



FAIR OAK & HORTON HEATH PARISH COUNCIL

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL ☎ (023) 8069 2403

✉ enquiries@fairoak-pc.gov.uk 🌐 www.fairoak-pc.gov.uk

📱 @fairoakandhortonheathparishcouncil 📺 fairoakandhortonheath

SUMMONS

Dear Member

12 October 2021

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 18 October 2021 at 7.00pm*** 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](#).

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 by 4pm on Friday 15 October 2021.

AGENDA

PART I – PUBLIC SESSION

APOLOGIES

1. DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

2. MINUTES OF MEETINGS (PAPER A, PAGES 4-9)

- (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 Council meeting held on 20 September 2021 as a correct record.
- (c) To note the planning delegated decisions of w/e 1 October 2021.

3. APPOINTMENT OF VICE-CHAIRMAN

To elect a Vice-Chairperson and receive the declaration of acceptance of office.

4. FINANCE REPORT (REPORT B, PAGES 10-25)

- (a) To approve the report of the Finance Officer and approve BACS payments.
- (b) To note the External Auditors Report.

5. TENNIS COURTS PROJECT & BOOKING FEES (REPORT C, PAGES 26-27)

To receive an update on the tennis improvement project and agree implementation of court hire fees.

6. TREE MANAGEMENT POLICY & PLANTING SCHEDULE (REPORT D, PAGES 28-46)

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

7. BEE & TREE CORRIDOR PROJECT (REPORT E, 47-49)

To agree the implementation of the project and agree budgets for each site.

8. TWYNAMS FIELD (REPORT F, PAGES 50-52)

To agree the opening of Twynams Field for public use.

9. VILLAGE CENTRE TASK & FINISH GROUP (REPORT G, PAGES 53-71)

To agree recommendations of the task & finish group.

10. COMMUNITY LIBRARY BUILDING IMPROVEMENTS (VERBAL REPORT)

To consider the feasibility study and agree next steps.

11. COMMUNITY CAFÉ (VERBAL REPORT)

To receive a verbal update on the project.

12. HCC PUBLIC CONSULTATION ON THE LOCAL CYCLING & WALKING INFRASTRUCTURE PLAN (LCWIP) FOR EASTLEIGH BOROUGH

To consider the consultation [document](#) and agree a formal response.

13. WORK PROGRAMME (REPORT H, PAGES 72-74)

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

14. CHRISTMAS OPENING HOURS

RECOMMENDED:

That the Council offices be closed on Friday 24 & Friday 31 December 2021.

15. EXCLUSION OF THE PUBLIC AND THE PRESS

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

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

PART II – PRIVATE SESSION

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

16. STAFFING MATTERS

To consider increase in staff hours to cover staff shortages in the Operations team.

To: Councillors

S Anderson	K Forfar	T Mignot
P Barrett	T Higby	D Scott
C Bird	M Marsh	M Smith
N Couldrey	G Meech	B Tennent
H Douglas	H McGuinness	Vacancy ²

Officers

J Cahill (Finance Officer)

L Greenslade/M Leadbitter-Allen
(Deputy Clerk)

M (Operations Manager)

M Stephens (Clerk)



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MINUTES OF THE FULL COUNCIL MEETING

HELD ON MONDAY, 20 SEPTEMBER 2021 AT 6.30 PM

AT THE PARISH OFFICE, 2 KNOWLE PARK LANE, FAIR OAK

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

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

Officers in attendance: Ms M Stephens, Clerk, Mrs M Leadbitter-Allen, Deputy Clerk, Mrs J Cahill, Finance Officer and Mrs C Giles, Admin Officer.

Public in attendance:

- Cllr Broomfield, Eastleigh Borough Council
- Cllr Parker Jones, Hampshire County Council
- Cllr Winstanley, Bishopstoke Parish Council for Minute No 41
- Mr Bray for Minute No 43
- Mr Smith for Minute No 43
- Mrs Spearey for Minute No 41
- Representative from Fair Oak Community Library for Minute No 41
- Representative from St Thomas Church for Minute No 41
- Representative from Age Concern for Minute No 41
- Representatives from Tetra Tech Planning and Vistry Group for Minute No: 46, Application No: [F/21/91132](#)
- Mr Huggett, Hampshire County Council (HCC) Senior Transport Planner Minute No 45

PUBLIC SESSION

The Chairman announced that Philip Spearey had, with effect from 21 September 2021, resigned from the Council. As per due process, the Borough Council would be

informed. The notice of request for an election would conclude on 11th October. Should an election not be called, co-option would go ahead at the November Council meeting.

A representative from Fair Oak Community Library reported on the huge support from residents highlighting that 800 visits, 304 new joiners and 1254 books had been borrowed in the eight weeks since opening. Uptake for community group activities had been significant and the open day held on 4 September had been a huge success.

The Council congratulated the library on their achievements thus far.

41 CLLR SPEAREY PRESENTATION

The Chairman gave a speech recognising Cllr Spearey's outstanding service to the local community over the last 47 years. She thanked him for his contributions and wished him and his wife well in their retirement.

Cllr Douglas presented Cllr Spearey with gifts and cards and Mrs Spearey was given a bouquet of flowers as a mark of appreciation from the Parish Council and wider community.

Others also spoke in appreciation of Cllr Spearey, namely Cllrs Broomfield, Winstanley and the representatives from Age Concern and St Tom Church, giving thanks to Cllr Spearey for all his support to their respective organisations and the wider community.

42 DECLARATIONS OF INTEREST

No declarations of interest were received by members.

43 MINUTES (PAPER A)

RESOLVED

- a) That the minutes of the Full Council meeting held on 19 July 2021 be signed by the Chairman as a correct record;
- b) That the minutes of the Finance Committee meeting held on 13 July 2021 be signed as a correct record; and
- c) That the delegated planning decisions of w/e 9, 23 July, 6 & 20 August and 3 September 2021 be noted.

44 CO-OPTION

Members considered two applications from applicants for the vacancy on the Council.

Both applicants introduced themselves to the Council and presented their reasons for wanting to become members.

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

RESOLVED:

That Michael Smith be co-opted onto the Council with immediate effect.

45 HCC CYCLE ROUTES

The Council considered a presentation from Mr Huggett, Hampshire County Council (HCC) Senior Transport planner on the options available for cycle routes in the parish. The options highlighted included improvements for pedestrians and cyclists on Mortimers Lane funded by allocated section 106 funds from the Pembers Farm development.

Councillors thanked Mr Huggett for his presentation. It was agreed that Councillors submit suggestions or concerns via the Clerk outside the meeting.

Hampshire County Councillor Parker-Jones reminded members of the current HCC cycling & walking consultation and advised the Parish Council to submit a response prior to the 31 October deadline.

46 PLANNING

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

Address: Land between Burnetts Lane and Allington Lane

Comments: None

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

Address: Land at Burnetts Lane, Fir Tree Lane and Allington Lane

Comments: Object

Fair Oak and Horton Heath Parish Council wish to object strongly to the proposed changes to road junctions around Allington Lane, Sandy Lane and Blackberry Drive specifying, the following material considerations:

Public Consultation/Engagement:

EBC has not met the statutory requirements of the Town and Country Planning (Development Management Procedure) Order 2015, Sections 2(b) and 4(ii). Residents of Strawberry Fields were not consulted as part of pre-application process, as the proposed changes directly impact their access to Blackberry Drive. Additionally, a site notice was not sufficiently displayed informing residents of the proposal. Furthermore, as management stakeholders of Y-Zone, Fair Oak and Horton Heath Parish Council should have been consulted directly to advise on the impact of the proposed road on the external recreational facilities at Y-Zone. Bishopstoke Parish Council, as landowners of the Public Open Space were also not sufficiently consulted. The Parish also believes that EBC has acted contrary to its published Statement of Community Involvement.

Lack of Information:

The documentation supplied with the planning application was woefully inadequate, consisting merely of drawings, lacking essential details, and without proper explanation of the plans.

Highway Safety:

The members are extremely concerned for the safety of the users of Blackberry Drive as the right turn into Fair Oak Road could be dangerous. There also seems to be no thought given to the safety of pedestrians and to cyclists who use this busy stretch of highway to access the schools in the area and Stokewood Surgery. The Parish supports and echoes the views raised by Hampshire County Council Highway Authority in this regard.

