



FAIR OAK & HORTON HEATH PARISH COUNCIL

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

(023) 8069 2403 enquiries@fairoak-pc.gov.uk

www.fairoak-pc.gov.uk @fairoakandhortonheathparishcouncil

SUMMONS

Dear Member

15 December 2020

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 21 December 2020** at **7.00 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 by 5pm on Friday, 18 December 2020 or utilising the live Q&A function as part of MS Teams.

AGENDA

PART I - PUBLIC SESSION

APOLOGIES

1 MINUTES (PAPER A, PAGES 3-9)

- a) To approve the minutes of the Council meeting held on 16 November 2020 as a correct record.
- b) To note the planning comments made on 20 November and 4 December 2020.

2 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

3 REPORT OF RESPONSIBLE FINANCE OFFICER (REPORT B, PAGES 10-15)

To approve the report of the Responsible Finance Officer, note BACS payments.

4 COMMUNITY ENGAGEMENT SURVEY (REPORT C) (TO FOLLOW)

To receive initial results from the survey.

5 MEADOWSWEET WAY PLAY AREA (REPORT D, PAGES 16-17)

To receive an update on the project and agree final project spends.

6 WORK PROGRAMME (REPORT E, PAGES 18-20)

To note the work programme.

7 EXCLUSION OF THE PUBLIC AND THE PRESS

At the conclusion of this part of the Agenda, the Chairman will move the following resolution: -

"That, under Section 1(2) of the Public Bodies

Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (commercial & staffing matters)”

PART II – PRIVATE SESSION

Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

8 POLICY FOR THE AWARD OF RECOGNITION PAYMENTS (REPORT F)

To adopt the policy set out in Appendix 1 to the report.

9 SCOUT LEASE (VERBAL REPORT)

To receive an update on this matter.

To: Councillors

D Abbott
S Anderson
P Barrett
C Bird
N Couldrey

H Douglas (Chairman)
K Forfar
T Higby
M Marsh
H McGuinness

T Mignot
D Scott
P Spearey (Vice-Chairman)
B Tennent
G Warrillow

Officers

J Cahill (Finance Officer)
L Greenslade (Deputy Clerk)
M Johnson (Ops Manager)
M Stephens (Clerk)



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A

Minutes of the FULL COUNCIL “virtual” meeting held on Monday 16 November 2020 at 7.00 pm

P – present, Pt – part of the meeting, Ab – absent, Ap – apologies.

Ab	Cllr Abbott	P	Cllr Douglas (Chairman)	Pt	Cllr Mignot (from item 63)
P	Cllr Anderson	P	Cllr Forfar	Ap	Cllr Scott
Ap	Cllr Barrett	P	Cllr Higby	P	Cllr Spearey (Vice-Chairman)
P	Cllr Bird	P	Cllr Marsh	P	Cllr Tennent
Ap	Cllr Couldrey	P	Cllr McGuinness	Pt	Cllr Warrillow (from item 63)

Officers in attendance: Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk, Mrs J Cahill, Responsible Finance Officer & Martin Johnson, Operations Manager.

PUBLIC SESSION

No members of the public were “live” at the meeting. There were no Q&A’s.

56 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

- That the minutes of the Full Council meeting held on 21 October 2020 be signed by the Chairman as a correct record; and
- That the planning delegated decisions of w/e 2 & 23 October 2020 be noted.

57 DECLARATIONS OF INTEREST

There were no declarations of interest raised.

58 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT C)

Members considered the report of the Responsible Financial Officer (RFO). The RFO highlighted a payment of £24,600 from Eastleigh Borough Council to cover the Council’s losses during the pandemic. Also, a sum of £2,000 had been achieved in selling off old equipment.

The Chairman said she had written thanking the Borough for its support.

RESOLVED:

- That the contents of the report be noted; and
- That the BACS payments be authorised.

59 LIBRARY TASK & FINISH GROUP (REPORT C)

Members considered the initial findings from the Library Task & Finish Group.

