



## 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

14 September 2021

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 20 September 2021 at 6.30pm\*** at the **Parish Office, 2 Knowle Park Lane, Fair Oak**

**Please note:** a recording of the meeting can be seen on the Council's [Youtube page](#).

**\*Please note start time**

*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) by 4pm on Friday 17 September 2021.

### AGENDA

#### APOLOGIES

#### 1 CLLR SPEAREY PRESENTATION

**\*\* Short break between items 1 & 2 \*\***

#### 2 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

#### 3 MINUTES OF MEETINGS (PAPER A, PAGES 4-18)

- (a) To approve the minutes of the Council meeting held on 19 July 2021 as a correct record.
- (b) To approve the minutes of the Finance Committee meeting held on 13 July 2021 as a correct record; and
- (c) To note the planning delegated decisions of w/e 9, 23 July, 6 & 20 August & 3 September 2021.

#### 4 COOPTION

To consider applications for co-option for the vacancy on the Council.

#### 5 HCC CYCLE ROUTES UPDATE

To receive a presentation from Jon Huggett, Senior Transport Planner, Hampshire County Council

#### 6 PLANNING

To consider and submit formal comments to EBC on the following planning applications: -

**Application No:** [F/21/91185](#)

**Address:** Land between Burnetts Lane and Allington Lane,

**Description:** Construction of road between Allington Lane and Burnetts Lane with associated footway, cycle paths, water crossings, drainage and landscaping. This application is subject to Environmental Impact Assessment.

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

**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/21/91266](#)

**Address:** Chalcroft Farm, Photovoltaic Installation, Land west of Burnetts Lane, SO30 2HU

**Description:** Relocation of solar panels from western side of solar farm to southern side with associated infrastructure (no net change in number of panels)

**Application No:** [F/21/91132](#)

**Address:** Treetops, Allington Lane, Fair Oak, SO50 7DB

**Description:** Erection of 35 residential dwellings with vehicular access from Allington Lane and associated infrastructure, hard and soft landscaping, open space and drainage.

## **7 FINANCE REPORT (REPORT B, PAGES 19-28)**

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

## **8 TREE MANAGEMENT POLICY & PLANTING SCHEDULE (REPORT C, PAGES 29-47)**

To approve the adoption of the tree management policy & planting schedule with associated costs.

## **9 COUNCIL INSURANCE (REPORT D, PAGES 48-49)**

To agree the insurance renewal.

## **10 COMMUNITY INVESTMENT PROGRAMME (CIP) (REPORT E, PAGES 50-52)**

To note the current contents of the CIP list and make any amendments as necessary.

## **11 KNOWLE PARK FOOTPATHS (VERBAL REPORT)**

To consider quotes received for the footpath repairs.

## **12 Y-ZONE (VERBAL REPORT)**

To receive a verbal update.

## **13 STREET TRADING REQUEST (VERBAL REPORT)**

To consider a street trading request.

## **14 MEETING DATES (REPORT F, PAGES 53-54)**

To agree the meeting dates as set out in the report.

**15 WORK PROGRAMME (REPORT G, PAGES 55-57)**

To note the work programme and make any amendments as necessary.

**16 ADDENDUM TO THE CURRENT RULES & REGULATIONS RELATING TO FAIR OAK CEMETERY**

The Fair Oak cemetery has limited space and it is estimated will reach full capacity in approximately seven years. Therefore it is:

**RECOMMENDED:**

***That the following addendum be made to the current rules and regulations with effect from 30 September 2021:***

***“Burial plots can only be used for the purpose of interring a maximum of two bodies. In addition two sets of ashes, if inside a biodegradable container, or four sets of loose ashes can also be interred. Strictly no burial plots are to be used solely for cremated remains.”***

**17 APPOINTMENT OF INTERNAL AUDITOR**

**RECOMMENDED:**

***That Mrs Eleanor Greene of “Do the Numbers” be appointed Internal Auditor for the period 2021 – 2023***

**18 TREE & BEE CORRIDOR PLANTING PROJECT**

**RECOMMENDED:**

***That £960 be taken from the Village Centre Ear Mark Reserve to cover landscape design consultancy fees.***

**19 APPOINTMENTS TO COMMITTEES & TASK & FINISH GROUPS**

To make any changes/appointments as necessary.

**To: Councillors**

S Anderson	K Forfar
P Barrett	T Higby
C Bird	M Marsh
N Couldrey	G Meech
H Douglas	H McGuinness

T Mignot
D Scott
P Spearey
B Tennent
Vacancy

**Officers**

J Cahill (Finance Officer)
L Greenslade/M Leadbitter-Allen (Deputy Clerk)
M Johnson (Operations Manager)
M Stephens (Clerk)



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### Minutes of the Full Council meeting held on Tuesday 19 July 2021 at 7.00 pm at the Parish Office, 2 Knowle Park Lane, Fair Oak

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

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

**Officers in attendance:** Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk & Mrs J Cahill.

The Chairman announced that Gemma Warrillow had resigned from the Council. The Borough Council had been informed and in line with procedures, notice of a request for an election period would end on 3 August. Should an election not be called, co-option would go ahead at the September Council meeting. The Chairman had written to Gemma thanking for her time spent serving the Council.

### PUBLIC SESSION

No members were in attendance.

### 25 DECLARATIONS OF INTEREST

Cllr Couldrey Minute No. 35.

### 26 MINUTES (PAPER a)

#### RESOLVED

- That the minutes of the Full Council meetings held on 21 June 2021 & 6 July 2021 be signed by the Chairman as a correct record; and
- That the delegated planning decisions of w/e 18 June 2021 be noted.

### 27 CO-OPTION

The Council had two vacancies for co-option. Members considered applications received from three applicants.

Members voted by a show of hands for their preferred candidates.

#### RESOLVED:

That Graham Meech and Peter Barrett be co-opted onto the Council.

## **28 PLANNING**

- a) The Eastleigh Borough Council's consultation was considered on the draft Tree and Development Supplementary planning documents and the following comments were made:-

Members felt the strategy was a move in the right direction with extra scrutiny and more emphasis on replacing trees. They welcomed the Borough's proactive approach and thought it was an exciting project.

- b) Eastleigh Borough Council's Local Plan Consultation was discussed and the following comments were made:-

Members were delighted that the strategic growth options site for Fair Oak had been withdrawn and hoped that it would remain so. They regretted the reducing of settlement gaps.

Cllr Tennent felt that the whole process of Local Plans was too lengthy and should be simplified in order that the public could understand them more easily.

### **RESOLVED:**

That the above comments be submitted to EBC.

## **29 FINANCE REPORT (REPORT B)**

Members considered the report of the Responsible Finance Officer (RFO). No questions were raised.

### **RESOLVED:**

- a) That the Finance Report be approved; and  
b) That BACS payment be approved.

## **30 FINANCE REGULATIONS (REPORT C)**

### **RESOLVED:**

That the Finance Regulations be approved.

## **31 CORPORATE ACTION PLAN (REPORT D)**

The Clerk briefed Members on the feedback received following community engagement to the draft Corporate Action Plan as well as the monitoring and review process.

### **RESOLVED:**

That the corporate action plan be adopted.

## **32 PEMBERS HILL PLAY AREA (REPORT E)**

At the meeting of 4 May, Members approved the commissioning of a bespoke carved bench and bug hotel at this play area. The Clerk advised there had been several positive comments from residents regarding the work of Vitaplay. She confirmed the play equipment would be ready to use from Friday 23 July.

### **RESOLVED:**

That £2,650 be taken from S106 public art funds for the installation of a “talking bench” and bug hotel.

### **33 COUNCIL CONSTITUTION (REPORT F)**

Members considered the Council’s Constitution which included key corporate policies and procedures. The document would be reviewed on an annual basis. Members requested a few minor amendments.

#### **RESOLVED:**

That the Council’s Constitution, with the minor amendments made, be adopted.

### **34 TENNIS COURT PROJECT**

The Clerk updated Members on the improvement project at the tennis courts. She requested £2,300 additional funding from the Lapstone Ear Marked Reserves to support the resurfacing of the courts.

#### **RESOLVED:**

That £2,300 be taken from earmarked reserves for resurfacing the tennis courts.

### **35 LIBRARY BUILDING FEASIBILITY STUDY**

Cllr Couldrey declared a non-pecuniary interest being related to an employee of Cater Jonas. He concluded that there were no issues under common law that prevented him from remaining in the meeting to speak and to vote.

The Clerk gave a verbal report on progress of the Library building and recommended the next step of undertaking a feasibility study to assess what building improvement works could be undertaken within the current budgets.

#### **RESOLVED:**

That Carter Jonas be appointed to undertake a feasibility study on the library building at a cost of £1,500 from the library budget.

### **36 COMMUNITY CAFÉ**

The Clerk updated Members on the progress of the building design, following the community consultation. To date, twenty residents had responded to the consultation and no real concerns had been raised.

Members expressed their disappointment that the Scouts had yet to formally relinquish their lease. So as not to delay the process, the members requested that the planning application be submitted week commencing 26 July 2021.

The Community Café had launched a mobile van (Flo), which would be stationed at New Century Park twice a week. The idea was to engage with residents about the community café and listen to any concerns.

#### **RESOLVED:**

That formal planning application be submitted on Monday 26 July 2021.

