the Council reserved rights of any description over this land. None is recorded as benefiting the Council's land to the south and none is shown on the charges register of the village hall title. Several provisions from the 1986 conveyance are abstracted on the register title to the village hall: A2 the rights of way and to lay services on the Council's land, A3 a provision relating rights of light and C4 several restrictive covenants.
- 3.2 There are no provisions on the title to the village hall relating to the garage. No reservations appear to have been made in the conveyance of 1986. No rights of way to the site of the garage are shown as having been reserved by the 1986 conveyance and none appears on the village hall title or none on the recreation ground title as benefiting the recreation ground title. No lease of the garage site is shown on the mapsearch or the village hall title. A building built on someone else's land ensures to the benefit of the landowner. There is nothing on the village hall title therefore which indicates that the Council has any rights in the garage site or the garage or any means of access to the garage.
- 3.3 It is highly probably that a lease which was not registered or was not registrable (leases over 7 years were only registrable from 2003) was entered into. And that the village hall trustees granted a licence to the Council to build and keep the garage on the village hall site. If the garage has been in position for at least 10 years without the trustees' permission, not secretly or through violence and the Council has possessed the site as if it were the owner to the exclusion of others, then the Council might be able to argue that it has acquired a title by adverse possession.

### **4. LIAISON MEETING**

- 4.1 The Chairman, Vice-Chairman and Clerk met with two representatives of the Village Hall Trustees on 28 January 2020. The meeting was primarily set up to explore the Council divesting their interest in the garage.

- 4.2 All at the meeting agreed that there was some historical ambiguity regarding the ownership of the garage site and the permission for garage construction. And on that basis various options (as set out in 6.1 below) were explored.

## **5. OTHER CONSIDERATIONS**

- 5.1 The garage is currently included in the Council's insurance policy. Payment for which is minimal.
- 5.2 The garage does on occasion leak.
- 5.3 The Council does not use the garage and does not have any future use for it. And it is currently being used by the Village Hall.
- 5.4 Should the Council be minded to agree option 6.1(b) this would result in £144 per annum, totalling £576 per year.
- 5.5 The garage is currently on the Council's asset register. With a date of purchase as 1 April 1995 at a sum of £3,846.98

## **6. OPTIONS**

- 6.1 That the Committee consider the following options and make recommendations to the Council: -
- a. That the garage be transferred to the Trustees for a nominal sum taking into account the age, repair and maintenance of the garage;
  - b. That the Trustees pay a fixed fee of £12 per month over a 4-year period to the Council for the purchase of the garage, after which the property be transferred to Trustee ownership.

## **7. RECOMMENDATION**

- 7.1 That the Committee consider the options at paragraph 6.1 above and make recommendations to Full Council.

### **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 – 8 SEPTEMBER 2020**

### **SUPPLEMENTARY BUDGET REQUEST CHRISTMAS LIGHTS CONTRACT**

#### **1. PURPOSE**

- 1.1 To consider a supplementary budget request.

#### **2. BACKGROUND**

- 2.1 Eastleigh Borough Council (EBC) approached the Parish Council in February 2020 inviting the Operations Manager to a joint meeting hosted by EBC along with Hedge End Town Council, Hamble Parish Council, Hound Parish Council & West End Parish Council to discuss a potential joint tender for Christmas light provision for the next 3 years.
- 2.2 Previously the Parish Council have carried out the installation, maintenance and inspection/testing of Christmas lights around the parish in-house and have needed the assistance of contractors to support this. These being: -
- Malcom McNeish – for electrical testing
  - Light Angels – for dressing the Christmas tree and testing of tree lights
  - James Arnold - for erecting the tree
  - Travis Perkins – scaffolding tower hire for installation
  - Allington Lane Nursey for the supply and delivery of the village square Christmas tree
- 2.3 Currently all Health and Safety responsibilities for the scheme rest with the Parish Council along with testing, maintenance, installation, call outs, weekly checks, and derigging. Officer time organising these works, as well as their safety whilst undertaking these works is also a key factor.
- 2.4 Last year the Parish Council spent approximately £1,500 on Christmas light installation and Christmas trees. This is funded through the community events budget code.

#### **3. CURRENT PROVISION**

- 3.1 There was evidence of a shortfall of provision around the Parish, in particular no lights were being provided in Horton Heath and the decision was made to move the lights allocated to Sandy Lane Shops to Horton Heath Community Centre. This was due to safety concerns for staff regarding the erection of the lights. There was some negative feedback surrounding this, namely from the retail units at Sandy Lane. There are also no lights or trees outside the Parish Office or Woodland Community Centre.

#### **4. TENDER SUBMISSION**

- 4.1 In order to ascertain costing for the provision of additional lights including the erection, dismantling and testing of lights removing health and safety concerns for Parish staff, the Clerk and Operations Manager thought it prudent to submit a tender brief to Eastleigh Borough Council as part of the joint tendering process. It was hoped that the joint tender would also result in economies of scale.
- 4.2 The tender brief included new additional lights for Sandy Lane shop fronts, Woodland Community Centre, and new lights for the village square Christmas tree as these are currently supplied by Light Angels on an annual basis.

4.3 Five tender submissions were received on Tuesday 21 July, with four suppliers shortlisted and interviewed on Friday 24 July for the contract to provide Christmas Lighting by Eastleigh Borough Council. The shortlisted suppliers were:

- Icthus Event Solutions Limited
- SparkX Ltd
- Event Power Engineering Ltd
- Gala Lights Ltd

4.4 A decision was made by EBC to award the 3-year contract to Icthus Event Solutions Limited. A copy of their tender documents attached at Appendix 1.

