



## FAIR OAK & HORTON HEATH PARISH COUNCIL

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

(023) 8069 2403 [enquiries@fairoak-pc.gov.uk](mailto:enquiries@fairoak-pc.gov.uk)

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### SUMMONS

Dear Member

16 February 2021

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 22 February 2021 at 7.00pm.**

**Please note** that this meeting will be held virtually via Zoom. A live stream of the meeting can be seen on the Council's [Youtube page](#).

*Melanie Stephens*

Melanie Stephens, Parish Clerk

**PUBLIC PARTICIPATION:** This meeting is open to members of the public. If you wish to speak at the meeting, 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.

### AGENDA

#### APOLOGIES

#### 1 MINUTES (PAPER A, PAGES 3-8)

- a) To approve the minutes of the Council meeting held on 18 January 2021 as a correct record;
- b) To approve the minutes of the Asset Committee meeting held on 12 January 2021 as a correct record; and
- c) To note the planning comments made to w/e 29 January 2021.

#### 2 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

#### 3 PLANNING APPLICATIONS

To consider the following planning applications for formal comments to Eastleigh Borough Council.

**Application No:** [F/20/89500](#)

**Address:** Land west of Burnetts Lane, Eastleigh, SO30 2HH

**Description:** Erection of 393 residential units with public open space, hard and soft landscape works, internal roads, footway/cycleways, associated parking spaces, substation, SuDS and associated infrastructure (This application is subject to Environmental Impact Assessment).

**Town and Country Planning (Environmental Impact Assessment) Regulations 2017**

**Application No:** [O/20/89498](#)

**Address:** Land at Burnetts Lane, Fir Tree Lane and Allington Lane, Eastleigh, SO50 7BZ

**Description:** Outline: Phased mixed-use development comprising: up to 2,500 residential units in total; a primary Local Centre (and supporting secondary local centres) comprising mixed-use residential/retail/leisure/community/employment/day nursery/food establishment uses; office, commercial and industrial uses; a Primary School; public open space including formal sports facilities and informal provisions; relocation of solar panels; key infrastructure and utilities provision including new roads, footpaths and cycle paths and improvements to the existing road junction at Fir Tree Lane/Burnetts Lane; and ecological, landscape, site preparation and demolition works (All Matters Reserved Except Access). This application is subject to Environmental Impact Assessment.

**Application No:** [F/21/89759](#)

**Address:** Land East of Knowle Lane, Fair Oak, SO50 7DZ

**Description:** Conversion of planning permissions for office buildings B, C, D and E granted under F/17/80640, F/18/83954, F/18/84480 and F/20/87889 to 48 apartments (24 x 1 bedroom and 24 x 2 bedroom) with associated parking and landscaping and controlled pedestrian access to adjacent Site of Interest of Nature Conservation.

**4 REPORT OF RESPONSIBLE FINANCE OFFICER (REPORT B) (TO FOLLOW)**

To approve the report of the Responsible Finance Officer and BACS payments.

**5 LIBRARY ACCEPTANCE OF FREEHOLD TRANSFER (REPORT C, PAGES 9-13)**

To accept the freehold transfer of the Library building from Hampshire County Council to the Parish Council.

**6 DRAINAGE WORKS AT KNOWLE PARK (REPORT D, PAGE 14)**

To agree the use of general reserve funds for essential drainage works at Knowle Park.

**7 PARISH CCTV & FIRE ALARM SYSTEM FOR THE PAVILION (REPORT E, PAGES 15-16)**

To appoint a contractor for the upgrade of Parish wide CCTV systems and the installation of a new fire alarm system at Lapstone Pavilion within the approved budget.

**8 WORK PROGRAMME (REPORT F, PAGES 17-18)**

To note the work programme.

**9 MEMBERSHIP OF COMMITTEES & TASK & FINISH GROUPS**

To fill the current vacancy on the Asset Committee and to appoint two members to the Climate Change Task & Finish Group.

**To: Councillors**

Vacancy  
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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### Minutes of the “virtual” FULL COUNCIL meeting held on Monday 18 January 2021 at 7.00 pm via ZOOM application

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

P	Vacancy	P	Cllr Douglas (Chairman)	P	Cllr Mignot
P	Cllr Anderson	P	Cllr Forfar	P	Cllr Scott
Ap	Cllr Barrett	P	Cllr Higby	P	Cllr Spearey (Vice-Chairman)
P	Cllr Bird	Ap	Cllr Marsh	P	Cllr Tennent
P	Cllr Couldrey	P	Cllr McGuinness	Ap	Cllr Warrillow

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

#### PUBLIC SESSION

No members of the public were present during the meeting.