### **37 COMMUNITY DEVELOPMENT OFFICER**

The Clerk explained that as part of the Section 106 agreement for Pembers Hill

Farm, funds had been allocated for the recruitment of a Community Development Officer. Following discussions between the Clerk, Chairman and Eastleigh Borough Council, it was felt that given the grass routes nature of the role, the 4-year fixed term post be managed by the Parish Clerk in consultation with the Parish Council and EBC. The Parish Clerk would oversee the recruitment process in consultation with the Local Area Manager, Chairman of the Council and Chairman of the Local Area Committee.

The new post holder would be invited to regular council meetings to update members on their work and the projects undertaken.

**RESOLVED:**

- (a) That the Community Development Officer post be managed by the Parish Clerk;
- (b) That the Clerk consult that the Chairman of the Council with regards to the recruitment process; and
- (c) That a representative of the Parish be included on the interview panel.

**38 KNOWLE PARK FOOTPATH REINSTATEMENT**

Following the flash floods on Monday 12 July, and the amount of rain received, various sections of the path at Knowle Park had been destroyed. And subsequently had been cordoned off to the public due to health and safety concerns. The Clerk had been in consultation with the Local Area Committee who were keen to support the reinstatements as part of a wider “footpaths initiative” and had indicated their support via section 106 funding.

Members agreed to proceed with the reinstatement of the paths as a matter of urgency by front funding, up to the value of £30k from the Council’s general reserves.

**RESOLVED:**

That £30k be released from general reserves to reinstate various sections of footpath that were washed away during the heavy rainfall on 12 July 2021 be approved.

**39 PEMBERS FARM – PLAY AREA CONSULTANCY**

The Clerk recommended a consultant be employed to oversee the Pembers Farm development of public open space and play provision.

**RESOLVED:**

That David Bowen consultancy Ltd be appointed in the delivery of public open space and play provision on the Pembers Farm Development, funded by Section 106 contributions.

**40 MEMBERSHIPS OF COMMITTEES/TASK & FINISH GROUPS.**

**RESOLVED:**

- (a) That Cllr Barrett be appointed to serve on the Finance Committee; and
- (b) That the remaining vacancies on Committees be filled at the September Council meeting following co-option of the vacancy created by the recent resignation of Gemma Warrillow.

This was all the business and the meeting closed at 8.04 pm.

Signed..... Chairman

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### Minutes of the FINANCE COMMITTEE meeting held on Tuesday 13 July 2021 at 10.00am

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

Vacancy	P	Cllr Marsh
P Cllr Couldrey	P	Cllr McGuinness
P Cllr Douglas (Chairman)	P	Cllr Spearey
Ap Cllr Higby (Vice Chairman)	P	Cllr Tennent

**Officers in attendance:** Ms M Stephens, Clerk & Mrs J Cahill, Responsible Finance Officer

#### PART 1 - PUBLIC SESSION

No members of the public were present.

#### 1. MINUTES OF MEETINGS (PAPER A)

##### RESOLVED:

That the minutes of the meeting held on 9 March 2021 be noted.

#### 2. DECLARATIONS OF INTEREST

No declarations of interest were raised.

#### 3. QUARTERLY FINANCIAL MONITORING REPORT (REPORT B)

Members consider the current budget position relation to the 2021/22 budget.

In discussing the budget to date, members made the following comments: -

Concerns were raised regarding the length of time that the repairs to the Woodland Community Centre had taken and the impact on the hall hire. The Clerk informed members that income loss would form part of the insurance claim.

Members requested that, if possible, the Ear Mark Reserve fund for the community orchard, which currently stood at £16.67 be 'topped up' to allow further improvement works by using any surplus funds from current projects such as Pembers Hill Drive.

In discussing the general reserve fund, which the Council's Auditor had advised was significantly over the recommended amount (£226k), members requested that the Clerk undertake community engagement regarding the possibility of installing a splashpad at New Century Park. Members were aware that this had been raised via numerous community surveys in the past and felt that these funds should be used to implement an impactful community facility for all to enjoy.

Members requested that given the large number of improvements to New Century Park, through the Community Café, pathway and landscaping improvements and potential

splash pad, a stakeholder meeting be arranged with the Village Hall Management Committee, Squash Club and Parish Council to discuss various site issues, with particular emphasis on parking.

**RESOLVED:**

- (a) That the report be noted;
- (b) That any surplus funds from the Pembers Hill Drive Project be directed to the Community Orchard Ear Marked Reserve;
- (c) That the Clerk undertake community engagement regarding a splashpad at New Century Park; and
- (d) That the Clerk organise a joint stakeholder meeting with the Village Hall Management Committee, Squash Club and Parish Council.

**4. FINANCE RISK ASSESSMENT (REPORT C)**

The Committee consider the Council's Finance Risk Assessment.

Members requested that the management control for the grants process be made clear to state how the Finance Officer monitors the individual grant allocations.

**RESOLVED:**

That subject to an amendment that the grant awarding policy include greater clarity on the monitoring of grant allocations, the risk assessment be approved.

**5. WORK PROGRAMME (REPORT D)**

**RESOLVED:**

That the work programme be agreed.

**6. 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 (staffing matter).

**PART II – PRIVATE SESSION**

**7. STAFFING MATTERS**

The Clerk gave a verbal update on the current matters including current staff shortages due to long term sickness, review of a current post and continuation of the hybrid model of working.

**RESOLVED:**

- (e) That the Clerk recruit a temporary fixed term post (6 weeks) to cover caretaking and litter picking funded from the staffing and sickness budget;
- (f) That the Bookings Officer job title and job description be reviewed by the Clerk;
- (g) That the Bookings Officer post be extended to 25 (from 20) per week with a review in April 2022; and

- (h) That staff continue with a hybrid model of working on a permanent basis, with the Clerk and Chairman of the Council reviewing this is six months' time.

Signed..... Chairman

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## PLANNING APPLICATION

Delegated comments made to planning application to w/e 9 July 2021

**Application No:** [H/21/90735](#)

**Address:** Leeway, Burnetts Lane, Horton Heath, SO50 7DJ

**Description:** Raising of roof to provide first floor habitable accommodation with roof lights, single storey rear extension and double detached garage

**Comment:** No objection

**Planning Specialist Contact Details**

Email: [dean.baker@eastleigh.gov.uk](mailto:dean.baker@eastleigh.gov.uk)

**Application No:** [H/21/90854](#)

**Address:** 82 Sandy Lane, Fair Oak, SO50 8GB

**Description:** Single storey rear extension

**Comment:** No objection

**Planning Specialist Contact Details**

Email: [dean.baker@eastleigh.gov.uk](mailto:dean.baker@eastleigh.gov.uk)

**Application No:** [H/21/90626](#)

**Address:** 32 Mortimers Lane, Fair Oak, SO50 7BD

**Description:** Proposed single storey side extension.

**Comment:** No objection

**Planning Specialist Contact Details**

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

**Application No:** [H/21/90951](#)

**Address:** 36 Ascot Road, Horton Heath, SO50 7JQ

**Description:** Single storey rear extension

**Comment:** No objection

**Planning Specialist Contact Details**

Email: [dean.baker@eastleigh.gov.uk](mailto:dean.baker@eastleigh.gov.uk)

**Application No:** [EA/21/91013](#)

**Site Address:** Land south of Brigadier Gerard PH, Botley Road, Horton Heath

**Description:** Without planning permission, engineering works, namely unauthorised excavation works, resulting from unauthorised tree works on trees covered by Woodland Tree Preservation Order 839, the importation of waste on to the site to aid the burning of the waste, removal of hedgerows creating an access on to the highway from the land

**Comment:** The Parish Council wholeheartedly support the Eastleigh Borough Council's enforcement on this site. It is saddened to see the desecration of a piece of woodland that provided a natural buffer between two parishes.

**Application No:** [H/21/90746](#)

**Site Address:** 8 Brookfield Road, Fair Oak, SO50 8EW

**Description:** Single Storey Rear Extension & Fenestration changes and extended rear patio.

**Comment:** No objection

Email: [tom.french@eastleigh.gov.uk](mailto:tom.french@eastleigh.gov.uk)

**Application No:** [F/21/90740](#)

**Site Address:** Hall Lands Farm, Hall Lands Lane, Fair Oak, SO50 7EF

**Description:** Replacement agricultural barn following storm damage

**Comment:** No objection

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

**Application No:** [H/21/90735](#)

**Site Address:** Leeway, Burnetts Lane, Horton Heath

**Description:** Raising of roof to provided first floor habitable accommodation with roof lights, single storey rear extension and double detached garage

**Comment:** No objection

Email: [dean.baker@eastleigh.gov.uk](mailto:dean.baker@eastleigh.gov.uk)

**Application No:** [F/21/90757](#)

**Site Address:** Mobile Home at Cost A Lot Stables, Blind Lane, West End, Southampton, SO30 2HJ

**Description:** Replacement of existing mobile home with the erection of a three bedroom detached dwelling

**Comment:** Object – outside the urban edge, contrary to policy. The proposed replacement building is overly prominent and visually diminishing the Horton Heath and Hedge End local gap to the detriment of the visual amenity and general character of the surrounding areas.