The first “virtual” meeting of volunteers took place on Saturday 7 November. Fifteen volunteers were now working on different aspects to see if a community managed library (in some format) could continue in the village. The Chairman explained that key financial implications would need to be considered before any decisions could be made in respect of the Parish Council’s involvement.

RESOLVED:

That the Parish Council defer making any final decisions until all the financial implications of such a project were known.

60 CORPORATE PLAN TASK & FINISH GROUP (REPORT D)

The Task & Finish Group met on 12 November. At the meeting, a draft community engagement survey was presented for approval. The purposes of the engagement survey were to capture the views of residents in helping to shape and develop the Council’s priorities.

The Group approved a survey of 30 questions which should take an average of 3-5 minutes for residents to complete.

Direct costs arising from the production and consultation of the plan would be spent from within existing approved budgets.

RESOLVED:

That the Council note the timetable and method of the Corporate Plan development and community engagement consultation.

61 WORK PROGRAMME (REPORT E)

RESOLVED:

That the work programme be noted.

62 APPOINTMENT TO OUTSIDE BODY/MEMBERSHIP OF COMMITTEES

One vacancy remained on the Asset Committee. There was also a vacancy on the Twynams Charities outside body which Cllr Scott had expressed an interest in.

RESOLVED:

- a) That the vacancy on the Asset Committee be carried forward to the next meeting; and
- b) That Cllr Scott be appointed as the Council’s representative on the Twynams Charities outside body membership.

63 EXCLUSION OF THE PUBLIC AND THE PRESS

RESOLVED:

That under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (commercial matter).

64 Y-ZONE REVIEW (REPORT F)

The Y Zone Youth Centre on the edge of the Bishopstoke, and Fair Oak and Horton Heath parishes, had remained a partnership between the Borough and Parish Councils run youth service, bucking the national trend.

The Y Zone project has continued to provide session delivery in much the same way it had since its inception 13 years ago. In order to ensure that the youth delivery was fit for purpose and met current needs, the management team (including all three partners) had commissioned an independent review of the service.

A report determined that a sector standard for the cost of youth work sessions, using simple comparisons from a number of services in the locality and the Y Zone accounts, would suggest that the Y Zone Centre seemed expensive, even with an adjustment in the budget.

Members recognised that the Y-zone Centre had continued to provide a good service and opportunity for young people in the area, over a long period. They agreed that investing in opportunities for young people, particularly those that are disadvantaged and disengaged, needed to remain a priority and the fallout from the pandemic had, and would, further underline this. However, they felt change was needed. As such it was:

RESOLVED:

- a) That the report be noted; and
- b) That a commissioned service be undertaken to provide a stronger environment for delivery staff to operate in, giving more direction for the work and enabling clearer reporting processes to key partners.

This was all the business and the meeting closed at 7.45 pm.

Signed..... Chairman

Accessibility - should you need to view these minutes in an alternative format please contact: enquires@fairoak-pc.gov.uk

PLANNING APPLICATION

Comments made with delegated authority, by the chairman in consultation with the committee, to planning applications received during the coronavirus.

Planning application to w/e 20 November 2020

Application No: [T/20/88968](#)

Site Address: 28 Spring Close, Fair Oak, SO50 7BB

Description: 2 no. Oak (G2) - Crown raise to 6 metres and thin canopy by 15%.

Comments: Object. There is no evidence of the tree being dead, dying or diseased and the nearest branch ends 3 or 4 metres away from the property.