#### 74 MINUTES OF MEETINGS (PAPER A)

##### RESOLVED:

- That the minutes of the Full Council meeting held on 21 December 2020 be signed by the Chairman as a correct record;
- That the minutes of the Finance Committee meetings of 15 December 2020 be noted and the minutes of 12 January 2021 be signed by the Chairman as a correct record; and
- That the planning delegated decisions of w/e 11 December 2020 be noted.

#### 75 DECLARATIONS OF INTEREST

Cllr Couldrey raised an interest in Minute item 78.

#### 76 BUDGET & PRECEPT 2021/22 (REPORT B)

Members considered the budget and precept as set out in the report and noted the recommendation from the Finance Committee of no increase in the Precept and Fees & Charges for 2021/22.

The Chairman thanked the Team for its hard work in preparing a balanced budget.

##### RESOLVED

- That the budget requirement of £542,019 be approved;
- That the Precept request of £432,417 be approved; and

- c) That the Budget Task & Finish Group be established as a standing Group to meet annually to examine the budget.

## **77 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT C)**

Members considered the report of the Responsible Financial Officer (RFO).

The RFO highlighted that £70,000 of section 106 monies had been received in December from Eastleigh Borough Council towards the play area at Crowdhill Green. As enforcement issues were still ongoing regarding the site, the play area project would not commence until these issues had been resolved.

### **RESOLVED:**

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

## **78 FAIR OAK LIBRARY (REPORT D)**

Cllr Couldrey disclosed a pecuniary interest in the Community Library on the grounds that he was a Trustee of the Charity. He did not participate in the discussion and did not vote.

Members considered the potential freehold transfer of Fair Oak Library building from Hampshire County Council (HCC) to Fair Oak & Horton Heath Parish Council to support the continuation of a (informal) library service in Fair Oak.

The Clerk outlined the estimated financial implications the building would incur and the risks vs the benefits of accepting the building. She stressed that as HCC had made the difficult decision to close the formal library service due to the low footfall, and as such the future success of the Charity was dependant on their ability to evolve and provide innovative community services to attract sufficient level of participation.

Members raised concerns as to what would happen if the library project failed. They were keen to explore other possible uses for the building in the community to prevent the building becoming a financial burden to the Parish Council.

Members overwhelmingly voted informally in favour of pursuing this project.

### **RESOLVED:**

That the Clerk investigate other community uses and interest in the building and report findings back to the next Full Council meeting in February.

## **79 WORK PROGRAMME (REPORT E)**

### **RESOLVED:**

That the work programme be noted.

This was all the business and the meeting closed at 7.38 pm.

Signed..... Chairman

**Accessibility - should you need to view these minutes in an alternative format please contact: [enquires@fair-oak-pc.gov.uk](mailto:enquires@fair-oak-pc.gov.uk)**



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### Minutes of the ASSET Committee Meeting held on Tuesday 12 January 2021 at 2.00 pm online via the ZOOM application

P = present, Ab = absent, Ap = apologies

#### Committee:

	Vacancy	Ap	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 and no Q&A's received.

#### 7 DECLARATIONS OF INTEREST

No declarations of interest were raised.

#### 8 MINUTES (PAPER A)

##### RESOLVED:

That the minutes of the Asset Committee meeting held on 8 September 2020 be noted.

#### 9 ASSETT UPDATE (PRESENTATION)

Members received a verbal presentation from the Operations Manager on site updates, attached at Appendix 1.

Cllr Spearey reported that the shop owners at Sandy Lane had been delighted with the Christmas lights this year. He also raised concerns on the footpath leading from the tennis courts at Lapstone, to the nature area. The Clerk explained that work was planned for an electric cable to reach the tennis courts and some works to the path could be addressed at this time. Any further works would need to be included in future year's budgets.

Members discussed the gravel path particularly surrounding the pond area at Knowle Park. The Clerk advised that the Finance Committee had declined the request for any works in next year's budget. However, she was hopeful that there may be some funds available through the LAC and would pursue this option.

**RESOLVED:**

That the contents of the presentation be noted.

**10 WORK PROGRAMME (REPORT B)**

Members considered the Committee's work programme.

**RESOLVED:**

That the report be noted.

This was all the business and the meeting closed at 2.40 pm.

Signed..... Chairman

## 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 29 January 2021:-

**Application No:** [F/20/89450](#)

**Address:** Highfield, Winchester Road, Fair Oak, SO50 7HD

**Description:** Demolition of existing dwelling and outbuildings and construction of replacement dwelling

**Comment:** No objection

**Planning Specialist Contact Details**

Email: [ruth.harding@eastleigh.gov.uk](mailto:ruth.harding@eastleigh.gov.uk)

**Application No:** [F/20/89518](#)

**Address:** Unit 19 Chalcroft Business Park, Burnetts Lane, West End, SO302PA

**Description:** Proposed first floor extension of an existing building for use as office space.

**Comment:** No objection

**Planning Specialist Contact Details**

Email: [rachael.morris@eastleigh.gov.uk](mailto:rachael.morris@eastleigh.gov.uk)

**Application No:** [H/21/89527](#)

**Address:** 3 Campion Close, Horton Heath, SO50 7PP

**Description:** Single storey rear extension following the removal of existing conservatory. First floor side extension. Alterations to the fenestration including render and gable details to the front elevation.

**Comment:** no objection

**Planning Specialist Contact Details**

Email: [rachael.morris@eastleigh.gov.uk](mailto:rachael.morris@eastleigh.gov.uk)

**Application No:** [H/21/89591](#)

**Address:** Gordon Cottage, Botley Road, Fair Oak, SO50 7AN

**Description:** Construction of a two bay carport with a studio office above

**Comment:** No objection

**Planning Specialist Contact Details**

Email: [richard.castro-parker@eastleigh.gov.uk](mailto:richard.castro-parker@eastleigh.gov.uk)

**Application No:** [X/21/89560](#)

**Address:** Wildwood, East Horton Golf Centre, Mortimers Lane, Fair Oak, SO50 7EA

**Description:** Variation of condition 2 (permitted plans) of planning permission H/20/87645 for construction of a second-storey extension over an existing single storey element

**Comments:** No objection

**Planning Specialist Contact Details**

Email: [yves.watt@eastleigh.gov.uk](mailto:yves.watt@eastleigh.gov.uk)

**Application No:** [F/20/89523](#)

**Address:** Ashbourne Stables, Mortimers Lane, Lower Upham, SO32 1HF

**Description:** Erection of Portakabin to be used as a dog day/night room (Retrospective)

**Comment:** No objection

**Planning Specialist Contact Details**

Email: [naomi.arnold@eastleigh.gov.uk](mailto:naomi.arnold@eastleigh.gov.uk)

**Application No:** [F/19/86707](#)

**Address:** Southampton International Airport, Mitchell Way, Eastleigh, SO18 2HG

**Description:** Construction of a 164 metre runway extension at the northern end of the existing runway, associated blast screen to the north of the proposed runway extension, removal of existing bund and the reconfiguration and extension of existing long stay car parking to the east and west of Mitchell Way to provide additional long stay spaces. This application is subject to an Environmental Impact Assessment.

**Comment:** No objection

**Planning Specialist Contact Details**

Email: [craig.morrison@eastleigh.gov.uk](mailto:craig.morrison@eastleigh.gov.uk)

**Application No:** CS/21/89534

**Address:** Fair Oak Landfill Site Mortimers Lane, Fair Oak, SO50 7EA

**Description:** Hampshire County Council - Revised layout of environmental management compound

**Comment:** No objection

Cllr Douglas declared an interest being a neighbour of the site and took no part in the decision.

**Planning Specialist Contact Details**

Email: [ruth.harding@eastleigh.gov.uk](mailto:ruth.harding@eastleigh.gov.uk)



**FULL COUNCIL – 22 FEBRUARY 2021****FAIR OAK LIBRARY, CAMPBELL WAY, FAIR OAK – ASSET TRANSFER FROM HAMPSHIRE COUNTY COUNCIL TO PARISH COUNCIL****1. PURPOSE**

- 1.1 To consider the freehold transfer of Fair Oak Library building from Hampshire County Council to Fair Oak & Horton Heath Parish Council; and
- 1.2 To consider the Heads of Terms at Appendix 1.