Email: [Yves.Watt@estleigh.gov.uk](mailto:Yves.Watt@estleigh.gov.uk)

## PLANNING APPLICATION

Delegated decisions to planning application to w/e 23 July 2021

**Application No:** [H/21/91023](#)

**Address:** 1 Hardings Lane, Fair Oak, SO50 8GL

**Description:** Hip to gable roof extension with rear dormer & 3no. roof lights & rear balcony, single-storey side extension with 3no. roof lights and new front porch. (Amended scheme to previously approved H/21/90097)

**Comment:** No objection

**Planning Specialist Contact Details**

Email: [tom.french@eastleigh.gov.uk](mailto:tom.french@eastleigh.gov.uk)

**Application No:** [H/21/91030](#)

**Address:** 283 Fair Oak Road, Bishopstoke, SO50 8JU

**Description:** single storey rear extension and part garage conversion

**Comment:** No objection

**Planning Specialist Contact Details**

Email: [dean.baker@eastleigh.gov.uk](mailto:dean.baker@eastleigh.gov.uk)

**Application No:** [PN/21/90993](#)

**Address:** Mortimers Farm, Mortimers Lane, Fair Oak, SO50 7EA

**Description:** Prior notification for a change of use of Agricultural buildings to 5no. Dwelling houses and building operations reasonably necessary for the conversion

**Comment:** No Objection

Cllr Douglas declared a non-pecuniary interest being a neighbour and friend of the applicant. She did not take part in any decision making.

**Planning Specialist Contact Details**

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

**Application No:** [H/21/91021](#)

**Address:** 30 Cherrywood Gardens, Fair Oak, SO50 8AF

**Description:** Single storey rear extension including the partial conversion of the existing garage.

**Comment:** No objection

**Planning Specialist Contact Details**

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

**Application No:** [H/21/91081](#)

**Address:** 20 Mortimers Lane, Fair Oak, SO50 7BD

**Description:** Single storey rear extension with alteration to the fenestration.

**Comment:** No objection

**Planning Specialist Contact Details**

Email: [dean.baker@eastleigh.gov.uk](mailto:dean.baker@eastleigh.gov.uk)

**Application No:** [RM/18/83278](#)

**Address:** Pembers Hill Farm, Mortimers Lane, Fair Oak, SO50 7EA

**Description:** Reserved matters for the construction of 242 dwelling units and retention of 2 dwellings pursuant to outline permission O/15/77190 for residential development of 250 dwellings. (Details of appearance, landscaping, layout and scale of development only for consideration).

**Comment:** No objection

Cllr Douglas declared a non-pecuniary interest being a neighbour to the development. She did not take part in any decision making.

**Planning Specialist Contact Details**

Email: [dawn.errington@eastleigh.gov.uk](mailto:dawn.errington@eastleigh.gov.uk)

## PLANNING APPLICATION

Planning application to w/e 6 August 2021

**Application No:** [F/21/90865](#)

**Address:** Victoria Farmhouse, Fir Tree Lane, Horton Heath, SO50 7DF

**Description:** Demolition of building at Victoria House, Fir Tree Lane, Horton Heath, Eastleigh.

**Comment:** No objection

**Planning Specialist Contact Details**

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

**Application No:** [H/21/91158](#)

**Address:** 17 Trafford Road, Fair Oak, SO50 7LB

**Description:** Erection of conservatory to rear of property

**Comment:** No objection

**Planning Specialist Contact Details**

Email: [tom.french@eastleigh.gov.uk](mailto:tom.french@eastleigh.gov.uk)

**Application No:** [T/21/91169](#)

**Address:** St Thomas Church, Fair Oak, SO50 7BG

**Description:** 1 no. Oak (T1)- Fell leaving a standing stem of 3m for habitat.

**Comment:** The Parish Council will be guided by the Arboriculturist

**Planning Specialist Contact Details**

Email: [matthew.strand@eastleigh.gov.uk](mailto:matthew.strand@eastleigh.gov.uk)

**Application No:** LDC/21/9111

**Address:** : Long Meadow, Stroudwood Lane, Lower Upham, SO32 1HG Application No. LDC/21/9111

**Description:** Section 191 – Town and Country Planning Act 1990: Application for a Certificate of Lawfulness of an Existing Use or Development Site

**Comment:** The Parish Council has no evidence to disprove 10 years occupation.

**Application No:** LDC/21/90862

**Address:** Old Oak Farm/Hotel California, Winchester Road, Crowd Hill, Fair Oak, SO50 7HD

**Description:** Section 191 – Town and Country Planning Act 1990: Application for a Certificate of Lawfulness of an Existing Use or Development

**Comment:** The Parish Council has no evidence to disprove occupation.

**Application No:** [F/21/91137](#)

**Address:** Mortimers Farm, Mortimers Lane, Fair Oak, SO50 7EA

**Description:** Proposed alterations, extensions and conversion of 4 existing agricultural barns (including a Grade II listed Threshing Barn and Grade II listed Granary) to residential use together with the provision of associated gardens, parking, and turning areas, an underground pumping station and a new pedestrian footpath the southern side of Mortimers Farm

**Comment:** Object - This site remains in a countryside location and the development in inappropriate.

Cllr Douglas declared a non-pecuniary interest as a consulted neighbour. She did not take part in any decision making.

**Planning Specialist Contact Details**

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

**Application No:** [O/21/90977](#)

**Address:** 10 Latham Road, Fair Oak, SO50 8EZ

**Description:** Construction of 1no. two-bedroom detached dwelling

**Comment:** It is clear from their design that when these estates were originally laid out they were built set back from the road, with clear sweeps of grass/front gardens on corners, to give it a more 'garden green' layout. This house is squeezing into this spot which spoils those clear development lines that give this estate its more laid-back feel.

**Planning Specialist Contact Details**

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



## PLANNING APPLICATION

Planning application to w/e 20 August 2021

**Application No:** [F/21/91175](#)

**Address:** Fair Oak Infant School, Botley Road, Fair Oak, SO50 7AN

**Description:** Installation of new playground equipment

**Comment:** No objection

**Planning Specialist Contact Details**

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

**Application No:** [T/21/91279](#)

**Address:** 14 The Drove, Horton Heath, SO50 7NW

**Description:** 1 no. Field Maple (T3) - Crown reduction of 2 metres all over (reduction in overall spread by 4 metres).

**Comment:** No objection we will be guided by the Tree Officer

**Planning Specialist Contact Details**

Email: [matthew.strand@eastleigh.gov.uk](mailto:matthew.strand@eastleigh.gov.uk)

**Application No:** [T/21/91316](#)

**Address:** 51 Ascot Road, Horton Heath, SO50 7JP

**Description:** 1 no. Oak (T1) - Reduction of branches close to the structure of 51 Ascot Road and neighbouring property by 2 metres to allow more light. Deadwood removal.

**Comment:** No objection we will be guided by the Tree Officer

**Planning Specialist Contact Details**

Email: [matthew.strand@eastleigh.gov.uk](mailto:matthew.strand@eastleigh.gov.uk)

## PLANNING APPLICATION

Planning application to w/e 3 September 2021

**Application No:** [T/21/91267](#)

**Address:** 15 Athena Close, Fair Oak, SO50 8QP

**Description:** 1 no. Ash - Remove lower limbs (identified in supporting photograph) to reduce mechanical loading, wind sail and to clear fabric of the buildings whilst retaining the tree.

**Comments:** No objection

**Planning Specialist Contact Details**

Email: [matthew.strand@eastleigh.gov.uk](mailto:matthew.strand@eastleigh.gov.uk)

**Application No:** [H/21/91326](#)

**Address:** 26 Angelica Gardens, Horton Heath, SO50 7PB

**Description:** Side and rear extension, garage conversion to habitable accommodation and conversion of existing dining area to integral garage

**Comments:** No objection

**Planning Specialist Contact Details**

Email: [dean.baker@eastleigh.gov.uk](mailto:dean.baker@eastleigh.gov.uk)

### **Financial Statement Summary**

- Total cash held across all bank accounts as at 31<sup>st</sup> August is £835,739
- Total Petty cash held as at 31<sup>st</sup> August is £180
- Total receipts for August into the current account totalled £28,285  
The Council was in receipt of £8,376 from HMRC for the tax refund for Quarter 1 (April – June 2021).

Receipts for the cemetery, hall hire and allotments are the other sources of income for the month

- Total current account payments for August totalled £129,750, of this £73,793 relates to spend on play equipment at Pembers Hill.
- Total BACS invoice payments outstanding is £14,921
- There are no cheques that require signing this month.