Planning Specialist Contact Details

Email: matthew.strand@eastleigh.gov.uk

Application No: [H/20/89170](#)

Site Address: 6 Crowd Hill Terrace, Winchester Road, Fair Oak, SO50 7HD

Description: First floor side extension

Comment: No objection

Planning Specialist Contact Details

Email: dawn.errington@eastleigh.gov.uk

Application No: [H/20/89179](#)

Site Address: 408 Fair Oak Road, Fair Oak, SO50 7AD

Description: Single storey side extension

Comment: No objection

Planning Specialist Contact Details

Email: naomi.arnold@eastleigh.gov.uk

Application No: [F/20/89217](#)

Site Address: Foxholes Cottage, Fir Tree Lane, Horton Heath, SO50 7DF

Description: Temporary change of use to non-residential training and education (Use Class F1) to provide construction and horticultural training and siting of temporary buildings.

Comments: No objection. Members endorse the comments made by the Ramblers Association regarding the provision of signs at both ends.

Planning Specialist Contact Details

Email: dawn.errington@eastleigh.gov.uk

Application No: [A/20/89252](#)

Site Address: Harding Repairs, Pyle Hil Farm, Sandy Lane, Fair Oak, SO50 8GH

Description: Retrospective application for consent to display 1 no. non-illuminated free-standing pole mounted panel sign at the front boundary

Comments: No objection

Planning Specialist Contact Details

Email: naomi.arnold@eastleigh.gov.uk

Application No: [H/20/88591](#)

Site Address: 100 Witt Road, Fair Oak, SO50 7FQ

Description: Timber frame, timber clad, garden room. Approximate footprint 22m2.

Comment: No objection

Planning Specialist Contact Details Email: naomi.arnold@eastleigh.gov.uk

Application No: [H/20/89192](#)

Site Address : Lechlade Cottage, Botley Road, Fair Oak, SO50 7AP

Description: Erection of detached Annex

Comment: The Parish Council believe the strategic gap is an important consideration and should be taken seriously. The positioning of the annex unit is conspicuous as it is at the front of the building line of Lechlade Cottage. Provided the building is re-sited away from the road no objection is raised.

Planning Specialist Contact Details

Email: naomi.arnold@eastleigh.gov.uk

Application No: [H/20/89204](#)

Site Address: 43 Witt Road, Fair Oak, SO50 7FN

Description: Two Storey Rear Extension

Comment: No objection

Planning Specialist Contact Details

Email: david.huckfield@eastleigh.gov.uk

PLANNING APPLICATION

Comments made with delegated authority, by the chairman in consultation with the committee, to planning applications received during the coronavirus.

Planning application to w/e 4 December 2020

Application No: [H/20/89265](#)

Address: 22 Mitchell Drive, Fair Oak, SO50 7FU

Description: Raising of attached garage and porch roof and garage conversion to living space

Comment: No objection

Application No: [X/20/89333](#)

Address: Chalcroft Business Park, Burnetts Lane, West End

Description: Variation of conditions 20 (air quality impact), 22 (noise mitigation scheme) and 26 (contaminated land verification) of planning permission F/18/83945 a hybrid planning application consisting of:

1. Full Planning Application for the construction of a two storey industrial building for commercial butchery (2,064m² of Use Class B1(C)), development of 767m² of B1(b)/B1(c) floorspace (including a first floor extension to the existing security building), construction of a cafe? and site maintenance store and the demolition of building 17 and water tank; and
2. Outline Planning Application for the demolition of Units 10-15 (1,860m² of Commercial floorspace), and store building and the development of 6,420m² of B1(b), B1(c), B2 and B8 storage and distribution floorspace (All matters other than access reserved).

Comments: Object. The Parish Council supports the objections, comments and observations made by the Burnetts Lane Residents Association, as follows:-