**2. BACKGROUND**

- 2.1 The Parish Council at its last meeting on 18 January 2021 discussed the proposed asset transfer including the legal and financial implications. Members indicated their support in principle to the transfer in order to support the newly formed Fair Oak Community Library CIO.
- 2.2 As some members raised concerns regarding the age and maintenance of the building and the financial risks, in addition to the future sustainability of the charity, the Clerk was asked to investigate alternative uses for the building.
- 2.3 Members also queried the level of community support for the library and community hub. Members suggested that the success of the CIO largely depended on the level of community support and the evolving provision at the building as a multi-purpose community hub.

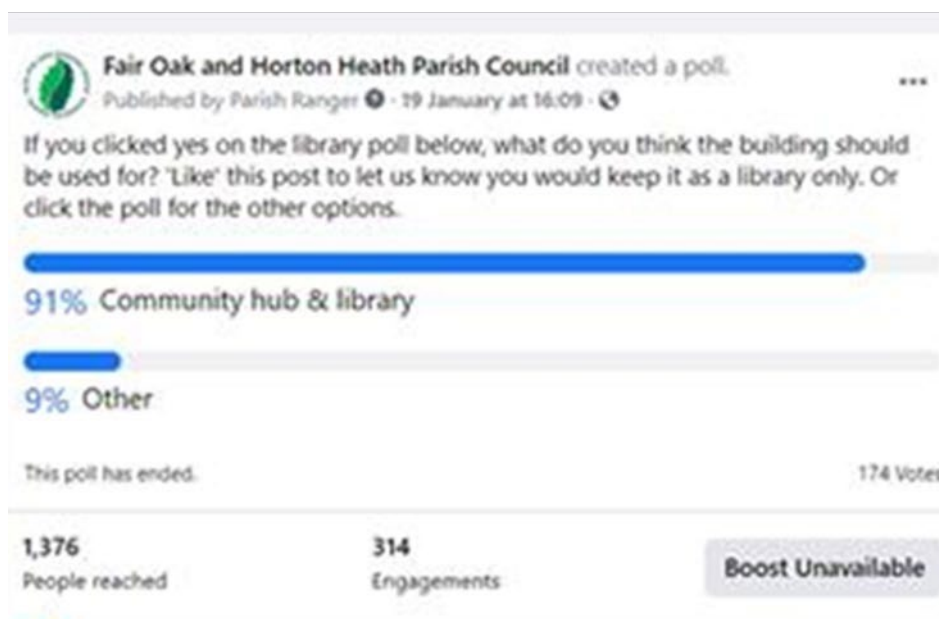
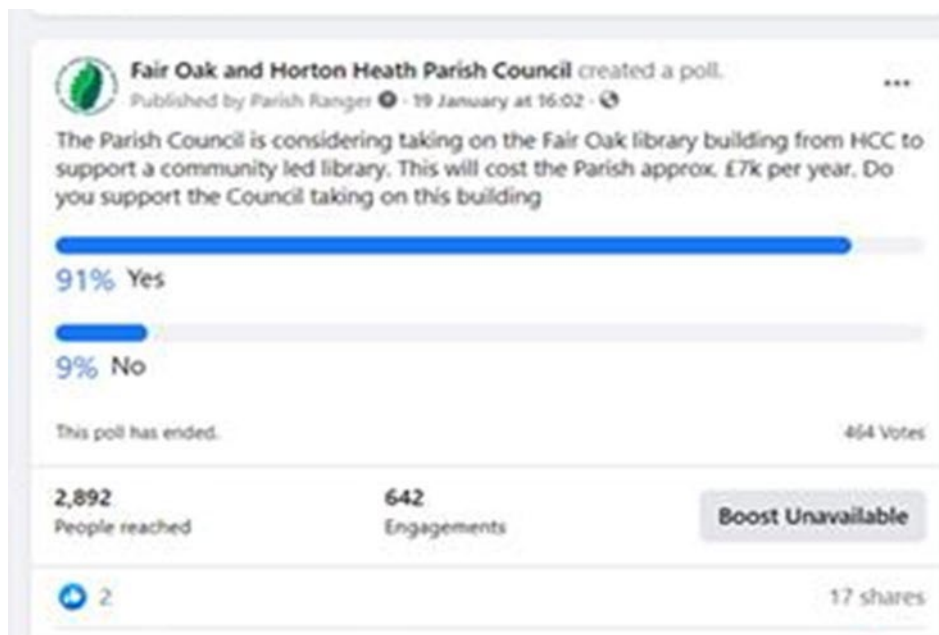
**3. CURRENT POSITION**

- 3.1 Fair Oak Community Library Charity (CIO) await conclusion of the de-commissioning process in order to gain access to the building. They have applied for a library transition support grant from HCC. The grant is crucial to the ability of the CIO to start up a functioning library service. The grant includes adaptations and upgrading to the internal space. This is largely to attract new visitors and develop a flexible space so that the service can adapt to the evolving needs of residents.
- 3.2 Fair Oak & Horton Heath Parish Council (FO&HHPC) through the Clerk and Operations Manager has acted as support for the CIO volunteer group. FO&HHPC has applied to HCC through its capital build grant scheme for funds to rectify much needed building improvements as per the condition survey. These include replacement windows to enhance thermal performance and security of the building, skylights to improve lighting, upgrade to the leaking and outdated toilet and upgrade of the kitchenette. FO&HHPC hope that HCC look favourably on this grant request given the age and condition of the building.
- 3.3 Hampshire County Council (HCC) await formal confirmation on the agreement of FO&HHPC to proceed with the transfer. HCC will decommission the library week commencing 22 February with a view to leave vacant possession by 2 March.

**4. COMMUNITY CONSULTATION**

- 4.1 As instructed, the Clerk undertook a facebook poll to gauge resident's support not only for the Council taking on the library building (and the cost through the precept) but also its future use.

The questions posed: -



- 4.2 Out of 642 respondents, 91% indicated their support for the Parish Council taking on the library building to support a community led library. 91% of 314 respondents said they thought the building should host a community hub and library. There is strong community support for the building opening as a community hub and library. The success of this will depend on the recruitment and retention of volunteers as well as the ability of the CIO to successfully fundraise and gain paying members.
- 4.3 Should the CIO fail in its venture, then the Parish will need to determine the most appropriate use for the building by undertaking robust market research and community consultation.
- 4.4 The Parish has agreed a budget of £7,000 per annum to support the library building. However, this is likely to increase should the HCC grants not be awarded as the age and construction of the building, particularly the roof will require repair.

## **5. NEXT STEPS**

5.1 Should the Parish Council agree the formal transfer and the Heads of Terms the following steps will be undertaken: -

- Upon receipt of the formal confirmation that the Parish accepts the transfer, HCC will issue a draft Heads of Terms Agreement, to be signed by authorised signatories of HCC and FOPC;
- Upon receipt of the formal confirmation, HCC will issue a draft Tenancy at Will agreement between HCC and the CIO;
- When the Heads of Terms Agreement for the freehold transfer is signed by both FO&HHPC and HCC, a date can be set for the commencement of the Tenancy at Will;
- The CIO can only commence occupation of the building, under the terms of the Tenancy at Will, from the agreed date following completion of the Heads of Terms Agreement;
- HCC and FO&HHPC will continue to complete the necessary legal work to effect the freehold transfer while the Tenancy at Will proceeds allowing the ICL group to commence operation;
- Upon completion of the freehold transfer to FO&HHPC, the Tenancy at Will ceases and HCC's interest in the building comes to an end FO&HHPC as freeholder can then grant a lease as it sees fit to the CIO.

## **6. LEGAL IMPLICATIONS**

6.1 The Parish Clerk has sought advice from the Council's Solicitor regarding the Heads of Terms issued by HCC. A verbal update on this will be given at the meeting.

6.2 The relationship between the Parish Council and the CIO needs to be considered.

## **7. FINANCIAL IMPLICATIONS**

7.1 The Parish Council has budgeted £7,000 in its 2021/22 financial year for support of the library building.

7.2 Necessary building works required to undertake building improvements are estimated to be £12k. A grant request has been submitted to HCC for funds (up to £10k is available) to support these necessary improvements. Should the grant not be successful or partially successful the Parish Council will need to determine whether to go ahead with the improvement works, and if so, sources of funding.

7.3 Cost of instructing the Council's Solicitor to facilitate the legal freehold transfer will cost approximately £3,250. The Council has budgeted £6.5k for legal and professional fee for 2021/22. Whilst this covers the cost of the fees, members will need to bear in mind that the Council will incur legal fees associated with the Scout lease/Shorts Road site.

## **8. RECOMMENDATIONS**

8.1 That the Council consider the freehold transfer of Fair Oak Library from Hampshire County Council under the Heads of Terms attached at Appendix 1; and

8.2 That should members agree acceptance of the transfer the Clerk be given delegated authority to undertake the necessary steps to facilitate this.

**For further information please contact:**

Melanie Stephens  
2021 Parish Clerk  
[clerk@fair-oak-pc.gov.uk](mailto:clerk@fair-oak-pc.gov.uk)

**Background Papers:**

Council Report 18 January

## APPENDIX 1

<b>HEADS OF TERMS</b>	
<b>IN RESPECT OF</b>	
<b>X LIBRARY</b>	
<b>Subject to Contract</b>	
<b>Seller:</b>	<b>Hampshire County Council</b> Three Minsters House, 76 High Street, Winchester, SO23 8UL Contact: David T. Jones Tel: 0370 779 3466 Email: david.t.jones@hants.gov.uk
<b>Seller's Solicitors</b>	Hampshire County Council, Corporate Services, The Castle, Winchester, SO23 8UJ Contact: Linda Heron Tel: 0370 779 2896 Email: linda.heron@hants.gov.uk
<b>Purchaser:</b>	<b>TBC</b> Contact: <b>TBC</b> Tel: <b>TBC</b> Email: <b>TBC</b>
<b>Purchaser's Solicitors</b>	<b>To be confirmed</b>
<b>Property:</b>	Library at <b>X</b> . The site is shown edged in black on drawing number <b>x</b>
<b>Tenure</b>	Freehold
<b>Third Party Rights</b>	The property is sold subject to: i. The tenancy at will dated <b>xxx</b> to <b>x Community Library</b>
<b>Consideration:</b>	£1
<b>Condition:</b>	The buyer accepts the property in its current condition.
<b>User covenant:</b>	The parties to the transfer will enter into a covenant binding the purchaser and successors in title to use the Property solely for community and ancillary uses. This covenant to be subject to section 33 of the Local Government (Miscellaneous Provisions) Act 1982
<b>Costs:</b>	Each party to bear their own legal and other costs.

We hereby agree to these Heads of Terms.

Signed:

Dated:

.....  
For and on behalf of **x**

.....

Signed:

Dated:

.....  
For and on behalf of HCC

.....

## KNOWLE PARK DRAINAGE

### 1. PURPOSE

- 1.1 To agree the allocation of £20,000 from General Fund reserve for essential drainage works at Knowle Park.

### 2. BACKGROUND

- 2.1 Essential works are required to alleviate flooding in a high footfall area of Knowle Park.
- 2.2 The installation of a 180lm x 1.2m depth x 800mm wide French drain is necessary to capture both surface and ground water before it reaches the area prone to flooding.
- 2.3 The formation of a soil bund running parallel with the existing footpath would assist in slowing the movement of surface water.
- 2.4 Increasing the height of the pathway by 300mm over the 180m area to form new level would provide users with an elevated walking platform from current ground levels.
- 2.5 Inefficient drainage assets in the immediate area have been overwhelmed over the previous years with the run-off from the Pasture Ground in Knowle Park. This has caused a build-up of deposits in the existing open channel and drainage pipes. The result has been waterlogged ground, standing water on the aggregate pathway and hazardous conditions for users of the park.

### 3. NEXT STEPS

- 3.1 French Drains are proven and effective counter measure against surface and ground water problems and these much-needed works will allow for users to pass about the park safely and with a reduced risk
- 3.2 To mitigate future erosion of the paths and flooding, essential drainage and path repairs including the installation of Hamer Warren self-binding gravel surface course is needed.
- 3.3 The Knowle Park Management Plan that was written and adopted in 2012 state that the council will repair the paths as necessary.
- 3.4 The plan also states that the Council will achieve its vision of providing a park for all people to enjoy by *“Providing a safe and well managed park which can be accessed and enjoyed by everyone.”*

### 4. FINANCIAL IMPLICATIONS

- 4.1 The Cost for the installation of the drain and formation of new path levels is £15,974. 00. With an allowance of 20% for contingency.
- 4.2 Members are requested to consider the allocation of up to £20,000 in order to carry out the essential works as detailed above.

### 5. RECOMMENDATION:

- 5.1 That up to £20,000 be allocated from the Council's General Reserve Fund for the essential drainage and footpath repair works at Knowle Park.

**For further information please contact:**

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

## FULL CCOUNCIL – 22 FEBRUARY 2021

### CCTV & FIRE ALARM CONTRACTOR

#### 1. PURPOSE

1.1 To approve the contractor for the installation of new CCTV at various Council properties as well as the installation of new fire alarm system at the Pavilion.

#### 2. BACKGROUND

2.1 As part of the 2021/22 budget planning, the Council agreed to the investment (£17,500) in a new digital CCTV system at Lapstone Pavilion, Horton Heath Community Centre and The Village Hall/New Century Park to help prevent crime and anti-social behaviour. As well as improved resident, staff, visitor and contractor safety and to reduce the fear of crime.

2.2 The Parish Council's current CCTV systems at the 3 locations are outdated, have regular equipment failure and are poor quality making them inadmissible as evidence in court.

#### 3. NEXT STEPS

3.1 In order to ensure the timely installation of much needed CCTV upgrades the Operations Manager has sought three quotes for this work.

3.2 Three quotations have been obtained one from the Council's current service provider plus two previous suppliers. All three have quoted for a system that shall feature a 16-channel Hybrid DVR, featuring an 8-terabyte hard drive for 30 days continuous recording capacity with 5mp cameras.

3.3 The quotes received are set out below: -

JPS Fire & Security	Village Hall/NCP	£4170 + vat
	Pavilion	£3740 + vat
	HHCC	£2950 + vat
	<b>Total</b>	<b>£10,860 + vat</b>

Quote 2	Village Hall/NCP	£5560 + vat
	Pavilion	£6025 + vat
	HHCC	£4825 + vat
	<b>Total</b>	<b>£16,410 + vat</b>

Quote 2	Village Hall/NCP	£4655 + vat
	Pavilion	£4225 + vat
	HHCC	£3450 + vat
	<b>Total</b>	<b>£12,330 + vat</b>

3.4 Separately all three suppliers also quoted for the upgrading and installation of the Fire Alarm system at Lapstone Pavilion to comply with the conditions of the Fire Risk Assessment carried out Jan 2020.

The quotes were: -

- JPS Fire & Security - £4855 + vat

- Quote 2 - £6639 + vat
- Quote 3 - £7174 + vat

3.5 Officers request that the Council agree to awarding the contract for the above work to JPS Fire & Security.

**4. RECOMMENDATION:**

4.1 That the Council award the contract to supply and install new digital CCTV systems at the village hall/New Century Park, Pavilion and Horton Heath Community Centre as well as the supply and installation of the new fire alarm system to JPS Fire & Security.-

**For further information please contact:**

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



# F

## FULL COUNCIL – WORK PROGRAMME (2021/2022)

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
<b>MARCH 2021</b>			
Finance Report	To approve the monthly finance report	Report	<b>Clerk/Finance Officer</b>
Café Task & Finish Group	To consider the findings of the Group	Report & presentation	<b>Clerk</b>
Cemetery Rules & Regulations	To approve the reviewed Cemetery Rules & Regulations	Report	<b>Deputy Clerk</b>
HR Policies	To approve various HR policies contained in new employee handbook	Report	<b>Clerk</b>
Corporate Action Plan	To set a corporate action plan for next 5 years	Presentation	<b>Clerk</b>
Internal Auditor Interim Report	To receive the internal auditor's report and approve the audit action plan	Report	<b>Clerk/Finance Officer</b>
<b>APRIL 2021</b>			
Finance Report	To approve the monthly finance report	Report	<b>Clerk/Finance Officer</b>
Village Centre	To consider interim findings of the Group	Report	<b>Chairman of the Group</b>

Health & Safety	To update the Council on progress with Health & Safety matters following internal audit	Report	<b>Operations Manager</b>
Data Protection Annual Audit	To receive the annual audit	Report	<b>Clerk</b>
Meeting dates	To agree meeting dates for 2021/22 committee year	Briefing note	<b>Clerk</b>
Council Constitution	To adopt new constitution including Standing Orders for meetings	Report	<b>Clerk</b>
<b>MAY 2021</b>			
Governance documents	To approve adoptions of governance documents – council constitution/standing orders, financial regulations	Report	<b>Clerk</b>
Finance Report	To approve the monthly finance report	Report	<b>Clerk/Finance Officer</b>