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**Fair Oak & Horton Heath Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 August 2021**

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**Confirmed Bank & Investment Balances**

**Bank Statement Balances**

31/08/2021	Current Account	189,285.13
31/08/2021	Premier Account	337,589.22
31/08/2021	Public Sector Deposit Fund	308,685.09
31/08/2021	Petty Cash	179.88

**835,739.32**

**Receipts not on Bank Statement**

**0.00**

**Closing Balance**

**835,739.32**

**All Cash & Bank Accounts**

1	Current Account	189,285.13
2	Premier Account	337,589.22
3	Public Sector Deposit Fund	308,685.09
4	Petty Cash	179.88
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>835,739.32</b>

## Invoices Due for Payment by 31 August 2021

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
ACELIFTAWAY [ACE001]								
13/08/2021	84733		Allomtnent Toilet		13/08/2021	106.28		106.28
Total of Invoices Due (ACE001)						106.28	0.00	106.28
AGILICO [AGILI]								
13/08/2021	53723		Printer consumables		13/08/2021	95.78		95.78
Total of Invoices Due (AGILI)						95.78	0.00	95.78
AQUA AID [AQUA]								
13/08/2021	392511		water dispenser		13/08/2021	23.99		23.99
Total of Invoices Due (AQUA)						23.99	0.00	23.99
CARTERS OF SWANWICK [CART]								
13/08/2021	6990		Misc Materials		13/08/2021	132.13		132.13
Total of Invoices Due (CART)						132.13	0.00	132.13
CLAIRE NUTTALL [CLAIRE N]								
13/08/2021	336		Pavemnet art		13/08/2021	169.99		169.99
Total of Invoices Due (CLAIRE N)						169.99	0.00	169.99
Conserve Hygiene Solutions [CONSE]								
13/08/2021	1398		Sanitary disposal Units		13/08/2021	888.00		888.00
Total of Invoices Due (CONSE)						888.00	0.00	888.00
DAVID BOWEN [DAVI]								
13/08/2021	117		Consultancy Pembers Hill		13/08/2021	2,918.09		2,918.09
13/08/2021	118		Consultancy - Crowdhill develo		13/08/2021	725.00		725.00
13/08/2021	119		Consultancy One Horton		13/08/2021	562.50		562.50
13/08/2021	120		Consultancy Pembers Farm		13/08/2021	150.00		150.00
Total of Invoices Due (DAVI)						4,355.59	0.00	4,355.59
EBC [EBC001]								
13/08/2021	9874		Business Rates - Library		13/08/2021	1,650.12		1,650.12
13/08/2021	42152		Trade Recycle		13/08/2021	34.98		34.98
Total of Invoices Due (EBC001)						1,685.10	0.00	1,685.10
FIRECARE & SECURITY [FIREC]								
13/08/2021	16384		site callout		13/08/2021	156.00		156.00

## Invoices Due for Payment by 31 August 2021

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (FIREC)						156.00	0.00	156.00
HCC								
13/08/2021	5437		stationary		13/08/2021	87.44		87.44
13/08/2021	5735		stationary		13/08/2021	16.55		16.55
Total of Invoices Due (HCC)						103.99	0.00	103.99
IN STITCH								
13/08/2021	8921		Live pedal stitching		13/08/2021	150.00		150.00
Total of Invoices Due (IN STITCH)						150.00	0.00	150.00
KATE MELLORS [KATE M]								
13/08/2021	001		Interactive storytelling		13/08/2021	150.00		150.00
Total of Invoices Due (KATE M)						150.00	0.00	150.00
METROPLAN [METRO]								
13/08/2021	38930		desk screen		13/08/2021	90.95		90.95
Total of Invoices Due (METRO)						90.95	0.00	90.95
PKF								
13/08/2021	11344		External Audit Fee		13/08/2021	1,560.00		1,560.00
Total of Invoices Due (PKF)						1,560.00	0.00	1,560.00
PPL								
13/08/2021	775266		Music Licence -Woodlands		13/08/2021	1,448.35		1,448.35
13/08/2021	1518300		Music licence - HH		13/08/2021	1,289.59		1,289.59
Total of Invoices Due (PPL)						2,737.94	0.00	2,737.94
QIC systems [QIC]								
13/08/2021	3750		Dell vostro Laptop		13/08/2021	798.00		798.00
13/08/2021	3802		Monthly Licence		13/08/2021	460.62		460.62
Total of Invoices Due (QIC)						1,258.62	0.00	1,258.62
REALTIS BUSINESS SOLUTIONS [REAL001]								
13/08/2021	24106		Cemeteries software annual sup		13/08/2021	348.00		348.00
13/08/2021	24107		Allotment software annual supp		13/08/2021	206.40		206.40
Total of Invoices Due (REAL001)						554.40	0.00	554.40
SOURCE SUPPLIES [SOUR001]								

14/09/2021

Fair Oak &amp; Horton Heath Parish Council

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Invoices Due for Payment by 31 August 2021

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
13/08/2021	060		<i>cleaning products</i>		13/08/2021	37.02		37.02
Total of Invoices Due (SOUR001)						37.02	0.00	37.02
SURREY HILLS [SURRE001]								
13/08/2021	5615		<i>Legal advice - scout hut</i>		13/08/2021	666.00		666.00
Total of Invoices Due (SURRE001)						666.00	0.00	666.00
Total of Invoices Due (Creditors)						14,921.78	0.00	14,921.78
TOTAL OF INVOICES DUE (ALL LEDGERS)						14,921.78	0.00	14,921.78

## Receipts for Month 5

## 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 :	290,749.76					290,749.76	
	Banked: 01/08/2021	56.00						
	Sales Recpts Page 181	56.00	56.00		100			Sales Recpts Page 181
	Banked: 01/08/2021	28.00						
	Sales Recpts Page 182	28.00	28.00		100			Sales Recpts Page 182
	Banked: 01/08/2021	56.00						
	Sales Recpts Page 183	56.00	56.00		100			Sales Recpts Page 183
	Banked: 01/08/2021	28.00						
	Sales Recpts Page 184	28.00	28.00		100			Sales Recpts Page 184
	Banked: 01/08/2021	56.00						
	Sales Recpts Page 185	56.00	56.00		100			Sales Recpts Page 185
	Banked: 01/08/2021	5,837.00						
	Sales Recpts Page 186	5,837.00	5,837.00		100			Sales Recpts Page 186
	Banked: 01/08/2021	54.00						
	Sales Recpts Page 187	54.00	54.00		100			Sales Recpts Page 187
	Banked: 02/08/2021	25.50						
	Mrs S	25.50			1500	500	25.50	Allotment plot
	Banked: 03/08/2021	25.50						
	Mr B	25.50			1500	500	25.50	Allotment
	Banked: 03/08/2021	186.00						
	Sales Recpts Page 180	186.00	186.00		100			Sales Recpts Page 180
	Banked: 04/08/2021	659.00						
	Mrs R	659.00			1520	510	659.00	Burial
	Banked: 04/08/2021	54.00						
	Mr L	54.00			1500	500	54.00	allotment
	Banked: 05/08/2021	392.00						
	Dignity funerals	392.00			1520	510	392.00	burial
	Banked: 05/08/2021	204.75						
	Sales Recpts Page 188	204.75	204.75		100			Sales Recpts Page 188
	Banked: 05/08/2021	195.00						
	Sales Recpts Page 189	195.00	195.00		100			Sales Recpts Page 189
	Banked: 09/08/2021	156.00						
	badminton	156.00			1200	230	156.00	Hall hire
	Banked: 09/08/2021	6,630.00						
	Sales Recpts Page 190	6,630.00	6,630.00		100			Sales Recpts Page 190
	Banked: 10/08/2021	34.10						
	Mr P	34.10			1500	500	34.10	Allotment plot



## Receipts for Month 5

## 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>
	Banked: 11/08/2021	31.20						
	HCC	31.20			1900	100	31.20	Refund
	Banked: 12/08/2021	54.00						
	Mrs C	54.00			1200	230	54.00	Hall Hire
	Banked: 12/08/2021	85.58						
	Mrs L	85.58			1500	500	85.58	Allotment plot
	Banked: 12/08/2021	608.00						
	Sales Recpts Page 191	608.00	608.00		100			Sales Recpts Page 191
	Banked: 12/08/2021	310.00						
	Hall hire	310.00			1200	230	310.00	Hall hire
	Banked: 13/08/2021	29.80						
	mrs W	29.80			1500	500	29.80	Allotment plot C1
	Banked: 13/08/2021	175.50						
	hall hire	175.50			1200	230	175.50	hall hire
	Banked: 16/08/2021	22.75						
	Mrs N	22.75			1200	230	22.75	HALL HIRE
	Banked: 19/08/2021	8,376.14						
	HMRC	8,376.14			105		8,376.14	VAT
	Banked: 20/08/2021	143.00						
	Hall hire	143.00			1200	230	143.00	Hall hire
	Banked: 23/08/2021	51.25						
	Mrs M	51.25			1500	500	51.25	Allotment plot
	Banked: 23/08/2021	221.00						
	Hall hire	221.00			1200	230	221.00	Hall hire
	Banked: 24/08/2021	5.00						
	Mrs H	5.00			1900	100	5.00	contribution
	Banked: 25/08/2021	25.00						
	Mr B	25.00			1900	100	25.00	Contribution
	Banked: 26/08/2021	150.00						
	Hiscox insurance	150.00			4055	230	150.00	insurance refund
	Banked: 29/08/2021	50.00						
	Mr C	50.00			1900	100	50.00	Contribution for PS
	Banked: 31/08/2021	918.00						
	Mr S	918.00			1540	510	918.00	Cremation
	Banked: 31/08/2021	2,352.00						
	Sales Recpts Page 192	2,352.00	2,352.00		100			Sales Recpts Page 192

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Total Receipts for Month	28,285.07	16,290.75	0.00	11,994.32
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Cashbook Totals	<u>319,034.83</u>	<u>16,290.75</u>	<u>0.00</u>	<u>302,744.08</u>
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## Payments for Month 5

## 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>
01/08/2021	ACELIFTAWAY	83977	106.28	106.28		500			allotment toilet
01/08/2021	AGILICO	83978	97.50	97.50		500			printer consumables
01/08/2021	CARTERS OF SWANWICK	83979	67.01	67.01		500			vehicle repair
01/08/2021	COMPLETE WEED CONTROL	83980	384.00	384.00		500			gravel paths
01/08/2021	EBC	83981	483.05	483.05		500			Vehcile MOT
01/08/2021	FIRECARE &SECURITY	83982	2,610.00	2,610.00		500			First aid and wire warden traí
01/08/2021	hambrook garden	83983	149.97	149.97		500			Top soil
01/08/2021	HAMPSON archite	83984	225.00	225.00		500			coloured elevations - comm caf
01/08/2021	JPS	83985	9,540.00	9,540.00		500			cctv installation
01/08/2021	JRB Enterprise	83986	63.66	63.66		500			Dog dispensers
01/08/2021	METROPLAN	83987	31.51	31.51		500			Noticeboard
01/08/2021	QIC systems	83988	388.62	388.62		500			monthly licence
01/08/2021	ROD GASKINS	83989	2,616.97	2,616.97		500			vehicle maintenance
01/08/2021	SHAWYERS	83990	1,800.00	1,800.00		500			tree survey
01/08/2021	SMART MARKETING	83991	78.00	78.00		500			marketing support
01/08/2021	SOURCE SUPPLIES	83992	179.69	179.69		500			cleaning products
01/08/2021	SURREY HILLS	83993	1,380.00	1,380.00		500			legal fees - scout lease
01/08/2021	vitaplay	83994	81,326.40	81,326.40		500			Pembers Hill play equipment
02/08/2021	tv licence	DD	159.00			4990	110	159.00	tv licence
02/08/2021	southern electric	DD	53.00		8.83	4405	240	44.17	electricity Pavilion
02/08/2021	indeed	VISA	18.21		3.04	4030	110	15.17	job advert
05/08/2021	asda	VISA	9.50			4080	110	9.50	stationary
06/08/2021	Travis Perkins	VISA	94.55		15.76	4540	290	78.79	Misc Materials
09/08/2021	screwfix	DD	510.73		85.12	4540	290	425.61	Misc materials
09/08/2021	Allstar	DD	478.97		79.83	4305	210	399.14	fuel
10/08/2021	BHPS	VIISA	504.95			4875	600	504.95	Hedgehog plaques
11/08/2021	o2	DD	555.82		92.64	4125	110	463.18	Mobiles
13/08/2021	payroll	BACS	15,598.38			4000	110	15,598.38	payroll
13/08/2021	overline	DD	69.31		11.55	4120	110	57.76	tel and broadband
13/08/2021	Payzone	DD	18.00		3.00	4140	110	15.00	card terminals
13/08/2021	overline	DD	77.58		12.93	4120	230	64.65	overline woodlands
13/08/2021	British Gas	DD	21.80		3.63	4400	150	18.17	British Gas
13/08/2021	British Gas	DD	94.69		15.78	4400	230	78.91	Gas woodlands
13/08/2021	adobe	VISA	12.64		2.11	4132	110	10.53	adobe
13/08/2021	shaws	VISA	224.40			4080	110	224.40	Burial book
16/08/2021	hampshire pensions	BACS	3,835.87			4010	110	3,835.87	pensions
16/08/2021	hmrc	BACS	3,943.18			4000	110	3,943.18	paye
16/08/2021	Peninsula	DD	356.50		59.42	4070	110	297.08	employer services
16/08/2021	sage payroll	DD	20.40		3.40	4132	110	17.00	sage payroll
16/08/2021	Vitaplay	BACS	73,792.80		12,298.80	5002	900	61,494.00	Play equipment -pembers hill
						397	0	-61,494.00	Play equipment -pembers hill
						6000	900	61,494.00	Play equipment -pembers hill
16/08/2021	Stapes	VISA	10.05		1.68	4080	110	8.37	Stationary
16/08/2021	BT Group	DD	112.56		18.76	4120	240	93.80	tel and broadband - Pavil
16/08/2021	Vita play	BACS	-73,792.80		-12,298.80	5002	900	-61,494.00	Play area - pembers duplicate
						397	0	61,494.00	Play area - pembers

Date: 14/09/2021

Fair Oak &amp; Horton Heath Parish Council

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Time: 10:17

Cashbook 1

User: JOANNA

Current Account

For Month No: 5

## Payments for Month 5

## 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>
									duplicate
						6000	900	-61,494.00	Play area - pembers
									duplicate
21/08/2021	Petty Cash	150	150.00			250		150.00	petty cash top up
23/08/2021	Overline	DD	107.76		17.96	4120	250	89.80	tel and broadband - HH
23/08/2021	Rod Gaskin	BACS	844.88		140.81	4315	210	704.07	vehicle Maintenance
23/08/2021	staff refund	BACS	100.00			4990	110	100.00	refund for planters
23/08/2021	staff refund	BACS	26.00			4305	210	26.00	fuel refund
24/08/2021	Marks and spncer	VISA	7.50			4100	110	7.50	flowers
24/08/2021	Paribas leaing	DD	203.94		33.99	4120	110	169.95	phone rental
31/08/2021	BT	DD	1.87		0.31	4120	150	1.56	tel and broadband
Total Payments for Month			129,749.70	101,527.66	610.55			27,611.49	
Balance Carried Fwd			189,285.13						
Cashbook Totals			319,034.83	101,527.66	610.55			216,896.62	

## TREE MANAGEMENT POLICY & PLANTING SCHEDULE

### 1. PURPOSE

- 1.1 To agree the adoption of a Parish wide tree management policy; and
- 1.2 To agree the tree planting schedule for 2021/22 and associated budget costs.

### 2. BACKGROUND

- 2.1 As per the Council's Corporate Action Plan objective, the Clerk, in May met with an Arboriculturist to discuss the drafting of a Parish wide tree management plan.
- 2.2 The plan aims to ensure that all parish trees are valued, managed and enhanced for the benefit of current and future generations and help work towards a carbon neutral Parish/Borough. The key objectives are to: -
  - Tree Stock – protect, retain, manage and plant trees to ensure an increased canopy
  - Tree planting – adopt a 1-2-3 ratio (for every tree that is felled, three are replanted in its place)
  - Climate adaptation – increase the diversity of the tree stock
  - Raise public awareness to the of value of strategy and encourage strong and effective protection of important trees, including ancient woodlands, ancient and veteran trees
  - Improve biodiversity across the Parish by having variety of species of trees including fruit bearing, as well as implementing forest gardening schemes
  - Monitor progress – record and report net tree gain on an annual basis

### 3. TREE MANAGEMENT POLICY

- 3.1 The proposed tree management policy is attached at Appendix 1. The policy will act as an operational guidance for the management of tree stock.

### 4. PLANTING SCHEDULE

- 4.1 The tree planting schedule is attached at Appendix 2. The purpose of the document is to ensure an adequate tree stock replacement programme following the annual tree survey. The schedule commits the Parish to a replace each tree felled with three replacements.
- 4.2 The Council has not implemented a tree replanting scheme in the last 5+ years. This has meant that there are gaps in sites where trees that have been felled in the past (due to them being dead, dying or diseased) have not been replaced. Following a recent audit of sites, a tree planting replacement scheme has been suggested. Proposed sites to be planted are:
  - New Century Park
  - Horton Heath Community Centre
  - Fair Oak Cemetery
  - Upper Barn Copse
  - Oak Walk

- 4.3 It is suggested that the Operations team lead on the planting during November – January.
- 4.4 The planting schedule for this year will also allow the Parish to actively take part in the Queen's Green Canopy – the planting of trees to mark the Queen's platinum jubilee. It is suggested that the Council photograph each tree planted and upload them on the office QGC map.
- 4.5 To ensure the survival of newly planted trees, a watering schedule from spring onwards will be undertaken internally by the Operations team. In addition to checking ties/stakes to ensure they establish and not subject to damage/disease.

## **5. VETERAN OAK TREES**

- 5.1 In addition to the management policy & planting schedule, the Clerk requested that an audit of veteran oak trees be undertaken. The audit, broadly covering a dozen trees, largely located in Knowle Park has been completed. This provides the Council with an up-to-date record of the age and special characteristics of veteran oaks, for the development of a specific management plan to ensure their safety and protection for future generations.
- 5.2 To highlight the importance of the veteran oaks and educate members of the public, it is suggested that information plaques be commissioned.
- 5.3 A community engagement exercise will be undertaken following adoption of the plan and planting schedule.

## **6. ENVIRONMENT IMPLICATIONS**

- 6.1 Trees contribute to climate change mitigation by absorbing and locking up carbon dioxide thus helping the world avoid catastrophic climate change. Increased tree cover will help adapt the parish/borough against the effects of unavoidable climate change.
- 6.2 Trees enhance the quality of life in urban environments and form an integral part of their shape, colour and diversity. They are essential to health and well-being, not only in reducing some of the adverse impacts of the urban environment but also in enhancing enjoyment of the street scene.

## **7. FINANCE IMPLICATIONS**

- 7.1 Shawyers have produced the strategy at a cost of £1,500, it is suggested that this be taken from the Lapstone Ear Mark Reserve.
- 7.2 The purchase of trees to meet the proposed tree planting schedule, across all sites is £16,632. It is suggested that this be taken from the Lapstone Ear Mark Reserve budget which currently stands at £88,264.58. The total to be taken from the Lapstone budget being £18,132 leaving £70,132 in the Lapstone budget.