"The variation of conditions 20 (air quality impact), 22 (noise mitigation scheme) and 26 (contaminated land verification) of planning permission F/18/83945 at Chalcroft Business Park in Burnetts Lane. With reference to the application for variation to conditions 20, and 22; Having read the request and supporting letter, we agree that the applicant makes a reasonable point in that it is not possible to assess the full impact of noise and air quality until the building has been fitted out, and it is logical that they must occupy it in order to fit it out. This makes sense. We do not agree however, that they should be permitted to commence operations in the buildings, prior to the necessary assessments being carried out. Our view is that no operations should begin until the standards have been met, the mitigation measures are fully installed, and the Local Planning Authority has given approval for operations to commence. Any attempt to circumvent these requirements should certainly not be permitted. In addition – we absolutely do not agree with the applicant attempting to relate their compliance with the construction of the new houses of One Horton Heath at Chalcroft Farm. This is absolutely not acceptable. These mitigation measures were stipulated for the protection of existing residents as well as the future occupants of these new houses. The very idea that full compliance with noise and pollution mitigation standards should not be necessary until the new houses are built is ridiculous and unacceptable. What if these houses are not built for a few years? The "suggested new wording" outlined in the applicants letter should certainly not be adopted, and we find it disappointing that the applicant should try to conflate this pernicious request with what is otherwise a seemingly routine set of variations to conditions. With regard to the application X/20/87856 to vary conditions 13 (foul and

surface water drainage) and 14 (surface water drainage) we agree that pragmatic amendments to the implementation of the plan should be permitted. However, we would express concern that no changes to the spirit or effect of these conditions, should be permitted”

Application No: [H/20/88999](#)

Address: The Tamarisk, 8 Barley Fields, Horton Heath, SO50 7FD

Description: Conversion of garage to summerhouse

Comment: No objection

Application No: [F/20/89120](#)

Address: Vicarage Farm Business Park, Winchester Road, fair Oak

Description: Construction of 2no. office buildings (B1a Use Class) including associated parking and landscaping following demolition, site clearance and preparation

Comment: No objection

Financial Statement Summary

- Total cash held across all bank accounts as at 30th November is £761,126
- Total Petty cash held as at 30th November is £60.78
- Total receipts for November into the current account was £113,072
£80,000 relates to a bank transfer from the Premier account to the current account.
£24,617 relates to a grant from Eastleigh borough council for Covid support.
- Total current account payments for November was £117,208.
£81,420 relates to payment for the new Meadowsweet play area.
- Total BACS invoice payments outstanding is £4,793
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 30 November 2020

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
30/11/2020	Current Account	54,907.80	
30/11/2020	Premier Account	397,561.86	
30/11/2020	Public Sector Deposit Fund	308,595.86	
30/11/2020	Petty Cash	60.78	
			761,126.30
<u>Unpresented Payments</u>			
			150.00
			760,976.30
<u>Receipts not on Bank Statement</u>			
			0.00
<u>Closing Balance</u>			
			760,976.30
<u>All Cash & Bank Accounts</u>			
1	Current Account	54,757.80	
2	Premier Account	397,561.86	
3	Public Sector Deposit Fund	308,595.86	
4	Petty Cash	60.78	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		760,976.30

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
01/04/2020	4811	EBC001	EBC	80.00	0.00	80.00	80.00
01/11/2020	2936	QIC	QIC	227.40	45.48	272.88	272.88
10/11/2020	1291	EBC001	EBC	29.20	5.84	35.04	35.04
10/11/2020	3258	EBC001	EBC	29.20	5.84	35.04	35.04
11/11/2020	1388	SMAR001	SMART	65.00	13.00	78.00	78.00
11/11/2020	3691	TRAD001	TRADE	70.99	14.20	85.19	85.19
11/11/2020	5462	TRAD001	TRADE	77.78	15.56	93.34	93.34
11/11/2020	13942	FIREC	FIREC	65.00	13.00	78.00	78.00
11/11/2020	22812	FOX BISHOP	FOX BISHOP	82.50	16.50	99.00	99.00
30/11/2020	110	DAVI	DAVID BOWEN	2,800.00	0.00	2,800.00	2,800.00
30/11/2020	2434	EBC001	EBC	242.36	0.00	242.36	242.36
30/11/2020	3481	EBC001	EBC	84.70	0.00	84.70	84.70
30/11/2020	3683	INSTANT FA	INSTANT FAB	474.85	94.97	569.82	569.82
30/11/2020	4739	EBC001	EBC	136.96	0.00	136.96	136.96
30/11/2020	77711	ACE001	ACE	85.71	17.14	102.85	102.85
TOTAL INVOICES				4,551.65	241.53	4,793.18	4,793.18