## **5. OPTION FOR CONSIDERATION**

5.1 Given the issues raised above, members are asked to consider including Fair Oak & Horton Heath Parish Council's tender in the contract awarded to Icthus Event Solutions Limited for the next 3 years. This will include the purchase of new Christmas lights for various location within the Parish as follows: -

- Installation, maintenance, inspection and derig of existing main scheme - £1,440.00
- Supply of new lights for Sandy Lane £1,660.00 + £285 install
- Supply of new lights for Woodlands Centre £1,027 + £285 install
- Supply of new lights for village square tree £750.00 + £130 install

## **6. FINANCIAL IMPLICATIONS**

6.1 The Council in setting the 2020/21 budget allocated £1,500 for the provision of Christmas lights and provision via the community events budget code.

6.2 The community events budget code currently stands at **£tbc**.

6.3 The total cost of the three-year contract as set out in paragraph 5.1 totals £5,577.

6.4 A supplementary budget request of £4,077 to be taken from the remaining community events budget code. This will leave **£tbc** in this budget code. Given the current social distancing restrictions that remain in place, it is not anticipated that this fund will be needed as there are no future events planned.

## **7. RECOMMENDATION**

7.1 That the Committee considers the request for the supplementary budget request of £4,077 to be taken from the community events budget code for the provision of a three-year Christmas lights contract with Icthus Event Solutions and makes recommendation to Full Council for final approval.

**For further information please contact:**

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# The Power Behind Your Vision



## Design for Fair Oak and Horton Heath Parish Council Festive Lights 2020



## **Introduction**

This design is produced in response to the requirement from Fair Oak and Horton Heath Parish Council for the design, supply, installation and maintenance of festive lighting. Colours etc. are examples, and can be changed if required; similarly if twinkling pealights are preferred instead of static this can also be supplied.

## **Solution**

### **Core scheme:**

The core scheme consists of the following:

Dressing of a 20ft tree outside Fair Oak Road shops with customers lights.

17 wall mounted motifs (customer's own) on specified locations on Fair Oak Road, Botley Road and Fair Oak Road. Fittings for the motifs are already in place.

Installation of 85m icicle lights (customer's own) at Horton Heath Community centre.

The price below includes mechanical checking of wall mounts, electrical testing of lights, installation, and derig of the lights, plus regular checks and callouts due to weather or installation issues.

Replacement of failed or missing wall mounts is not included, and these are chargeable at our standard rate.

Repairs to customer's existing equipment is not included. If repairs are necessary they will be discussed with the customer first. Repairs are chargeable at our standard rate of £25/hour plus materials.

### **Optional extras**

In addition to the above the customer has requested the following additions:

- 85m of icicles to decorate the Sandy Lane shop front.

- Icicle lights for Woodlands Community centre. The tender indicates 45m, however taking into account the shape of the building and the peaked roof we believe that this will actually require 52m, and the prices below are based on this figure.

Note that the figures quoted are for installation of the icicles only. They include an allowance for basic fixings the first year, but do not include the cost for installing a suitable outside socket if required. The cost of this will depend on where it is installed, availability of a suitable source etc.

Figures quoted also assume access for a vehicle mounted cherrypicker.

- Dressing of a 20ft tree outside the Parish Offices with with 200m professional quality SELV cool white static pealights on green or black cable. (Other colours available)

Figures quoted assume that a suitable power supply is available.

## Pricing Schedule

### 3 year costs - core scheme:

	Annual costs	Total for 3 years
Collect, test, install, derig, return to storage, weekly check, callouts. Project management.	£1420	£4260
<b>Total</b>	<b>£1420</b>	<b>£4260</b>

### 3 year costs – additional displays scheme :

#### Purchase

	Purchase	Annual costs	Total for 3 years
Sandy Lane: Purchase of 85m icicles. Collect, test, install, derig, return to storage (in addition to core scheme above). Fixings etc. for first year included.	£1660	£285	£2514
Woodlands: Purchase of 52m icicles. Collect, test, install, derig, return to storage (in addition to core scheme above). Fixings etc. for first year included.	£1027	£285	£1882
200m lights for 20ft tree: Purchase of 200m lights. Collect, test, install, derig, return to storage (in addition to core scheme above).	£750	£130	£1140

#### Lease

	Annual lease	Annual costs	Total for 3 years
Sandy Lane: Lease of 85m icicles. Collect, test, install, derig, return to storage (in addition to core scheme above). Fixings etc. for first year included.	£660	£260	£2760
Woodlands: Lease of 52m icicles. Collect, test, install, derig, return to storage (in addition to core scheme above). Fixings etc. for first year included.	£402	£260	£1986
200m lights for 20ft tree: Lease of 200m lights. Collect, test, install, derig, return to storage (in addition to core scheme above).	£290	£105	£1185

## ASSET COMMITTEE – WORK PROGRAMME (2020/2021)

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
<b>12 JANUARY 2021</b>			
Shorts Road – land currently occupied by Scout Hut	To consider next steps (dependent on outcome of Scout negotiations).	Report to Committee	<b>Operations Manager/Clerk</b>
Structural surveys	Pav & Horton Heath	Report	
Fire Risk Assessment – Quotes	To agree inclusion next budget	Report	
Village signs	Update	Presentation	
One Horton Heath Development	Update on the master plan	Report to Committee	<b>Clerk</b>
<b>JULY 2021</b>			
One Horton Heath Development	Update on development progress including POS & Community provision	Report to Committee	<b>Clerk</b>
Benches/Memorial	General policy review	Report to Committee	<b>Clerk/Deputy Clerk/Operations Manager</b>
Byelaws	Review of byelaws	Report to Committee	<b>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>
Cemetery Rules & Regulations	To update the current Rules & Regulations relating to interments and memorial at Fair Oak Cemetery	Report to Committee	<b>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
- Review Squash Club lease June 2021