## **8. CRIME AND DISORDER & EQUALITY AND DIVERSITY IMPLICATIONS**

- 8.1 There are no Crime & Disorder or Equality & Diversity or implications arising directly from this report.

## **9. RECOMMENDATIONS**

- 9.1 It is recommended that Council;
  - 9.1.1 Approves the payment of consultancy fees of £1,500 from the Lapstone Ear Mark Reserve budget.
  - 9.1.2 Approves the adoption of the tree management policy (Appendix 1);
  - 9.1.3 Approves the planting schedule (Appendix 2);
  - 9.1.4 Approves the allocation of £16,632, from the Lapstone Ear Mark Reserve budget, towards the purchase of trees as per the tree planting schedule; and
  - 9.1.5 Approves the allocation of up to £500, from within the existing tree budget, towards information plaques for the veteran oak tree(s) in Knowle Park, delegating the commissioning of these to the Parish Clerk, in consultation with the Chairman.

### **For Further Information Please Contact:**

Mel Stephens, Parish Clerk  
E-mail: [clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

# Tree Management Policy

## Fair Oak and Horton Heath

### Parish Council

August 2021



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## 1. Introduction

The parish of Fair Oak and Horton Heath is situated in a semi-rural location, a few miles to the west of Eastleigh. The Parish has a rich tapestry of habitats, consisting of farmland, hedgerows, woodlands, residential areas and meadows. Trees are important features for the parish of Fair Oak and Horton Heath providing an important historical connection for the people of local area.

Trees and woodlands make a significant contribution to this diverse landscape. They provide a meaningful connection to the rural landscape, in the form of landmarks and boundary features, greatly adding to the settings of buildings, open spaces or have a special cultural or wildlife value.

## 2. Aim of the policy

The overall aims of the policy is to ensure the suitable management of the council's trees; maintain and encourage biodiversity; maintain and improve landscape quality; work towards a carbon neutral future; and through these elements improve the quality of life for the residents.

This will be achieved by the:

- pro-active management of the tree stock, prioritizing public safety and adhering to statutory obligations
- maintenance and increase in the tree population
- selection of appropriate species for new and replacement planting, taking into account their suitability for the location
- Parish's commitment to strive to plant three trees for each tree removed
- engagement with local residents to promote the benefits of trees

## 3. The value of trees

Trees provide many documented environmental, wildlife, social, cultural and health benefits. Examples of the benefits of trees include:

- provide valuable habitat for wildlife, including essential food sources for pollinators
- filter airborne particulates and produce oxygen
- deflection and reduction of noise
- absorb and slow down rain water, and mitigate localised flooding
- cooling of urban areas by providing shade and reducing localised temperatures
- slow wind down and reduce heat loss from buildings
- carbon storage and help with long term climate change
- provide a historical and cultural connection to the landscape
- enhance the urban areas with the softening of straight lines and hard edges
- promote a sense of mental wellbeing and natural therapy
- add value to properties

Fair Oak and Horton Heath Parish Council recognise the value of trees, and seeks to preserve healthy trees with minimal intervention to promote their natural form and character, and for the trees to continue to benefit the local area.

### **3.1. Tree planting and establishment**

Tree planting is an important part of managing tree stock. It is often over looked and unfortunately, too often when new trees are planted, it is carried out inadequately with detriment to the new trees. Poor tree planting practice results in waste of budget to replace the dead tree.

The planting of new trees will be used to increase canopy cover and provide the many benefits that have been outlined above. This will be achieved with the selection of suitable tree species for the site, taking into consideration the available soil, ultimate size, character and form, ecological and aesthetic value.

Where trees are removed, consideration for the replacement of three trees will be given unless space, soil borne diseases, or above and below ground utility services determine otherwise. This is to ensure the Parish's canopy cover is maintained and enhanced.

New trees will be planted to BS 8545:2014 Trees: from nursery to independence in the landscape recommendations. The new trees will have sufficient rooting medium, with additional soil improver if required.

A maintenance and watering regime will be adhered to in order to ensure the survival of new trees for a minimum of three years. Each tree should receive 50 litres of water per week from the beginning of April to the end of September.

Staking and protection will be determined by the tree size, type and site. A standard new tree will be a single stake with a cage surrounding the stem with mulch around the base and an irrigation system.

### **3.2. Community engagement**

The Parish will strive to engage with the local community with appropriate planting projects.

Community engagement encourages local residents to come together, participate in a physical activity, connect with the natural world and give them a sense of ownership over the site. This is important where the site needs multiple small trees or whips planting and maintaining under the guidance of someone who understands tree or shrub planting.

## **4. Tree management**

Fair Oak and Horton Heath Parish Council is responsible for the management of the tree stock on land it owns.

The majority of trees grow without incident. However, where trees do need to be managed for public safety, statutory requirements such as highway clearance or good arboricultural management e.g. woodland thinning, the Parish will seek advice from qualified and insured arboriculturalist to conduct a tree survey.

### **Duty of care**

Under English Law the Parish has a duty of care to take reasonable steps to prevent or minimise the risk of personal injury and property damage from a Parish owned tree. The Occupiers' Liability Acts of 1957 and 1984 govern this legislation.

### **Budget**

The Parish will ensure that sufficient funds are available for the management of its tree stock, to include surveying, tree surgery works and tree planting and establishment.

### **Tree survey**

As part of the Parish's duty of care, tree surveys are to be carried out on a regular basis to identify any trees which present an unreasonable risk to people or property. These works will be determined by a suitably qualified and insured arboriculturalist, either as part of the annual tree survey or responding to individual events such as damage as a result of extreme weather.

## **4.1. Tree retention and protection**

The Parish will ensure the retention of trees on public land if appropriate to do so.

Tree management techniques to enable tree retention, where felling might otherwise be considered, shall be consulted with an appropriately qualified and insured arboriculturalist. This is especially important with regard to veteran trees.

Consideration to the proximity of Parish owned trees to any construction or development will be given before the Parish's approval for the construction works. If works are considered reasonable then the appropriate protection to trees above and below ground will be given before the construction or development activities commence.

### **4.1.1. Tree removal**

Whilst every effort is made to retain trees, there are times when tree removal is the only reasonable course of management.

Most trees that need to be felled are done so because the tree presents an unreasonable risk to public safety. Other reasons why trees need to be removed include where a tree is causing property damage, where it impedes the growth of other more important trees as part of a recognised arboricultural practise or where planning approval has been granted.

## **4.2. Tree surgery works**

Tree contractors that are suitably qualified, insured and experienced will be given the recommendations from the tree survey to be carried out. All works are to be carried out to BS 3998:2010 Tree Work Recommendations.

Works will be carried out in accordance with tree survey recommendations and coordinated as per the priority schedule.

Tree works will be planned and carried out to adhere to the Wildlife and Countryside Act 1981, this is particularly relevant to birds, bats and badgers.

All resultant material from tree works will be either processed on site where appropriate or removed from site and disposed of responsibly and with environmental consideration.

#### **4.2.1. Trees requiring immediate action**

Trees are dynamic, living organisms and their condition is subject to change throughout their lifetime. Extreme weather or a sudden decline in the tree's health can result in a part or total failure of the tree. If a Parish owned tree presents a high risk to people or property and is considered to be an emergency situation, instruction will be given to a tree contractor to make the tree safe within 24 hours. If the risk is considered to be lower, then the tree will be made safe as soon as it is practically possible.

#### **4.2.2. Tree works will not be undertaken**

The Parish will not carry out tree works for the following reasons:

##### **Branches that overhang private property**

Trees do not respect boundaries and it is unreasonable to for the Parish to prune back their own trees from a private boundaries. Under English Common Law, land owners have the legal right to prune branches up to the boundary only as long as the tree is not protected by a tree preservation order or is located in a conservation area. If this work then kills or destabilise the tree then land owner can be prosecuted for criminal damage.

##### **Size or height**

Mature trees can be large with the associated lateral spread; however, this does not make them dangerous. The topping or reduction of trees due to its height would have a detrimental impact on the tree's health and appearance. Trees will be allowed to reach full maturity unless there is a legal requirement to the Parish otherwise.

##### **Interference with television signal or other communication devices**

Advice from the television provider should be sought for alternative routes.

##### **Shedding of leaves, fruit, nuts or seeds**

This is largely seasonal and persists mainly in the autumn. Fruit trees provide the benefit of spring blossom and autumn fruit which makes them valuable wildlife assets and a potential source for free food.

##### **Sticky sap or honeydew**

This is caused by aphids feeding of the tree which then excrete a sugary sap. This is often colonised by a mould which causes the honeydew to go black. There is no reasonable way to remove the aphids which cause the problem. Honeydew is a natural and seasonal issue, and pruning to remove this would not be reasonable.

### **Bird droppings**

While birds can be a nuisance they are part of the natural environment and it would be considered unreasonable to prune or fell a tree for this reason. Warm soapy water will often remove the bird droppings.

### **Loss of sunlight or excessive shading**

In law there is no general right to light.

### **Encroachment on utility services**

Parish owned trees which encroach onto power lines or phone lines are maintained by the appropriate utility company. They should be contacted regarding branch interference. It is not the place of the Parish to maintain third party property.

### **Alleged damage to property or structures by roots or branches**

The Parish regularly surveys its trees and as part of the management system, property damage is avoided as a result of the action of Parish owned trees. Subsidence claims are examined to identify genuine cases. In the first instance the property insurer should be consulted.

## **5. Enquiries**

Enquiries about Fair Oak and Horton Heath Parish Council owned trees should be made via email to [enquiries@fairoak-pc.gov.uk](mailto:enquiries@fairoak-pc.gov.uk) or phone 023 8069 2403.

# Tree Planting Schedule

## Fair Oak and Horton Heath

### Parish Council

August 2021

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## 1. Scope

Fair Oak and Horton Heath Parish Council has made a commitment to increase its tree stock and replace each tree removed with three replacements.

Fair Oak and Horton Heath Parish Council has identified a number of sites in which it feels additional trees would make a positive contribution to the local community.

Sites to be planted are:

- New Century Park
- Knowle Park
- Horton Heath Community Centre
- Fair Oak Cemetery
- Oak Walk

## 2. Planting locations

### 2.1. New Century Park

3 no. Turkish Hazel	5 no. Silver Birch	4 no. Lime Tree
3 no. Field Maple	3 no. Tulip Tree	
5 no. Norway Maple	3 no. Honey Locust	



There are gaps in historic planting schemes which are an obvious location for new trees. Sites have been carefully chosen to retain flat open space for recreational use. Where possible trees have been planted in groups to aid establishment.

## 2.2. Knowle Park

A choice of either 16 no. English Oak or 16 no. Scarlet Oak or 16 no. Field Maple



**English Oak** - Classic landscape tree, characteristic of the area and one of the best for wildlife.

**Scarlet Oak** - Large tree with dark green leaves turning to a flaming scarlet colour in the autumn. Good examples of these trees can be found around the front of the Wyvern campus.

**Field Maple** - Medium sized tree with fresh light green leaves in the spring and in autumn turning yellow, red and golden brown.

I feel this avenue requires a larger tree species to create a statuesque entrance to the park.

The aim with this site is to replace previously planted trees which have not established well and are generally in poor condition with an avenue of single species of broad leaf trees, which is yet to be decided.

The removed trees will be re located around the skate park.

## 2.3. Horton Heath Community Centre

3 no. Silver Birch



There is one location which is appropriate for a group of Silver Birch. This will give additional partial screening for the site from adjacent properties.



## 2.4. Fair Oak Cemetery

1 no. Field Maple

2 no. English Oak



This site is heavily treed except for one location between two groups of mature trees. Care has to be taken with regard to planting too close to grave sites.

## 2.5. Oak Walk

8 no. Whitebeam



There is sufficient room on this site to plant a number of trees, likely to be small to medium in size to compliment the existing tree species in sight. It will not only enhance the open space but the street scene in general.

### 3. Approximate tree planting costings

Costs are based on a single tree planted.

1 no. Oak - Root balled 12-14 cm girth = £192

Sundries; stake, mesh, ties, compost and mulch = £35

Labour = £70

Total trees to be planted = 56

Tree, labour and sundries = £297

Total = £16,632

All prices are excluding VAT

This is a guide, final price will vary depending on tree species and size and whether not all sundries are used, for example not all trees will require mesh dependant on each site.

Discount can be given for multiple trees.

The Parish should consider the cost to of watering as well to establish an overall cost.

Please see Tree Management Plan 3.1 for frequency of watering.

## COUNCIL – 20 SEPTEMBER 2021

### COUNCIL'S INSURANCE

#### 1. PURPOSE

- 1.1 To consider the recommendations of the Council's insurance broker, Came & Co regarding the annual insurance quote; and
- 1.2 To approve the appointment of Hiscox as the Council's insurers for period 1 October 2021 – 30 September 2022.

#### 2. BACKGROUND

- 2.1 The Council's insurance is due for renewal on 1 October 2021. Hiscox is the Council's current insurance provider.
- 2.2 The Council agreed a long-term agreement option on 1 October 2019, however as the Council has acquired various assets during the last 2 years, the premium has changed and the long-term agreement no longer relevant.
- 2.3 Like most Parish Councils, this Parish Council instructs Came and Company to act as the Council's insurance broker in seeking the best possible deal for the Council's insurance.
- 2.4 Following a recent audit with the Clerk on all assets and liabilities needing cover, Came and Company sought three quotes.
- 2.5 Came and Company have advised that Hiscox Insurance is the most competitive option.

#### 3. CORE INSURANCE COVERS

- 3.1 Came & Company local council insurance provides the following core cover:
  - Public Liability
  - Employers' Liability
  - Hirers' Indemnity
  - Officials' Indemnity
  - Libel & Slander
  - Fidelity Guarantee
  - Personal Accident
  - Property Cover
  - Revenue Loss
  - Legal Expenses
  - Defibrillators & Cabinets

#### 4. FINANCIAL IMPLICATIONS

- 4.1 The annual premium for 2020 was £9,250.48. The premium for 2021 is £10,256.78. The increase of £1,006.3 reflects additional assets to the cover such as the library building, public art installations and new play equipment at Pembers Hill Drive.



4.2 Increase in costs also include any rate changes applied by the recommended insurer and the index linking of any items insured against loss or damage. Index linking is currently calculated at 3% for both buildings and contents.

4.3 The Council's Finance Officer recommends that the £1006 increase in the cost of insurance be met through the Council's general reserves which currently stands at £225,220.

## **5. CRIME AND DISORDER / EQUALITY AND DIVERSITY/ENVIRONMENTAL IMPLICATIONS**

5.1 There are no Crime & Disorder, Equality & Diversity or Environmental implications arising directly from this report.

## **6. RECOMMENDATIONS**

6.1 That Hiscox be appointed as the Council's insurers for the period 1 October 2021 – 30 September 2022; and

6.2 That the annual premium cost of £10,256.78 be approved, with the increase in costs being met from the Council's general reserves.

### **For Further Information Please Contact:**

Mel Stephens, Parish Clerk

E-mail: [clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

**FULL COUNCIL – 20 SEPTEMBER 2021****COMMUNITY INVESTMENT PROGRAMME****1. PURPOSE**

- 1.1 To discuss the draft Community Investment Programme (CIP) and make recommendations for any alternations for submission to Eastleigh Borough Council for consideration.

**2. BACKGROUND**

- 2.1 The Community Investment Programme for Fair Oak and Horton Heath is a rolling programme which identifies areas of investment within the local community.
- 2.2 The Community Investment Programme is an important tool used to identify projects which help to support neighbourhoods and enhance the lives of local people. This could be achieved by delivering new community assets or ensuring that current assets are modernised, repaired and adequately maintained.

**3. THE COMMUNITY INVESTMENT PROGRAMME**

- 3.1 The current CIP list (attached) has been updated following completion of projects by the Parish Council.
- 3.2 The list also includes additions following discussions with the Clerk, Chairman, Local Area Manager and members of the Local Area Committee.
- 3.3 Members are reminded that where developers' contributions are not spent in the prescribed timescale and for their intended purpose (as per the legal section 106 document) the funds revert to the developer. It is therefore vitally important that the projects identified on the list are completed in good time once funds are released, to prevent this from happening.

**4. RECOMMENDATIONS**

- 4.1 That members review the CIP prior to submission to Eastleigh Borough Council.

**For further information please contact:**

Melanie Stephens, Parish Clerk  
[clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