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	58,893.81					58,893.81	
	Banked: 02/11/2020	4,836.00						
	Sales Recpts Page 142	4,836.00	4,836.00		100			Sales Recpts Page 142
	Banked: 02/11/2020	97.50						
	HH Badminton	97.50			1200	230	97.50	HH Badminton
	Banked: 05/11/2020	96.50						
	TH Property man	96.50			1200	150	96.50	Room hire
	Banked: 10/11/2020	392.00						
	wessex indepe	392.00			1520	510	392.00	burial
	Banked: 13/11/2020	24,617.00						
	EBC	24,617.00			1900	100	24,617.00	Covid support grant
	Banked: 21/11/2020	80,000.00						
trans	Premier Account	80,000.00			210		80,000.00	current sct top up
	Banked: 24/11/2020	133.00						
	Mr J	133.00			1530	510	133.00	memorial income
	Banked: 26/11/2020	392.00						
	Mr E	392.00			1540	510	392.00	Cremation income
	Banked: 26/11/2020	397.00						
	Funeral Partners	397.00			1520	510	397.00	burial income
	Banked: 27/11/2020	2,000.00						
	R Edwards	2,000.00			1900	100	2,000.00	selling equipment
	Banked: 28/11/2020	110.50						
	CH	110.50			1200	230	110.50	1ST Fair oak Rainbows
Total Receipts for Month		113,071.50	4,836.00	0.00			108,235.50	
Cashbook Totals		171,965.31	4,836.00	0.00			167,129.31	

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/11/2020	ableman	1252	1,680.00	1,680.00		500			Refurbishment pathways
01/11/2020	ACELIFTAWAY	1253	343.28	343.28		500			allotment toilet
01/11/2020	ALLSPEED SIGNS AND GRAPHICS	1254	223.92	223.92		500			Signage - Meadowsweet way
01/11/2020	bargate homes	1255	4,736.80	4,736.80		500			Retainer fee - Parish office
01/11/2020	DAVID BOWEN	1256	1,158.75	1,158.75		500			consultancy advice
01/11/2020	eastleigh services	1257	117.60	117.60		500			Worcester Boiler
01/11/2020	EBC	1258	28.03	28.03		500			Dog Binss
01/11/2020	FIRECARE &SECURITY	1259	120.00	120.00		500			Intruder alarm repair
01/11/2020	FOX'S CLEANING	1260	25.00	25.00		500			window cleaning - HH
01/11/2020	PAUL FREEMAN TREE SERVICES	1261	300.00	300.00		500			Treework - New century Park
01/11/2020	REALTIS BUSINESS SOLUTIONS	1262	70.80	70.80		500			Annual VAT support fee
01/11/2020	RUND Partnership	1263	600.00	600.00		500			White tree farm rund inv
01/11/2020	SHAWYERS	1264	1,268.40	1,268.40		500			Landscaping work - Meadowsweet
01/11/2020	SOURCE SUPPLIES	1265	310.91	310.91		500			cleaning products
01/11/2020	SOUTHERN WATER	1266	356.51	356.51		500			Water - PO
01/11/2020	TRADE UK	1267	171.96	171.96		500			Misc Materials
01/11/2020	Travis perkins	1268	681.10	681.10		500			Concrete edging and bags
02/11/2020	southern electric	DD	53.00		8.83	4405	240	44.17	electricity Pavillion
04/11/2020	amazon	VISA	79.95			4080	110	79.95	Headsets
09/11/2020	allstar	DD	483.21		80.54	4305	210	402.67	Fuel
09/11/2020	Peninsula	DD	21.60		3.60	4030	110	18.00	Employer EAP
10/11/2020	Barclaycard	DD	30.00		5.00	4140	110	25.00	card terminal
10/11/2020	barclaycard	DD	48.00		8.00	4140	110	40.00	card terminal
10/11/2020	amazon	VISA	58.95			4990	150	58.95	Food bin - Parish office
11/11/2020	Tax relief (8mths)	BACS	576.00			4000	110	576.00	Tax relief (8mths)
11/11/2020	amazon	VISA	9.99			4990	110	9.99	Internet cable
11/11/2020	hmrc	BACS	3,889.38			4000	110	3,889.38	PAYE
11/11/2020	Hampshire pensions	BACS	2,879.20			4010	110	2,879.20	Pensions
11/11/2020	trade uk	BACS	1.15			4540	290	1.15	misc materials
11/11/2020	trade uk	BACS	-1.87			4120	110	-1.87	misc materials
13/11/2020	payroll	BACS	14,325.03			4000	110	14,325.03	payroll
13/11/2020	Overline	DD	232.30		38.72	4120	110	193.58	tel and Broadband
13/11/2020	Overline	DD	63.79		10.63	4120	230	53.16	tel and Broadband
13/11/2020	o2	DD	29.52		4.92	4125	110	24.60	mobile phones
13/11/2020	British Gas	DD	29.93		4.99	4400	150	24.94	Gas parish office
13/11/2020	adobe	VISA	12.64		2.11	4132	110	10.53	adobe subscription
16/11/2020	BT	DD	107.88		17.98	4120	240	89.90	tel and broadband
16/11/2020	Peninsula	DD	356.50		59.42	4070	110	297.08	employee services
16/11/2020	sage payroll	DD	20.40		3.40	4132	110	17.00	Payroll software
21/11/2020	BRSA	DD	33.95			4410	510	33.95	Water - cemetery
21/11/2020	HAGS	hags	81,420.00	81,420.00		500			Meadowsweet way Play area
23/11/2020	BT	DD	103.80		17.30	4120	250	86.50	Tel broadband
26/11/2020	trade uk	VISA	148.28		24.71	4540	290	123.57	misc materials
30/11/2020	BT	DD	1.87		0.31	4120	110	1.56	tel and broadband

Total Payments for Month	117,207.51	93,613.06	290.46	23,303.99
Balance Carried Fwd	54,757.80			
Cashbook Totals	171,965.31	93,613.06	290.46	78,061.79

FULL COUNCIL – 21 DECEMBER 2020**MEADOWSWEET WAY PLAY AREA & PUBLIC OPEN SPACE PROJECT UPDATE****1. PURPOSE**

- 1.1 To provide an update on the progress of the installation of the new play equipment at Meadowsweet Way, Horton Heath
- 1.2 To request approval for the supplementary budget request for the installation of a 'talking' bench, trees, flowers and planters for the public open space adjacent to the Community Centre.

2. BACKGROUND

- 2.1 The Full Council at its meeting on 20 July 2020 resolved to award HAGs Ltd the contract to install the new play equipment at Meadowsweet Way, Play Area, following their design winning the public vote.
- 2.2 The Council also agreed a project spend of £83,297.

3. PLAY AREA INSTALLATION

- 3.1 On Monday 7 September, the Parish Council staff commenced removal of the old play area equipment. The equipment was collected for scrap and the Council received £12,771 which was deposited into the Council's general reserve fund.
- 3.2 On 14 September contractors attended the site and began preparation to the ground works. Unfortunately, despite surveys being undertaken by Eastleigh Borough Council for underground services, a water pipe was revealed. In order to mitigate against damage to this pipe, the Council's Play Area Contractor agreed with the Clerk to switch some of the play equipment.
- 3.3 Following this the remaining equipment and safety flooring was successfully installed. The Council's Operations Team then attended the site to re-paint the wooden fencing, remove overhanging branches, and seed the grassed areas.
- 3.4 The new play area passed the safety inspection by the independent play inspector.
- 3.5 Due to the wet weather and to allow the grass seed to establish, the play area opening was delayed by a week. However, thanks to the help from the Council's Play Area Contractor and the hard work of the Operations Team, despite two national lockdowns, discovery of the water pipe and the inclement weather, the play area is now complete and was opened on 27 November 2020.

4. PROJECT SPENDS TO DATE

- 4.1 From the £83,297 project budget, £75,951 has been spent, leaving £7,346.85. Table 1 below highlights the project spend in more detail.

Project Expenditure	Amount	Actual
New play equipment	70,000	68,907
Consultancy Fees	5,600	5,800
Play area signs	500	186.6

POS Landscaping (trees, planters, plants)	2,000	1,057
Other (games table, bench?)	1,000	0
Contingency	4,197	0
Total	83,297	75,951

Table 1

- 4.2 Following the play area opening, several parents have contacted the Council to request additional wet pour surfacing due to the mudding and wet grassed area in the park. As the play area location is surrounded by trees, it does tend to stay damp and mossy, even in the summer months. As such members are asked to consider extending the surfacing using £5,000k of the remaining budget.

5. PUBLIC OPEN SPACE

- 5.1 As part of the project funding, Eastleigh Borough Council contributed £2,000, amongst other things, the provision of a 'talking' bench. This is to help tackle and prevent loneliness and isolation amongst our most vulnerable residents. As such Officers will source and instigate the installation of a bench with plaque on the public open space with a pathway through the grassed area.
- 5.2 Another key element of this site improvement project was the enhancement of the public open space adjacent to the Community Centre. In order to increase the trees coverage in the Parish and encourage more biodiversity it is suggested that a mix of trees such as multi stemmed birch and acers be purchased along with planters for the entrance rails at the front of the community centre and wildflowers for the summer. Officers will commence this work shortly.

6. RECOMMENDATIONS

- 6.1 That the progress of the Meadowsweet Way play area and public open space project be noted;
- 6.2 That members note the planned enhancements works as outlined in paragraph 5 to the public open space; and
- 6.3 That £5,000 be taken from the remaining budget to install additional wet pour surfacing in the play area.

For further information contact:

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

**FULL COUNCIL – WORK PROGRAMME
(2020/2021)**

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
DECEMBER 2020			
Library Task & Finish Group	To receive recommendations from the Group	Report	Cllr Couldrey
Budget Task & Finish Group	To receive recommendations from the Group	Report	Clerk/Finance Officer
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Café Task & Finish Group	To receive initial findings and recommendations from the Task & Finish Group	Report	Clerk
Shorts Road/Scout Lease	To receive an update on the negotiation process (confidential item)	Report	Clerk
JANUARY 2021			
Corporate Action Plan	To set a corporate action plan for next 5 years	Presentation	Clerk
Village Signs	To approve the village signs	Report	Operations Manager
Precept/Annual Budget	To set the annual precept and budget for 2021/22	Report	Clerk/Finance Officer

Fees and Charges	To set the fees and charges for the 2021/22 financial year	Report	Clerk/Finance Officer
HR Policies	To approve various HR policies contained in new employee handbook	Report	Clerk
Data Protection Annual Audit	To receive the annual audit	Report	Clerk
Health & Safety	To update the Council on progress with Health & Safety matters following internal audit	Report	Operations Manager
Annual Budget	To set the budget for the 2021/22 financial year	Report	Clerk/Finance Officer
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Pembers Hill Drive Public Open Space	To receive an update on this parcel of land.	Report	Clerk
FEBRUARY 2021			
Internal Auditor Interim Report	To receive the internal auditor's report and approve the audit action plan	Report	Clerk
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Village Centre	To consider interim findings of the Group	Report	Chairman of the Group
MARCH 2021			
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer

APRIL 2021

Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
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MAY 2021

Governance documents	To approve adoptions of governance documents – council constitution/standing orders, financial regulations	Report	Clerk
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer