



FAIR OAK & HORTON HEATH PARISH COUNCIL

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Fair Oak & Horton Heath Parish Council

Fair Oak & Horton Heath is a large parish within the Borough of Eastleigh. It has a population of approximately 11,000 people. Fair Oak and Horton Heath are semi-rural villages set in the heart of south Hampshire, situated 4 miles from the main town of Eastleigh. The Parish has great communication links including Southampton International Airport, Eastleigh Train stations, the M3 and M27 allows easy access to local cities, the New Forest, South Coast and London.

The Council

Fair Oak & Horton Heath Parish Council has been in operation since 1894. It has 15 elected Members covering three wards, Fair Oak & Horton Heath North, South & Stoke Heights. The last election took place in 2019 with 12 elected council members and 3 co-options.

Responsibilities

The Parish Council owns, operates, and maintains several properties, sports areas and assets including:

Public Open Spaces:

Knowle Hill Conservation Area

New Century Park

Knowle Park

Lapstone Playing fields (includes cricket wicket, three football pitches & tennis courts)

Daisy Dip

Oak Walk

Dean Road

Wyvern Meadow

Lapstone Farm/Community Orchard

Upper Barn Copse

Play Areas:

New Century Park

Meadowsweet Way

Knowle Park (including a skate park)

Upper Barn Copse

Pembers Hill

Buildings:

Cricket Pavilion

Horton Heath Community Centre

Woodland Community Centre

Parish Office

Library (run by an independent Charity)

Allotments:

Campbell Way

Knowle Park

Other:

Fair Oak Cemetery, Bus shelters (x3) & Village Clock, Community library boxes, various public art

Parish Council Meetings and Committees

The parish council usually meets on the third Monday of the month for at least 11 months of the year.

The council also has an Asset Committee who are responsible for overseeing the operational management of the council and a Finance & Staffing Committee who oversee the financial & staffing management along with setting the annual budget and precept.

The council also fulfils the responsibility of a commenting authority for planning applications within the parish. The council has delegated the Deputy Clerk with powers to respond to minor applications following consultation with all members and these comments are published monthly on the Council's website. The Full Council considers major applications.

Finally, the council has several task & finish groups which meet on an ad hoc basis. The Council has a standing Budget Task & Finish Group responsible for scrutinising the council's budget and examining key projects to form part of future budgets.

Parish Council Governance

The Parish Council has several governance documents including the Council's constitution & standing orders and corporate action plan. These can be viewed on the council's website.

Parish Council Office Opening Times

The parish office is open from 9.30 am to 2.30pm Monday - Friday.

Parish Council Staff

The Parish Council is managed by a Clerk who is the proper officer for the Council. She is supported by:

Finance Officer (section 151 Officer) (P/T)
Operations Manager (F/T)
Deputy Clerk (P/T) (this role is job shared)
Administrative Officer (P/T)
Senior Grounds Operative (P/T)
Grounds Operatives x 3 (P/T)
Caretakers x 3 (P/T)
Temporary Litter Picker/Library Cleaner (P/T)

The Council will be recruiting for a Community Development Officer in August/September 2021.

Parish Council post COVID-19

During the pandemic Parish Officers (admin department) were able to successfully work from home ensuring no disruption in services. To ensure the continued health and wellbeing of staff, the Council has now adopted a permanent hybrid model of working. Parish Officers can be contacted throughout the day via email, telephone and MS Teams.

Should residents wish to discuss an issue with staff face-to-face, we advise that they email/phone to arrange an appointment.

Parish Council Community Engagement

The Parish Council regularly engages with residents via its website, Facebook & Instagram pages.

Online surveys are undertaken through survey monkey. The Council also has a monthly e-bulletin.