Project/location	Proposal	Priority (L-M-H)	When (S-M-L)	Size (S-M-L)	Feasibility / Cost exercise Total Project Cost	Allocated DCs	Short-term allocation required (estimate if no Feasibility)	Long-term allocation required (estimate if no Feasibility)	Justification/comment
<b>CS Objective – Green Borough – Developing green infrastructure</b>									
Open space/Local First									
Hotbins at Parish owned buildings	To help with waste reduction in the Borough the installation of Hotbin composters at all parish owned buildings with high footfall. Food waste is quickly and easily turned into compost which would be used in grounds maintenance and planting.	H	S	S	Yes		1200		<a href="https://youtu.be/OExeBM-1s5U">https://youtu.be/OExeBM-1s5U</a>
Living Art	Willow art structures in Knowle Park & NCP - crown shape to commemorate the Queen's Platinum Jubilee	M	S-M	S	Yes		1,500		To commemorate the Queen's Platinum Jubilee whilst increasing planting and areas for reflection for residents.
Urban green projects	To increase biodiversity in the Parish, small scale projects needed to include: green roofs for buses, vertical wall planting, tree & bee corridors	H	S	S				10000	Fair Oak has been subject to large scale development which has caused the loss of natural habitats for wildlife and reduction in green spaces. To mitigate this, small scale projects are suggested to increase biodiversity as well as improve health and wellbeing of residents.
Bird/bat boxes	Fix bird/bat boxes in key locations across the villages	M	S	S	No			1,000	To mitigate the adverse effect of development on local ecology and biodiversity.
Walk signs	All weather markers indicating residents walking time to key routes/attractions in the villages	L	S	S				2,000	To promote health and wellbeing of residents, encourage walking, reduce use of vehicles on the roads, increase awareness of key attractions/points of interest in the villages. The Parish has already delivered its own steps waymarkers using recycled materials. More materials and locations needed.
Solar panels	solar panels on community centres and community owned buildings (where cost effective)	M	L	M	No			100,000	To ensure the future sustainability of the centres which are of value to the wider community. Reduce carbon footprint. <b>The Parish Council has precepted for installation of Woodland Community Centre.</b> Needs support for installation of panels at the Community Cafe & Library.
New Century Park/Community Café	Demolition of scout hut and replacement community café along with enhancements to New Century Park - pathways, planting, trees and fencing	H	S	M	No	TFI	157,000		The Scout troop have now been re-housed in the Crowdhill (Woodland) Community Centre. Following extensive survey work, the Community requested and supportive of a brand new community café on the site to include courtyard with smaller outbuildings for outreach work such as art therapy, repair shops etc. A planning application has now been submitted to EBC for approval. The current funds allocated, along with funds from the Parish fall short of the costs of the building and the environmental enhancements needed. Request further additional allocation to complete project.
<b>LAP Objective – Green Borough – community facilities/community development</b>									
Outside games tables	Fixed outside games tables in Y-Zone & KP - table tennis additional provision for older children in the village.	M	S	S	No			10,000	Play equipment in both villages is predominately geared for younger children. The only offer for older children is the skate park. Need to enhance provision for older children. Improve the health and wellbeing.
Community Fridge	Installation of community fridge	M	M	S	No			2,000	<b>Set up a community fridge at the new community café. Reduce food waste and supply food to those in need.</b>
Fair Oak Village Hall	Fair Oak village hall building/site improvements	M	M-L	L	450,000 (2016)			450,000	Village hall committee wants to undertake building improvements to what is now a tired building to also include enhancements to the whole site.
Y Zone Youth Centre	Replacement/Improvement/Extension of equipment and facilities.	M	M	S-M	No			40,000	Replacement/ Improvement/Extension of equipment and facilities. Current facility is 'tired' and not a good offer for our Young People. Recommended programme to commence from 2016. Increased housing puts pressure on this facility which serves all 3 villages.
Outside book of remembrance	Provision of outside book of remembrance	L	M	S	No			10,000	vandal proof book of remembrance near the memorial and vandal proof containing details of service men who have died.
Fair Oak Squash Club	Assist in the Clubs extension proposals	M	M	M	No			50,000	Growing club are growing out of their current space.
Fair Oak library	Either extend existing library or have small facility in new WHH centre - to meet the needs of expanding population.	M	M	L	No			60,000	New facility to meet MLA space standards. Space at existing library falls below MLA space standards when taking into account projected increase in future population. HCC to advise further in light of proposals at Horton Heath.
<b>LAP Objective – Green Borough – quality public realm</b>									
Lapstone Playing Fields	Extra changing rooms for the Pavilion at Lapstone playing fields. Increase demand as Woman's football increasing.	H	S	L	255,000	50,000			Two team changing rooms plus official's space. The new changing rooms are to enable more girls to be accommodated as users. Girls remain under-represented in football and cricket.

Lapstone Playing Fields (not appropriate location, unless football moved to West HH).	2nd Wicket	H	S	L	255,000	255,000			Fair Oak Cricket Club is bucking the trend with grass roots participation. The club has gone from strength to strength and requires a 2nd cricket square to meet its needs. The clubs preference is for a 2nd wicket at Lapstone Farm, though there are still many unknowns regarding this proposal, also, as land owner the final decision will lie with the Parish Council. Should this not be viable, a second wicket within the Parish is still required to help the club meet the needs of local players.
	Development of Local Plan sites and exception sites	H	S-M-L						Development of a range of sites
<b>CS Objective – Prosperous Place – Ensuring appropriate infrastructure inc. employment land</b>									
	Delivery of local Plan	H	S-M-L						
<b>CS Objective – Prosperous Place – Enabling the right skills and employment mix</b>									
	To be developed through the Prosperous Places Strategy	H	S-M-L						
<b>CS Objective – Prosperous Place – Reinvigorating town and local centres</b>									
Fair Oak Village Centre	Full upgrade and enhancement of the village centre to enable new and existing residents to be part of the community by maintaining a vibrant, effective hub.	H	M	L	No (but def needed)	16,000		100,000 - 5,000,000	Currently the village centre has become tired and lacks the capacity to meet the needs of an increasing population. Investment is needed to ensure a vibrant local hub is available to maintain community cohesion an attractive environment, the health, wellbeing and economic sustainability of the population.

# FAIR OAK & HORTON HEATH PARISH - COUNCIL MEETING DATES 2021- 2023

**F**

MONTH	DATE	COMMITTEE
September 2021	7	Asset Committee 2.00pm (cancelled)
	20	Full Council at 7.00pm
October 2021	18	Full Council at 7.00pm
	25	Budget Task & Finish Group 10.00am
November 2021	15	Full Council at 7.00pm
	22	Budget Task & Finish Group 10.00am
December 2021	9	Finance Committee 10.00am
	20	Full Council at 7.00pm
January 2022	11	Asset Committee 2.00pm
	17	Full Council at 7.00pm
February 2022	21	Full Council at 7.00pm
March 2022	10	Finance Committee 10.00am
	14	Full Council at 7.00pm
April 2022	25	Full Council at 7.00pm
	25	Parish Assembly at 6.00pm
May 2022	9	Annual Council at 7.00pm
June 2022	7	Asset Committee at 2.00pm
	20	Full Council at 7.00pm
July 2022	14	Finance Committee at 10.00am
	18	Full Council at 7.00pm
August 2022	<b>N O S C H E D U L E D M E E T I N G S</b>	
September 2022	6	Asset Committee 2.00pm
	19	Full Council at 7.00pm
October 2022	17	Full Council at 7.00pm
	24	Budget Task & Finish Group 10.00am
November 2022	14	Full Council at 7.00pm
	21	Budget Task & Finish Group 10.00am
December 2022	15	Finance Committee 10.00am
	19	Full Council at 7.00pm
January 2023	10	Asset Committee 2.00pm
	16	Full Council at 7.00pm
February 2023	20	Full Council at 7.00pm
March 2023	16	Finance Committee 10.00am

	20	Full Council at 7.00pm
<b>April 2023</b>	17	Full Council at 7.00pm
	17	Parish Assembly at 6.00pm
<b>May 2023</b>	15	Annual Council at 7.00pm

NB:

- Planning applications are considered by the Deputy Clerk (following email consultation with all Council members) as per current delegated arrangements\*. Major developments will be deferred to Full Council.
- All meetings held in the Parish Office, 2 Knowle Park Lane, Fair Oak unless otherwise stated.

\*For the purposes of transparency - all planning comments submitted to Eastleigh Borough Council will continue to be published on the Parish Council's website.

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

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
<b>SEPTEMBER 2021</b>			
CIP List	To agree before submitting to EBC	Report	Clerk
Meeting dates 2022/23	To agree meeting dates for the next committee year.	Recommendation	Clerk
Tree Strategy	To agree the tree strategy and any financial implications	Report	Clerk/Operations Manager
HCC report on cycle routes around the Parish LPJ	To note an update from Cllr Parker-Jones	Presentation	Cllr Parker-Jones
Footpath Improvements KP	To agree quotes	Report	Operations Manager
Council insurance	To agree new policy.	Report	Clerk
<b>OCTOBER 2021</b>			
External Auditors Report	To receive and approve the External Auditors Report	Report to Committee	Clerk
Christmas Opening Hours	To approve the Parish Office opening hours for Christmas	Recommendation	Clerk
Bee & Tree Planting Schemes	To agree the proposed bee and tree planting schemes across Parish sites	Report	Clerk
Community Café	To consider detailed designs following planning and also consider landscape designs.	Report to Committee	Clerk
Tennis Project – new pricing structure	To agree a pricing structure for the tennis courts	Report	Operations Manager
Village Centre T&F	To agree final recommendations of the Group	Report	Clerk

Climate Change T&F	To receive and update from the Group	Report	Deputy Clerk
New Century Park site improvements	To consider options for site improvements including the possibility of installing a splashpad.	Report	Clerk/Operations Manager
<b>NOVEMBER 2021</b>			
Budget Task & Finish Group	To receive recommendations from the Task & Finish Group	Report	Clerk
One Horton Heath	To receive an update from EBC on this development	Presentation	One Horton Heath team
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Social media/marketing strategy	To adopt	Report	Deputy Clerk
Community Events Calendar	To adopt	Report	Deputy Clerk
Knowle Park stake park site improvements	To consider options appraisal report & receive comments from PS Hercock	Report	Operations Manager
<b>DECEMBER 2021</b>			
Annual Budget	To set the budget for the 2021/22 financial year	Report	Clerk/Finance Officer
Fees and Charges	To set the fees and charges for the 2021/22 financial year	Report	Clerk/Finance Officer
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Corporate Action Plan Mid-term review	To monitor progress against the plan	Report	Clerk
Website review/audit	To consider an update on website improvements	Report	Deputy Clerk
<b>JANUARY 2022</b>			



Corporate Action Plan	Monitoring progress against the action plan	Report	Clerk
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Community Development	To receive a presentation from the Community Development Officer	Presentation	
Data Protection Annual Audit	To receive the annual audit	Report to Committee	Clerk
Cllr Handbook	To adopt	Report	Deputy Clerk
<b>FEBRUARY 2022</b>			
Internal Auditor Interim Report	To receive the internal auditor's report and approve the audit action plan	Report to Committee	Clerk
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer
<b>MARCH 2022</b>			
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer
<b>APRIL 2022</b>			
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer