



## FAIR OAK & HORTON HEATH PARISH COUNCIL

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### SUMMONS

Dear Member

6 January 2021

You are hereby summoned to attend a meeting of the ASSET COMMITTEE held on **Tuesday, 12 January 2021 at 2.00 p.m.**

**Please note** that this meeting will be held virtually via Zoom.

*Melanie Stephens*

Melanie Stephens, Parish Clerk

**PUBLIC PARTICIPATION:** This meeting is open to members of the public. If you wish to speak at a meeting or ask a question, you should submit a request by email to [clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk) including your email address up to one hour before the meeting. You will then receive an invite from the Council to take part in the online meeting.

### 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 2-3)

To note the minutes of the meeting held on 8 September 2020.

#### 3 ASSET UPDATE (PRESENTATION)

To receive a presentation from the Operations Manager on site updates.

#### 4 WORK PROGRAMME (REPORT B, PAGE 4)

To consider the Committee' 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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**A**

**Minutes of the “virtual” ASSET Committee Meeting held on Tuesday 8 September 2020 at 2.00 pm**

P = present, Ab = absent, Ap = apologies

**Committee:**

	Vacancy	Ap	Cllr Forfar
P	Cllr Anderson	Ap	Cllr Scott (Chairman)
P	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 and no Q&A's received.

**1 DECLARATIONS OF INTEREST**

None.

**2 MINUTES (PAPER A)**

**RESOLVED:**

That the minutes of the Asset Committee meeting held on 13 January 2020 be noted.

**3 ASSETT UPDATE (REPORT B)**

Members received a report on the status for all parish properties and public open space.

Members raised no questions.

**RESOLVED:**

That the contents of the report be noted.

**4 SHORTS ROAD GARAGE (REPORT C)**

Members considered the disposal of the garage at Shorts Road following the review the Operations Manager undertook in Autumn 2019. The review highlighted that the garage at Shorts Road was not actively being used by the Parish Council. Given the condition, age and infrequent use, the value of the garage to the Parish was minimal. The Clerk advised that since the pandemic, the Village Hall had been using the garage for storage.

**RESOLVED:**

- a) That the garage be transferred to the Trustees of the Fair Oak Village Hall, for a nominal sum of £10 taking into account the age, repair and maintenance of the garage, subject to the Finance Officer confirming with the Internal Auditor that this complies with “best value” for the disposal of the asset; and
- b) That annual meetings are held with the Village Hall Trustees to continue a good working relationship.

**5 SUPPLEMENTARY BUDGET REQUEST – CHRISTMAS LIGHTS (REPORT D)**

Members considered a supplementary budget request for Christmas light provision, following the approach from Eastleigh Borough Council inviting the Parish Council, along with other Councils, to enter a joint venture for the next 3 years for the installation and maintenance.

***RECOMMENDED:***

That the Full Council approves £4,077 be taken from the Community Events budget code for the provision of a three-year Christmas lights contract with Ichthus Event Solutions.

**6 WORK PROGRAMME (REPORT E)**

Members considered the Committee’s work programme.

**RESOLVED:**

That the report be noted.

This was all the business and the meeting closed at 2.17 pm.

Signed ..... Chairman

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

<b>ITEM</b>	<b>OBJECTIVE</b>	<b>METHOD</b>	<b>LEAD OFFICER</b>
<b>12 JANUARY 2021</b>			
Asset Update	To receive an update on current progress with all Parish premises/public sites/assets	Presentation	<b>Operations Manager</b>
<b>JULY 2021</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