Traffic Flow:

The plans do not sufficiently explain how the road restructure will ease traffic flow along this stretch of highway.

Fair Oak and Horton Heath Parish Council believes that this element of the application is not in the spirit of the National Planning Policy Framework and therefore advises that all comments received are reviewed, and that all stakeholders and residents are party to a consultation that feeds into a revised application.

Fair Oak and Horton Heath support the comments made by Hampshire County Council, Bishopstoke Parish Council and the Burnetts Housing Residents Association in their objections.

Application No: [F/21/91266](#)

Address: Chalcroft Farm, Photovoltaic Installation, Land west of Burnetts Lane

Comments: None

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

Address: Treetops, Allington Lane, Fair Oak

Comments: Note of Concern

Council requests that further review be undertaken on the access and egress of the development to limit the traffic on Allington Lane which is currently at capacity as a busy and dangerous highway for cyclist and pedestrians.

RESOLVED:

That the above comments be submitted to Eastleigh Borough Council.

47 FINANCE REPORT (REPORT B)

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

RESOLVED:

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

48 TREE MANAGEMENT POLICY & PLANTING SCHEDULE (REPORT C)

The Council considered the proposed tree management policy and planting schedule.

Cllr McGuinness queried the use of forest tree species, particularly White Beam and Oak in the proposed planting schedule. As such, the Chairman suggested that councillors submit suggestions to the Clerk for alternative tree species prior to the next full council meeting. Accordingly, it was:

RESOLVED:

That the tree management policy and planting schedule be reconsidered at the next meeting for resolution.

49 COUNCIL INSURANCE (REPORT D)

The Council considered the insurance renewal for the period 1 October 2021 – 30 September 2022. It was

RESOLVED:

- a) That Hiscox be appointed as the Council's insurers for the period 1 October 2021 – 30 September 2022; and
- b) That the annual premium cost of £10,256.78 plus admin fee, be approved, with the increase in costs being met from the Council's general reserves.

50 COMMUNITY INVESTMENT PROGRAMME (CIP) (REPORT E)

The Council considered the CIP list for submission to Eastleigh Borough Council.

The Clerk informed members that the Knowle Park footpath reinstatements would be added to the list as the Local Area Committee had already verbally committed to assisting with this project.

The Chairman requested that an 'Outside Book of Remembrance' be prioritised for 2025 in recognition of the 80th Anniversary of the end of World War 2. It was

RESOLVED:

That the CIP list be agreed, subject to the inclusion of the Knowle Park Footpath reinstatements.

51 KNOWLE PARK FOOTPATHS

The Council considered the quotes received to reinstate sections of footpaths at Knowle Park which had been subject to damage following the flash flooding in June.

Following discussion, it was:

RESOLVED:

That 'Ableman Plant Hire' be awarded the contract to reinstate the footpaths, with £27,000 being taken from general reserves to front fund these works in advance of contributions being received from Eastleigh Borough Council (see previous minute).

52 Y-ZONE

The Clerk informed members that following a robust tendering exercise, Eastleigh Borough Council had awarded the youth service delivery contract at the Y-zone to Youth Options.

RESOLVED:

That the information provided be noted.

53 STREET TRADING REQUEST

The Council considered a request for street trading. Following discussion, it was:

RESOLVED:

- (a) That the application for street trading on Council owned land be refused; and
- (b) That a street trading policy be drafted for consideration at the November Council meeting.

54 MEETING DATES (REPORT F)

The Council considered the meeting dates for 2021-2023.

RESOLVED:

That the meeting dates set out in Report F be agreed.

55 WORK PROGRAMME (REPORT G)

The Council considered the work programme for 2021-22.

RESOLVED:

That the work programme be noted, subject to the addition of the street trading policy.

56 ADDENDUM TO THE CURRENT RULES & REGULATIONS RELATING TO FAIR OAK CEMETERY

RESOLVED:

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.”

57 APPOINTMENT OF INTERNAL AUDITOR

RESOLVED:

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

58 TREE & BEE CORIDDOR PLANTING PROJECT

RESOLVED:

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

59 MEMBERSHIPS OF COMMITTEES/TASK & FINISH GROUPS.

RESOLVED:

- a) That Cllrs Meech, Smith & Forfar be appointed to serve on the Asset Committee;
- b) That Cllr Forfar be appointed to serve on the Finance Committee; and
- c) That Cllrs Meech and Smith be appointed to serve on the Community Events Sub-Committee.

This was all the business and the meeting closed at 8.30pm.

Signed..... Chairman

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

Financial Statement Summary

- Total cash held across all bank accounts as at 30th September is £1,007,335
- Total Petty cash held as at 30th September is £180
- Total receipts for September into the current account totalled £222,096
The Council was in receipt of £216,208 from EBC for the 2nd Half precept.

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

- Total current account payments for September totalled £50,515
See attached for breakdown
- Total BACS invoice payments outstanding is £7,812
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 October 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2021	Current Account	360,865.97	
30/09/2021	Premier Account	337,597.73	
30/09/2021	Public Sector Deposit Fund	308,691.36	
31/08/2021	Petty Cash	179.88	
			1,007,334.94

Receipts not on Bank Statement

0.00

Closing Balance

1,007,334.94

All Cash & Bank Accounts

1	Current Account	360,865.97
2	Premier Account	337,597.73
3	Public Sector Deposit Fund	308,691.36
4	Petty Cash	179.88
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	1,007,334.94

Date: 11/10/2021

Fair Oak & Horton Heath Parish Council

Page: 1

Time: 13:49

Cashbook 1

User: JOANNA

Current Account

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		189,285.13					189,285.13	
Banked: 01/09/2021		40.00						
	Mr C	40.00			1500	500	40.00	Allotment 4CW
Banked: 01/09/2021		54.00						
	Mr W	54.00			1200	230	54.00	Hall Hire
Banked: 02/09/2021		26.00						
	Mr T	26.00			1200	230	26.00	Hall Hire
Banked: 02/09/2021		120.00						
	Mrs R	120.00			1200	230	120.00	Hall Hire
Banked: 02/09/2021		112.00						
	Mrs B	112.00			1200	230	112.00	Hall Hire
Banked: 03/09/2021		54.00						
	Mr L	54.00			1200	230	54.00	Hall Hire
Banked: 05/09/2021		20.00						
	Mr A	20.00			1900	100	20.00	Contribution for PS
Banked: 06/09/2021		774.00						
	Sales Recpts Page 193	774.00	774.00		100			Sales Recpts Page 193
Banked: 07/09/2021		77.00						
	Mr H	77.00			1500	500	77.00	Allotment c11
Banked: 07/09/2021		51.50						
	Mr P	51.50			1500	500	51.50	Allotment b9
Banked: 07/09/2021		51.50						
	Mr A	51.50			1500	500	51.50	Allotment b12
Banked: 07/09/2021		25.75						
	Mrs M	25.75			1500	500	25.75	Allotment b16
Banked: 07/09/2021		51.50						
	Mr W	51.50			1500	500	51.50	Allotment C3
Banked: 07/09/2021		25.75						
	Mrs T	25.75			1500	500	25.75	Allotment C4
Banked: 07/09/2021		51.50						
	Mrs C	51.50			1500	500	51.50	Allotment b4
Banked: 07/09/2021		14.50						
	Mrs C	14.50			1500	500	14.50	Allotment cw6
Banked: 08/09/2021		14.50						
	Mr C	14.50			1500	500	14.50	Allotment 4CW
Banked: 08/09/2021		51.50						
	Mr D	51.50			1500	500	51.50	Allotment A15

Continued on Page 2

Date: 11/10/2021

Fair Oak & Horton Heath Parish Council

Page: 2

Time: 13:49

Cashbook 1

User: JOANNA

Current Account

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 08/09/2021	51.50						
	Mr S	51.50			1500	500	51.50	Allotment 51.50
	Banked: 08/09/2021	51.50						
	Mrs S	51.50			1500	500	51.50	Allotment B17
	Banked: 09/09/2021	134.00						
	Dignity funerals	134.00			1540	510	134.00	cremation
	Banked: 09/09/2021	10.49						
	SSE	10.49			1900	100	10.49	Energy refund
	Banked: 09/09/2021	51.50						
	Mrs S	51.50			1500	500	51.50	Allotment C6
	Banked: 09/09/2021	51.50						
	Mr C	51.50			1500	500	51.50	Allotment B10
	Banked: 09/09/2021	54.00						
	Mrs T	54.00			1200	230	54.00	hALL HIRE
	Banked: 10/09/2021	51.50						
	Mr P	51.50			1500	500	51.50	Allotment c9
	Banked: 10/09/2021	51.50						
	Mr R	51.50			1500	500	51.50	Allotment b02
	Banked: 11/09/2021	40.00						
	Mr C	40.00			1900	100	40.00	Contribution for PS leaving
	Banked: 13/09/2021	51.50						
	Mr S	51.50			1500	500	51.50	Allotment B15
	Banked: 13/09/2021	51.50						
	Mr C	51.50			1500	500	51.50	Allotment a13
	Banked: 13/09/2021	51.50						
	Mr G	51.50			1500	500	51.50	Allotment C2
	Banked: 14/09/2021	51.50						
	Mr L	51.50			1500	500	51.50	Allotment C07
	Banked: 14/09/2021	25.75						
	Mrs R	25.75			1500	500	25.75	Allotment 10a
	Banked: 14/09/2021	51.25						
	Mrs N	51.25			1500	500	51.25	Allotment a10
	Banked: 14/09/2021	25.75						
	Mrs W	25.75			1500	500	25.75	Allotment C1
	Banked: 15/09/2021	51.50						
	Mrs C	51.50			1500	500	51.50	Allotment B18

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Date: 11/10/2021

Fair Oak & Horton Heath Parish Council

Page: 3

Time: 13:49

Cashbook 1

User: JOANNA

Current Account

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 15/09/2021	20.00						
	Mrs D	20.00			1900	100	20.00	Contribution for PS leaving
	Banked: 16/09/2021	51.50						
	Mrs W	51.50			1500	500	51.50	Allotment PLOT C16
	Banked: 17/09/2021	51.50						
	Mrs H	51.50			1500	500	51.50	Allotment c12
	Banked: 17/09/2021	25.75						
	Mr G	25.75			1500	500	25.75	Allotment A4
	Banked: 19/09/2021	25.75						
	Mr h	25.75			1500	500	25.75	Allotment C4
	Banked: 19/09/2021	51.50						
	Mr B	51.50			1500	500	51.50	Allotment B14
	Banked: 20/09/2021	51.50						
	Mrs H	51.50			1500	500	51.50	Allotment c14
	Banked: 22/09/2021	200.00						
	cash in	200.00			1900	100	10.00	burial and contribution
					1520	510	190.00	burial and contribution
	Banked: 22/09/2021	51.50						
	Mr C	51.50			1500	500	51.50	Allotment a12
	Banked: 22/09/2021	99.64						
	HSS.com	99.64			1900	100	99.64	HSS.com refund
	Banked: 22/09/2021	14.50						
	Mr S	14.50			1500	500	14.50	Allotment
	Banked: 23/09/2021	51.50						
	Mr R	51.50			1500	500	51.50	Allotment A3
	Banked: 23/09/2021	51.50						
	Mrs J	51.50			1500	500	51.50	Allotment C10
	Banked: 23/09/2021	51.50						
	Mr G	51.50			1500	500	51.50	Allotment B5
	Banked: 23/09/2021	397.00						
	mR c	397.00			1520	510	397.00	Burial
	Banked: 24/09/2021	992.00						
	Mr k	992.00			1520	510	992.00	Burial
	Banked: 24/09/2021	51.50						
	Mr H	51.50			1500	500	51.50	Allotment a7
	Banked: 24/09/2021	51.50						

Continued on Page 4

Date: 11/10/2021

Fair Oak & Horton Heath Parish Council

Page: 4

Time: 13:49

Cashbook 1

User: JOANNA

Current Account

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Mr F	51.50			1500	500	51.50	Allotment A2
	Banked: 25/09/2021	14.50						
	Mr B	14.50			1500	500	14.50	Allotment
	Banked: 26/09/2021	51.50						
	Mr R	51.50			1500	500	51.50	Allotment C17
	Banked: 27/09/2021	660.00						
	Mr J	660.00			1520	510	660.00	Burial
	Banked: 28/09/2021	14.50						
	Mrs V	14.50			1500	500	14.50	Allotment CW02
	Banked: 29/09/2021	51.50						
	Mr F	51.50			1500	500	51.50	Allotment B13
	Banked: 30/09/2021	216,208.00						
	EBC	216,208.00			1076	100	216,208.00	2ND HALF PRECEPT
	Banked: 30/09/2021	51.50						
	Mr L	51.50			1500	500	51.50	Allotment B8
	Banked: 30/09/2021	51.50						
	Mr P	51.50			1500	500	51.50	Allotment B11
	Banked: 30/09/2021	51.50						
	Mrs C	51.50			1500	500	51.50	Allotment A5
	Banked: 30/09/2021	51.50						
	Mr S	51.50			1500	500	51.50	Allotment a11
	Banked: 30/09/2021	51.50						
	Mr S	51.50			1500	500	51.50	Allotment B6
	Banked: 30/09/2021	25.75						
	Mr C	25.75			1500	500	25.75	Allotment C8
Total Receipts for Month		222,095.63	774.00	0.00			221,321.63	
Cashbook Totals		411,380.76	774.00	0.00			410,606.76	

Continued on Page 5

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2021	FAIR OAK VILLAGE HALL	BACS	25.60			4990	110	25.60	hall hire
01/09/2021	Corporate finance	DD	256.46		42.74	4090	110	213.72	Copier rental
01/09/2021	Southern Electric	DD	53.00		8.83	4405	240	44.17	electricity - Pavillion
01/09/2021	ACELIFTAWAY	84733	106.28	106.28		500			Allotment Toilet
01/09/2021	AGILICO	84734	95.78	95.78		500			Printer consumables
01/09/2021	AQUA AID	84735	23.99	23.99		500			water dispenser
01/09/2021	CARTERS OF SWANWICK	84736	132.13	132.13		500			Misc Materials
01/09/2021	CLAIRE NUTTALL	84737	169.99	169.99		500			Pavement art
01/09/2021	Conserve Hygiene Solutions	84738	888.00	888.00		500			Sanitary disposal Units
01/09/2021	DAVID BOWEN	84739	4,355.59	4,355.59		500			Consultancy Pembers Farm
01/09/2021	EBC	84740	1,685.10	1,685.10		500			Trade Recycle
01/09/2021	FIRECARE & SECURITY	84741	288.00	288.00		500			Site visit fee
01/09/2021	HCC	84742	103.99	103.99		500			stationary
01/09/2021	IN STITCH	84743	150.00	150.00		500			Live pedal stitching
01/09/2021	KATE MELLORS	84744	150.00	150.00		500			Interactive storytelling
01/09/2021	METROPLAN	84745	90.95	90.95		500			desk screen
01/09/2021	PKF	84746	1,560.00	1,560.00		500			External Audit Fee
01/09/2021	PLAY INSPECTION COMPANY	84747	486.00	486.00		500			Annual Play inspection
01/09/2021	PPL	84748	2,737.94	2,737.94		500			Music licence - HH
01/09/2021	QIC systems	84749	1,258.62	1,258.62		500			Monthly Licence
01/09/2021	REALTIS BUSINESS SOLUTIONS	84750	554.40	554.40		500			Allotment software annual supp
01/09/2021	SOURCE SUPPLIES	84751	37.02	37.02		500			cleaning products
01/09/2021	SURREY HILLS	84752	666.00	666.00		500			Legal advice - scout hut
01/09/2021	SHAWYERS	5120	5,064.00	5,064.00		500			Treework at Fair Oak cemetery
02/09/2021	Indeed	VISA	108.52		18.09	4030	110	90.43	Job Advertisement
07/09/2021	Screwfix	DD	105.24		17.54	4540	290	87.70	Misc Materials
07/09/2021	Allstar	DD	599.13		99.86	4305	210	499.27	Fuel
10/09/2021	SE Gas	DD	117.39		19.56	4400	230	97.83	Gas - Woodlands
10/09/2021	HSS	VISA	116.88		19.48	4540	290	97.40	Misc Materials
10/09/2021	Shergolds shrubs	VISA	500.00		83.33	4505	280	416.67	Flowers and bulbs
10/09/2021	HSS	VISA	78.66		13.11	4540	290	65.55	Misc Materials
10/09/2021	amazon	VISA	46.58			4100	110	46.58	leaving gift for cllr PS
10/09/2021	EBC	VISA	924.00			4882	900	924.00	Planning application - communi
13/09/2021	o2	DD	275.48		45.91	4125	110	229.57	Mobile Phones
13/09/2021	adobe	VISA	12.64			4132	110	12.64	adobe
13/09/2021	Elementis	VISA	95.50			4100	110	95.50	gift for PS
14/09/2021	Overline	DD	69.33		11.56	4120	230	57.77	Tel and broadband
14/09/2021	Payzone	DD	18.00		3.00	4140	110	15.00	Payzone
14/09/2021	Overline	DD	77.58		12.93	4120	110	64.65	Tel and broadband
14/09/2021	Find me a gift	VISA	48.07		8.01	4100	110	40.06	leaving gift for cllr PS
14/09/2021	amazon	VISA	9.95			4100	110	9.95	leaving gift for cllr PS
15/09/2021	payroll	BACS	15,889.52			4000	110	15,889.52	payroll
15/09/2021	vodafone	VISA	50.00		8.33	4133	110	41.67	extra data - first payment
16/09/2021	BRSA	DD	1,768.67			4410	500	1,768.67	Water -allotments
16/09/2021	British Gas	DD	16.96		2.83	4400	150	14.13	Gas - PO
16/09/2021	British gas	DD	86.97		14.50	4400	230	72.47	Gas - woodlands

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Date: 11/10/2021

Fair Oak & Horton Heath Parish Council

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Time: 13:49

Cashbook 1

User: JOANNA

Current Account

For Month No: 6

Payments for Month 6

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>
16/09/2021	sage payroll	DD	20.40		3.40	4132	110	17.00	payroll software
17/09/2021	Peninsula	DD	356.50		59.42	4070	110	297.08	Employee services
17/09/2021	SE Gas	DD	157.65		26.28	4400	240	131.37	Gas - Pavilion
20/09/2021	Ebay	VISA	38.06			4100	110	38.06	leaving gift for cllr PS
22/09/2021	hmrc	BACS	3,857.61			4000	110	3,857.61	PAYE
22/09/2021	Hants pensions	BACS	3,826.57			4010	110	3,826.57	pensions
27/09/2021	VODAFONE	DD	60.00		10.00	4090	110	50.00	Gigicube
28/09/2021	Moonpig	VISA	38.28			4100	110	38.28	leaving card for Cllr PS
29/09/2021	BNP Paribas	DD	203.94		33.99	4120	110	169.95	telephone system rental
30/09/2021	bt group	DD	1.87		0.31	4120	110	1.56	Tel and broadband PO
Total Payments for Month			50,514.79	20,603.78	563.01			29,348.00	
Balance Carried Fwd			360,865.97						
Cashbook Totals			411,380.76	20,603.78	563.01			390,213.97	

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Fair Oak & Horton Heath Parish Council

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Invoices Due for Payment by 1 October 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
ableman [ABLEM]								
27/09/2021	AB/01314		Install Electric Cable		27/09/2021	426.00		426.00
Total of Invoices Due (ABLEM)						426.00	0.00	426.00
ACELIFTAWAY [ACE001]								
30/09/2021	85466		Allotment Toilet Waste Removal		30/09/2021	102.85		102.85
Total of Invoices Due (ACE001)						102.85	0.00	102.85
colin philips [COLIN]								
21/09/2021	5224		Road Signs		21/09/2021	2,400.00		2,400.00
Total of Invoices Due (COLIN)						2,400.00	0.00	2,400.00
DYNAMIKA UK [DYNDYN]								
31/08/2021	5022		Water Hygiene Survey		30/09/2021	354.00		354.00
Total of Invoices Due (DYNDYN)						354.00	0.00	354.00
DYNO-ROD [DYNO]								
28/09/2021	18731015082		Unblock Manholes		28/09/2021	216.00		216.00
Total of Invoices Due (DYNO)						216.00	0.00	216.00
EBC [EBC001]								
07/09/2021	02757060		Empty Dog Bins		07/09/2021	35.52		35.52
Total of Invoices Due (EBC001)						35.52	0.00	35.52
Empire Electrical & Mechanical Solutions [EMP]								
20/09/2021	128		Supply & Fit Defibrillator PC		20/09/2021	618.00		618.00
Total of Invoices Due (EMP)						618.00	0.00	618.00
FLEET								
01/04/2021	SI204178		Pitchmarker		01/04/2021	460.62		460.62
Total of Invoices Due (FLEET)						460.62	0.00	460.62
FOX'S CLEANING [FOX001]								
07/09/2021	FOX21373		Window Cleaning HHCC		07/09/2021	25.00		25.00
Total of Invoices Due (FOX001)						25.00	0.00	25.00
HSS Hire [HSS]								
17/09/2021	334916/03		power digger hire		17/09/2021	95.90		95.90

11/10/2021

Fair Oak & Horton Heath Parish Council

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Invoices Due for Payment by 1 October 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 (HSS)						95.90	0.00	95.90
SMART MARKETING [SMAR001]								
28/08/2021	1637		Marketing Support		30/09/2021	78.00		78.00
Total of Invoices Due (SMAR001)						78.00	0.00	78.00
vitaplay [VITA]								
30/09/2021	3098		Pemblers Hill Drive play Area		30/09/2021	3,000.00		3,000.00
Total of Invoices Due (VITA)						3,000.00	0.00	3,000.00
Total of Invoices Due (Creditors)						7,811.89	0.00	7,811.89
TOTAL OF INVOICES DUE (ALL LEDGERS)						7,811.89	0.00	7,811.89

Ms Jo Cahill
Fair Oak and Horton Heath Parish Council
2 Knowle Park Lane
Fair Oak
Eastleigh
SO50 7GL

Our ref HA0100
SAAA ref SB03161

Email sba@pkf-l.com

03 September 2021

Dear Ms Cahill

Fair Oak and Horton Heath Parish Council
Completion of the limited assurance review for the year ended 31 March 2021

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Fair Oak and Horton Heath Parish Council for the year ended 31 March 2021. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference HA0100 or Fair Oak and Horton Heath Parish Council as a reference when paying by BACS.

Timetable for 2021/22

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Friday 1 July 2022. It is anticipated that the instructions will be sent out during March 2022, subject to arrangements for the 2021/22 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.


- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2022, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Friday 3 June and Thursday 14 July 2022; and
 - at the latest, between Friday 1 July and Thursday 11 August 2022.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2020/21

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Fair Oak and Horton Heath Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Fair Oak and Horton Heath Parish Council for the year ended 31 March 2021 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Fair Oak and Horton Heath Parish Council on application to:</p> <p>(a) <u>Jo Cahill, Finance Officer</u> <u>Fair Oak and Horton Heath Parish Council</u> <u>2 Knowle Lane, Fair Oak</u> <u>SO50 7GL</u></p> <p>(b) <u>Monday, Tuesday & Friday between the hours of 9.30am - 2.30pm</u> <u>_____</u> <u>_____</u></p> <p>3. Copies will be provided to any person on payment of £ <u>5.00</u> (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>Jo Cahill, Finance Officer</u></p> <p>Date of announcement: (e) <u>20th September 2021</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Fair Oak And Horton Heath Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		Yes	No*	Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
				✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

04.05.21

and recorded as minute reference:

Minute No. 8

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman X

Clerk

<https://www.fairoak-pc.gov.uk>

Section 2 – Accounting Statements 2020/21 for

Fair Oak And Horton Heath Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	665,836	656,846	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	410,570	419,172	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	97,891	141,383	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	220,539	248,908	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	296,912	249,455	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	656,846	719,038	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	649,423	713,123	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,937,785	1,979,457	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

04.05.21

I confirm that these Accounting Statements were approved by this authority on this date:

04 05 21

as recorded in minute reference:

Minute No. 7.

Signed by Chairman of the meeting where the Accounting Statements were approved

X

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Fair Oak And Horton Heath Parish Council - HA0100**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015:

- Section 2 was approved before Section 1.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

02/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

COUNCIL –18 OCTOBER 2021

TENNIS FEES & CHARGES

1. INTRODUCTION

- 1.1. As part of the Parish Council's corporate action plan and wider authorities Mission Statement to promote thriving and healthy communities, works to improve facilities at Lapstone Tennis Courts and to promote the sport were initiated in October 2020. Following consultation, advice and recommendation from the Lawn Tennis Association, members agreed to allocate funding for the project in May 2021.

2. BACKGROUND

- 2.1. Fair Oak & Horton Heath Parish Council have two non-floodlit tennis courts at Lapstone Playing Fields, both of which are in a good condition. The courts are currently left open for the public to use free of charge.
- 2.2. The Parish Council introduced a booking system through the Council website to help manage the courts after repeated complaints of court hogging by professional coaches and reports of anti-social behaviour occurring on and around the courts.
- 2.3. LTA insight shows that parks are the most common place for people to play tennis (36%), in comparison to clubs (14%) and schools (23%) and therefore are important facilities to grow participation in the sport. The LTA are working with Local Authorities to improve the access and management of park tennis courts through the use of technology. The LTA also wants to work with Local Authorities to safeguard park tennis courts by adopting sustainable operational models.
- 2.4. Repair and improvement works are currently taking place and are due to be completed within the next couple of weeks. Works include surface cleaning pesticide application, surface repairs, court binder, colour spray, and new tennis nets.
- 2.5. Installation of the new 'Clubspark' electric gate access which controls entry via pin code has taken place and the venue registration is now active.

3. PROPOSED FEES

- 3.1. In order to ensure that the improved facilities remain in good condition, it is suggested that maintenance costs be covered by implementation of low cost fees, as set out below:
 - Subscription for everyone in one household to play all year £35.00
 - Pay and play for £6.00 per hour per court
- 3.2. The proposed fees are similar with those that are charged by Premier Tennis who manage the courts on behalf of Eastleigh Borough Council and Places Leisure Centre and are more competitive than the fees levied by Hedge End Town Council at their Woodhouse Lane site.

4. SERVICE LEVEL AGREEMENT (SLA)

- 4.1 It is recommended that the Parish Council implement SLA with local professional coaches, to prevent 'court hogging'. The LTA have provided a model SLA between a Local Authority and tennis coach/operator/ coaching company. This document will be edited to our needs.

5. CRIME AND DISORDER / EQUALITY AND DIVERSITY IMPLICATIONS

5.1 The improved courts will be secured/safeguarded via the club spark gate access which will lower antisocial behaviour/vandalism on the courts.

5.2 The Council must ensure it provides good quality facilities, accessible to all.

6. RECOMMENDATIONS

6.1 It is recommended that Council approves the suggested fees as set out in appendix 1.

7. For Further Information Please Contact:

Martin Johnson

E-mail: grounds@fair-oak-pc.gov.uk

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

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 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 –18 OCTOBER 2021

BEE & TREE CORRIDOR PROJECT

1. PURPOSE

- 1.1 To agree the planting schemes for Summerlands Road, Brook Road, Library frontage and Meadowsweet Way as part of the first phase bee and tree corridor project.

2. BACKGROUND

- 2.1 As part of its Biodiversity Plan and tree planting scheme, Eastleigh Borough Council has through the Bishopstoke, Fair Oak & Local Area Committee agreed the implementation of a tree and bee corridor project in Bishopstoke. The ethos of this project aligns itself nicely with Fair Oak Parish Council's corporate plan priority and the urban greening plans for the wider village. The Clerk commissioned the services of the specialist Arboricultural Consultant.
- 2.2 The arboriculturist's brief was to focus on the following areas Summerlands Road, Brook Road, Library frontage and Meadowsweet Way as these were areas identified as those that needed enhancements to fit in with the planting schemes already underway at Knowle Park, Cemetery and Orchard and the wider plans for tree, wildflower and bulb planting across the parish.
- 2.3 Following detailed discussions with the Clerk and site visits, final designs (Appendix 1) were drawn up and area now presented for member approval. The Arboricultural Consultant will be present at the Council meeting to explain in detail the schemes put forward.

3. CONTEXT

- 3.1 Recent studies have highlighted the widespread losses in the number of pollinating insects across the U.K. since the 1980s, with key threats to pollinators including climate change, habitat loss through development, pesticides and the spread of invasive species. The continued loss of wild habitats has a huge impact on the decline in pollinators as many butterflies, bees, dragonflies and moths who rely on these flowers to live.
- 3.2 The loss of wildlife habitats in the area, has fragmented the natural habits of insects and animals. The corridor project seeks to join these 'islands' using existing pockets of open space to allow bees, insects and wildlife to move freely once again, making them more resilient to future environmental changes.
- 3.3 Tree planting creates a nectar source for bees and other insects while at the same time providing shade and wind breaks, taking up carbon and refreshing the air with oxygen. Tree roots also help to reduce water run off during periods of heavy rain fall. The tree and bee gardens have the added benefit of containing edible or medicinal properties, so are effectively community allotments.
- 3.4 Creating and enhancing the existing green infrastructure and wildlife corridors has many environmental benefits, providing wildlife with important connection networks and habitats. The linking of the networks through green infrastructure also creates both economic, social and health benefits for the wider community to enjoy.

4. PROPOSED PLANTING SITES & SCHEMES

4.1 In designing the planting for each site, the following schemes were selected:

- **Tree and bee garden:** Combining edible flowering plants with a central tree. All edible or medicinal plants will also provide nectar and fodder for bees.
- **The forest garden:** Combining one or more trees with shrubs and a ground layer of herbaceous plants. All components are edible or medicinal and nectar rich.

4.1.1 The Village Image Task & Finish Group have recommended (under separate cover) the approval of all the schemes and allocation of Section 106 funds to these sites. The detail of each site is set in paragraphs 4.2 – 4.4 below.

4.2 Summerlands Road

4.2.1 The waste land at the corner of this road is unsightly and currently used as a cut through to the shops. The suggested schemes, adds decorative bench seating for residents to rest after walking/shopping and enjoy planting which fragrant and medicinal properties.

4.2.2 The landowners have given their permission in principle to carry out these works. In recent correspondence they have stated “(the scheme) will need a full and ongoing maintenance programme to maintain the planting, the pathways and the corner bench. Will be Council give a commitment to this?”

4.2.3 Full compliance with health and safety would need to be undertaken on an ongoing basis and the Council would need to indemnify for any claims that may be forthcoming in respect of usage of the land.”

- Planting scheme cost totals £1,190
- Hoggin pathway estimated at £1,000
- Carved bench – budget £4,000
- Total cost for the area = £6,190

4.2 Library Garden & Brook Road

4.3.1 The scheme at the library follows that of a tree garden, with tree species being selected to complement and enhance the surrounding landscape and complimentary underplanting attractive to bees. Again, the planning has been selected for minimal maintenance.

- Total cost of both schemes is **£1,570**

4.4 Meadowsweet Way

4.4.1 Members will recall that as part of the play area project in 2020, the Council agreed that enhancements should be made to the open space to the front and side of the community centre to compliment the play area. The scheme shown provides an interesting and attractive outlook for visitors of all ages. The wigwam at the front of the building/play area continues the sense of play through the natural environment.

- Total cost of planting = £2,450
- Wigwam = £1,500
- Total cost = **£3,950**

5. NEXT STEPS

- 5.1 Members will recall that the Clerk held a meeting with the landowners of the redundant land at the corner of Summerlands Road and Brook Road. At this meeting the Clerk explained the aspirations of the Parish to undertake environmental enhancements in the Parish and the urban greening projects in the heart of the village. The landowner was keen to support these works and have given their permission for works to take place on their land.
- 5.2 Targeted engagement with local businesses and residents in the centre will take place following member approval.
- 5.3 In addition, wider community will also be undertaken with community groups to access interest in volunteers helping the Council to plant and maintain the areas. The management of the planning will be undertaken by the Operations team.

6 CRIME AND DISORDER IMPLICATIONS

- 6.1 There are no Crime & Disorder implications arising directly from this report.

7 EQUALITY & DIVERSITY & ENVIRONMENTAL IMPLICATIONS

- 7.1 Enhancements to current green open spaces and creation of new planting schemes not only enhances the health and wellbeing of all residents but also increase biodiversity and assists in carbon reduction.

8 FINANCIAL IMPLICATIONS

- 8.1 The total cost for purchase of plants for all the schemes is £5,210. It is suggested that the Council allocate £1,790 contingency fund.
- 8.2 The additional costs for the Summerlands Road bench & pathway totals £5,000
- 8.3 It is suggested that £1,500 allocated towards the wigwam installation at Meadowsweet Way.
- 8.4 The total cost of the project comes to £13,500

9 RECOMMENDATIONS

- 9.1 It is recommended that Council approves the planting schemes as set out in Appendix 1;
- 9.2 That the fees associated with the schemes as set out in paragraph 7.1 be approved and taken from the village environmental enhancement S106 fund; and
- 9.3 That the Parish Clerk, in consultation with the Chairman, be delegated authority to oversee the implementation of the schemes.

For Further Information Please Contact:

Melanie Stephens, Parish Clerk

E-mail: clerk@fairoak-pc.gov.uk

FULL COUNCIL - 12 OCTOBER 2021

TWYNAMS FIELD & EXPLORING THE OPTION OF OPENING THE AREA FOR PUBLIC ACCESS

1. INTRODUCTION

- 1.1. The creation of Knowle Park from redundant agricultural fields 15 years ago is a success story that the Parish Council can be proud of. Attracting an estimated 100,000+ visitors per year, the park has been through quite radical changes over that time.
- 1.2. A large proportion of those visitors come to enjoy the network of approximately 1.4km of accessible paths either for dog walking or just to enjoy a relaxing stroll through the park.
- 1.3. The creation of the park from the redundant fields includes an area set aside from public access known as Twynam Fields. This 1.5-hectare area has been segregated from the rest of the park for that time with the intention that it be an inaccessible wildlife and wildflower sanctuary.
- 1.4. For what-ever reason it may be, this field is still a species poor permanent pasture, dominated by plants such as common bent, Yorkshire fog and perennial rye-grass with abundant broad-leaved dock. Wildflowers have been unable to establish themselves despite repeated attempts to introduce these.

2. OBSERVATIONS

- 2.1. In order to assist the Parish Council with planning for future use and enhancement of this site, the Operations Manager invited EBC's Ecologist to visit the site. The Ecologist made the following observations: -
 - The Ecologist does not possess any records of protected species relating directly to Twynams Field although this does not exclude the possibility of species of interest being present.
 - Regardless of the lack of official ecological designations, the diverse and in places "tussocky" structure of the grassland means that it will support a wide array and diversity of more widespread invertebrates and plants. The hedgerows and associated bramble scrub will also be of raised interest for nesting/foraging birds and will provide feeding and commuting corridors for bats. However, while the grassland has a varied structure it generally lacks species diversity, with many areas dominated by coarse grasses and ruderal plants (i.e., creeping thistle).
 - It is the opinion of the Ecologist that the ecological interest of Twynams Field is unlikely to be negatively impacted by creating some mown paths around the perimeter of the fields and allowing public access. Interpretive signage requesting people to keep to the paths and keeping dogs on leads may also be beneficial, although the scrubby, tussocky nature of the grassland means people are likely to stick to the paths anyway.
 - In previous years, this area has been livestock grazed during the months of May – October to encourage new growth and help maintain suitable conditions for the plants

and animals that characterise these areas. This was not done last year, and currently EBC has not received a request from the farmer to graze the land this year.

- 2.2. On creation of the site, the residents of Bramblegate, Lawnswood and White Tree Close were written to in October 2010 advising them that access from their properties directly onto this land was to stop, as a number had gates providing direct access to this space. It was also requested that the disposing of their own garden waste onto this land was to cease.
- 2.3. There is clear evidence which shows some residents are using the area as their own dumping ground with many residents disposing grass cuttings and other garden waste directly over their fences into the field.
- 2.4. There is also evidence by way of man-made tracks around the perimeter of the site and an abundance of dog waste that people are already using Twynam Field as a dog exercise area.
- 2.5. It would not be unreasonable to assume that this is being used exclusively by the residents of Bramblegate, Lawnswood and White Tree Close houses as the area is secured by fencing and a locked gate on our Knowle Park boundary with barbed wire fencing securing the remainder of the perimeter not including the access directly adjoining the properties facing the site.
- 2.10 With this in mind, it has effectively become an unspoilt view enjoyed and used by a select few.
- 2.11 Providing cut grassed pathways around the perimeter of Twynams field would increase the accessible paths in the park by as much as 0.5km. This will allow other users of the park to enjoy the benefits of increased and alternative walking routes currently being used by just a few residents.
- 2.12 It could be argued that the residents of these properties would be against the opening of the area to wider public use for fear of losing the seclusion and view been afforded them over the previous years. Any argument raised saying it is a conservation area could be negated by evidence that residents are using the site already, either as an exercise area or green waste dumping area.
- 2.13 Management of the site would become easier with daily grounds patrols carried out, removal of litter and dog waste and the inclusion of the field into the annual hay crop taken by the farmer. This would help to encourage additional species and new growth.
- 2.14 It is probable there would be some impact on the biodiversity of the wider Twynams Field site by allowing increased public access to the area, but not necessarily negatively. The parcels of land already being taken as hay crop are not heavily used by the public, as recreational activities and those that wish to picnic or take lunch in the park, do so in the areas specifically designed and maintained for those activities. Those areas which are cropped already do have a wider selection of plant species present than are currently found in Twynams Field and they are flourishing.
- 2.15 Many parks, nature reserves and wildlife sanctuaries around the country are increasing the areas they are making accessible to the public. This is being done for a number of reasons including

- 1) Education
- 2) Right to roam
- 3) Mental health and wellbeing
- 4) Visitor attraction

2.16 Opening the Twynams Field to public access would cater for visitors seeking a longer walk; would have negligible impact on the biodiversity of the site; would not cause any real or significant risk to the security of neighboring properties; and would greatly compliment the facility the parish council provides the public.

3. CONSULTATION

3.1 A consultation exercise, via a letter drop will need to be undertaken following member decision.

4. FINANCIAL IMPLICATIONS

4.1 The cost of maintaining this field is minimal and will be added to next years' annual budgeting.

5. RECOMMENDATIONS:

5.2 That the Operations staff be permitted to undertake works to create cut pathways around the perimeter of the field with a view to opening the area for the summer (May to September) to gauge public reaction and use; and

5.2 That members receive an update on the success of this in a years' time.

6. For Further Information Please Contact:

Martin Johnson
E-mail: grounds@fair-oak-pc.gov.uk

VILLAGE IMAGE TASK & FINISH GROUP

1. PURPOSE

- 1.1 To consider the recommendations of the Village Improvements Task & Finish Group. (Please note that the Group has requested that their name be altered to remove 'Centre' as the improvements better reflected the broader remit of the work of the Group which also considered the village as a whole.

2. BACKGROUND

- 2.1 In June 2020 the Council set up a Task & Finish Group to consider ways to improve & enhance the village experience.
- 2.2 The terms of reference for the Group were agreed as:
- (1) That the Group consider the current customer experience (good and bad) of village and investigate opportunities to enhance the customer journey/experience;
 - (2) The Group consider 'quick wins' making use of the Section 106 'village improvement fund' as a starting point to a wider project;
 - (3) That the Group prioritise de-carbonisation/sustainable initiatives; and
 - (4) That the Panel consider:
 1. the changing nature of retail spend in light of the pandemic;
 2. government initiatives to support the resourcing and evolution of the High Street offer post-pandemic;
 3. obtaining input/evidence from residents, local organisations and businesses on their perspectives on the issue;
 4. surveys of occupation/vacancies in the village;
 5. formulating a series of recommendations for action by the council and other major stakeholders to enable the continued success and diversity of the village offer; and
 6. other relevant matters related to the success of the village centre.
- 2.3 The Task & Finish Group consisted of Cllr Anderson, Bird (Chair), Douglas and Mr Stupple as community representative. The Group was supported by the Clerk and Deputy Clerk.
- 2.4 This report details the work of the group and makes recommendations as to how the section 106 allocations should be spent.

3. INITIAL SCOPING & KEY DRIVERS

- 3.1 The Bishopstoke, Fair Oak & Horton Heath Local Area Manager (EBC) has confirmed £16,590k had been allocated from the Pembers Hill Farm S106 agreement towards Fair Oak Village Environmental Improvements. In addition, £13k from another developer contributions funding pot. The total funds available for the project being £29,590.
- 3.2 On 20 September, the Council agreed the allocation of £995, from this fund, towards the cost of landscaping plans as part of the bee and tree corridor project in the parish.

- 3.3 As part of an initial scoping exercise, the Clerk presented examples of how other local authorities have sought to enhance the public realm set against national planning concepts such as the 15-minute neighbourhood and the environment bill.
- 3.4 Members also drew upon the results of the parish wide community engagement survey, which highlighted strong demand from residents to improve digital communications, improvements in the natural environment and focus on climate change initiatives. Two of the Council's corporate objectives 'community engagement' and 'environmental enhancements' were adopted as part of the Council's Corporate Action Plan as a result of the wishes of residents.
- 3.5 Although it might seem desirable to have undertaken a more substantial uplift of the village image, the group understood and accepted the practical and financial constraints when weighing up what could be achieved. Therefore, members focused on 'quick wins' to include: -
- (1) Solar powered uplighters on key landmark trees
 - (2) adding street furniture such as seating, bins and hanging baskets
 - (3) providing public art which reflects the history and personality of the area (that is also functional/sustainable)
 - (4) planting trees, shrubs and flowers
 - (5) signposting to existing facilities through digital means
- 3.6 Given this wider context and remit, the Group agreed that limiting the works to the village square, was not sufficient, and widening the remit to encompass the wider village to include Sandy Lane Shops, Summerland Road and New Century Park. This would also ensure that the residents' experience through the village did not feel fragmented.

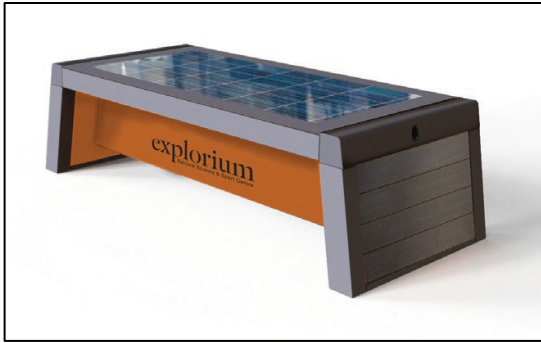
4. PROPOSALS

- 4.1 As part of their investigations the Group looked at other successful village improvements, national placemaking concepts, environmental enhancements largely through climate change schemes and undertook site visits to the village.
- 4.2 During site visits, it became clear that the village was walkable to most facilities however the routes were not clearly marked meaning that local facility information needed improving.
- 4.3 The Group therefore proposes that the section 106 funds are allocated for the following: -

Option 1 – Solar Benches

Solar benches not only provide seating, but a means to charge mobile phones through USB charging. When charging, the user is taken to a marketing/information portal which displays parish council information.

The chosen bench below, costs £2,995 which includes supply and delivery. The benches would be installed by the Council's Operations Team. Members suggested that a bench be located outside the library and Sandy Lane shops (high footfall areas). Member discounted the square for the bench location because the area was already cluttered, and the Council would need to pursue agreement with Hampshire Highways which was an often lengthy and difficult process. Members did consider whether the benches would attract anti-social behaviour, but recognised that the benches were easily to relocate, and there was no evidence to support ASB, were satisfied.



Bespoke brand features allow the bench to have the customers unique brand identity.

Option 2 – Village wayfinding map (with QR codes)

The Clerk has sought quotes for the production of an updated village wayfinding map which highlights key landmark buildings, recreational sites and community facilities provided by the Council. The map can be displayed on key locations around the parish, digitally and with QR codes meaning that it can be easily updated as the Parish takes on new facilities.

The production of designs, digital and hardcopy map come to **£6,000**. An example of the map can be found at Appendix 1.

Option 3 – Urban greening

(1) Bee & tree corridor project

The Clerk has obtained agreement 'in principle' from the landowners of the unused patch of ground on the corner of Summerland Road and Brook Road (opposite the library) for environmental enhancements.

To kick start the tree and bee corridor project, the Clerk requested that the specialist arboriculturist/landscape designer draw up designs for these areas as well as the village square. These designs are set out in Appendix 2. Due to the limited space in the 'square', the Group agreed that no large-scale planting (new red oak tree) should be planted at this time, as it might reduce the space available for attendees of the annual Remembrance Sunday Parade. Members might wish to revisit this following monitoring of the attendance of the Parade and wishes of residents.

The wider planting scheme put forward includes plants with medicinal and sensory properties, that are edible and require minimal maintenance. It is suggested that requests for volunteers be called for the 'dead heading' of plants be given to community library volunteers, local residents and/or shop owners.

The total cost for the planting schemes for these areas comes totals £5,210, with a suggested contingency of £1,790, £4,000 for a bench, £1,000 for pathway and £1,500 for a wigwam at Meadowsweet Way (**total £13,500**). A more detailed report on this project is being submitted to the Full Council under separate cover.

(2) Enhanced planting

Whilst the tree planting of the village square has been removed from the tree & bee project, members suggested that large, raised planters be place (with the consent of the shop owners) immediately outside the four shops on the square. As the Operations staff had leftover material & plants from the Cemetery improvement project. This has no cost attached.

The specialist arboriculturist had advised that the two oak trees in the village square looked unhealthy and appeared to have disease. It was therefore agreed that the Council's tree surgeons be instructed to assess these trees.

(3) Other urban greening

Members agreed that the parish bus shelters (centre & Winchester Road) be enhanced via re-painting and vertical planting. Members also requested that the Clerk seek approval from EBC for the installation of a living roof at the Sandy Lane bus stop.

- 4.4 A costing exercise for items 2 & 3 has yet to be undertaken, however it is suggested that **£1,500** be allocated.

5. COMMUNITY ENGAGEMENT

- 5.1 The suggested landscaping schemes (as set out in Appendix 2) have yet to be placed on Facebook to seek the views of the local community and businesses.

6. CRIME AND DISORDER IMPLICATIONS

- 6.1 Use of the new community facilities would be closely monitored by the Council's Operations team.

7. EQUALITY AND DIVERSITY

- 7.1 The provision of enhanced facilities, particularly the urban greening/planting would improve the health and wellbeing of all residents.

8. ENVIRONMENTAL IMPLICATIONS

- 8.1 Environmental enhancements to the public realm not only help to encourage and reduce the parishes carbon footprint but also improve the health and wellbeing of its residents as well as creating a more attractive space/journey for people to visit.

9. FINANCIAL IMPLICATIONS

- 9.1 The total funds available for this project is £28,595 (£29,590 - £995 (already allocated)) through S106 allocations. The options above total £26,990, leaving £1,605 available.

10. RECOMMENDATIONS

- 10.1 It is recommended that
- 10.2 The Council approves the suggested options as set out in paragraph 4.4 above and that £26,990 be taken from the village enhancement ear mark reserve to fund these projects; and
- 10.3 That the Council delegates project management and allocation of funds to the Clerk in consultation with the Chairman of the Council.

For Further Information Please Contact:

Cllr Colin Bird (Chairman of the Task & Finish Group)

E-mail: colin.bird@fairoak-pc.gov.uk

Melanie Stephens, Parish Clerk

E-mail: clerk@fairoak-pc.gov.uk



Welcome to
BEARFOOT GRAPHICS

Fair Oak & Horton Heath

A little bit about us

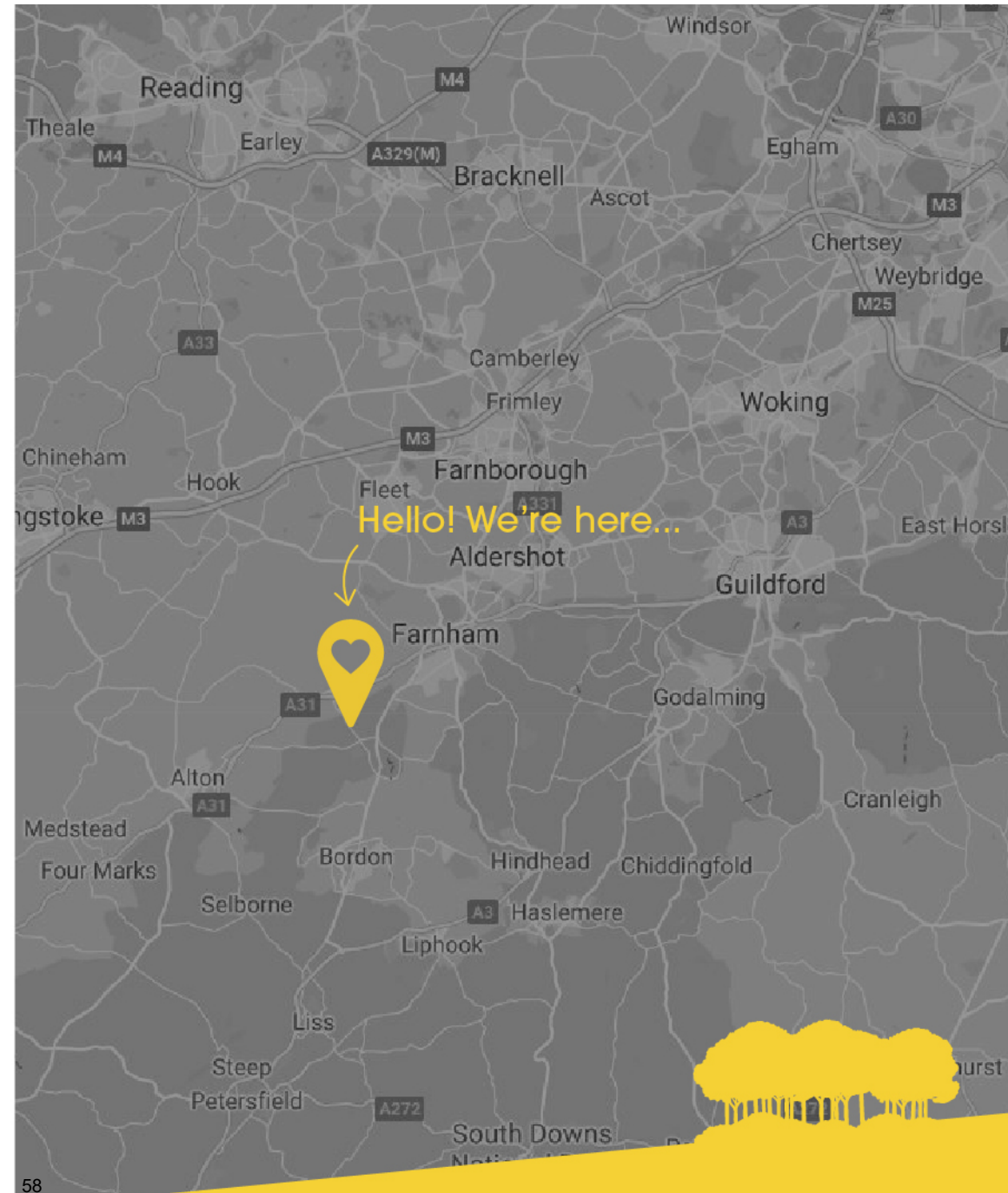
Hello! We're Bearfoot Graphics – a passionate and ambitious animation and graphic design studio based in the heart of Hampshire.

At Bearfoot Graphics, we aim to build lasting relationships by making working with us easy, enjoyable, and rewarding for you. Every project is different, but our approach is always the same. We ask questions, we listen, then we design solutions that not only meet your needs but exceed your expectations.

When we set up Bearfoot Graphics 20 years ago, we wanted to be different. Not only did we want to offer fantastic design and an amazing service to our customers, but we also wanted to contribute to our community and the causes we are passionate about.

So, whilst we provide innovative creative solutions for some of the biggest global brands, at the same time we actively support small local community groups by designing, free of charge, brochures, flyers, leaflets, and webpages. We have given design-based careers talks in local schools and continue to provide work experience opportunities for local people. We also undertake work for national charities providing our design services at a much-reduced cost for causes we care deeply about.

We are lucky to be based in the beautiful Hampshire countryside and as a business, our environmental policy informs our decision making. We continue to reduce our waste and recycle as much as we can. We generate much of our own electricity through solar panels and invest in energy efficient technology to further reduce our carbon footprint.



Portfolio

Overview

We have worked on some amazing projects over the years and are fantastically proud of the quality and variety of work we've produced. We truly believe that combining creative storytelling with innovative design can be a force for positive change in businesses, communities and in the world.

When it comes to what we do, we try really hard not to put ourselves in a box. Put simply, we provide creative,

relevant, design solutions that engage, inform and inspire.

Whether you need an **animation**, **illustration**, some eye-catching **branding**, **exhibition graphics**, some **marketing material**, or a pitch winning **presentation** - we can help. We bring creativity and energy to the design process, offering you a service which is friendly, reliable and provides great value for money.



Portfolio

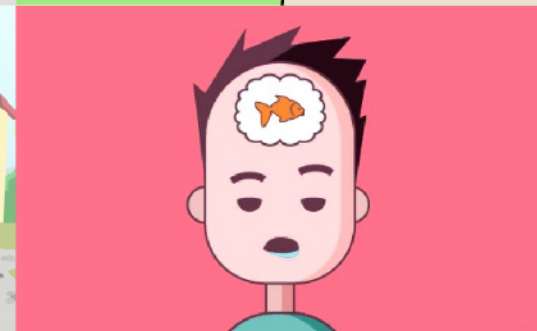
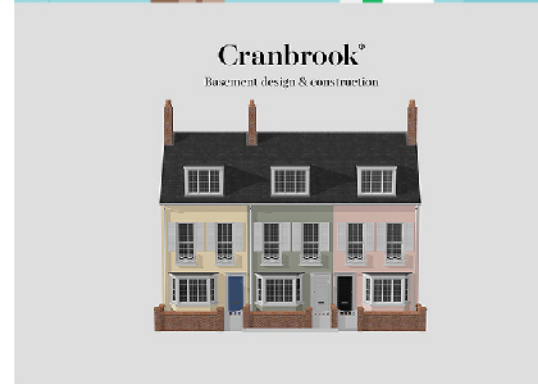
Graphic Design Samples

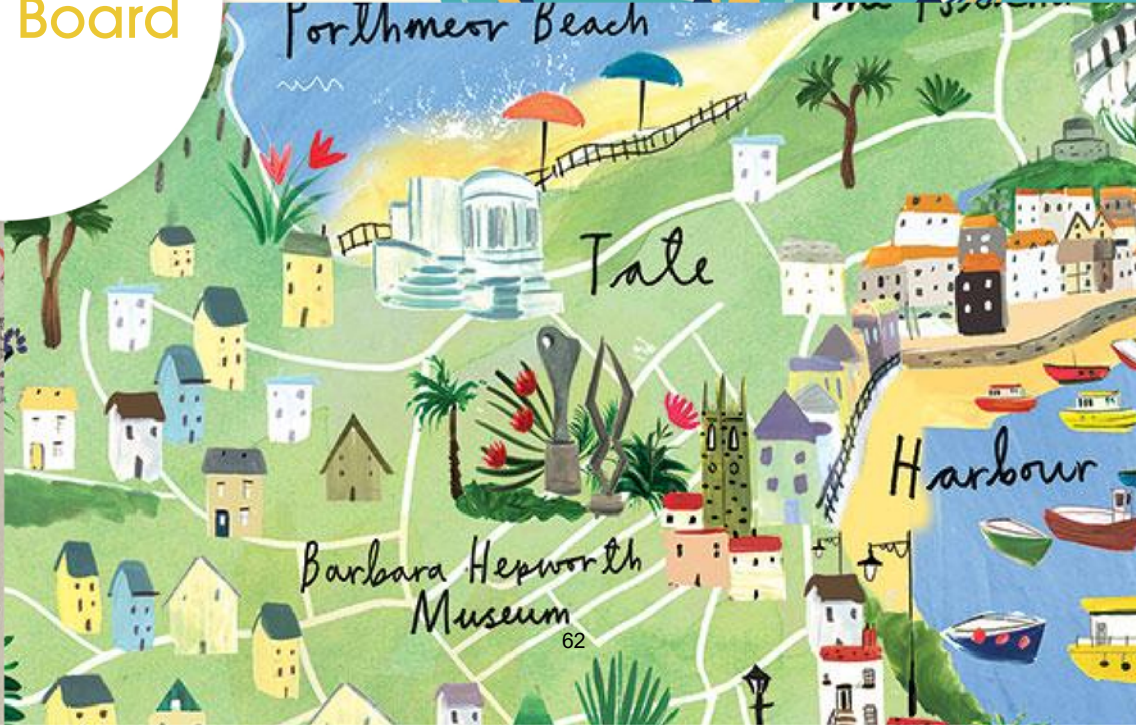


Portfolio

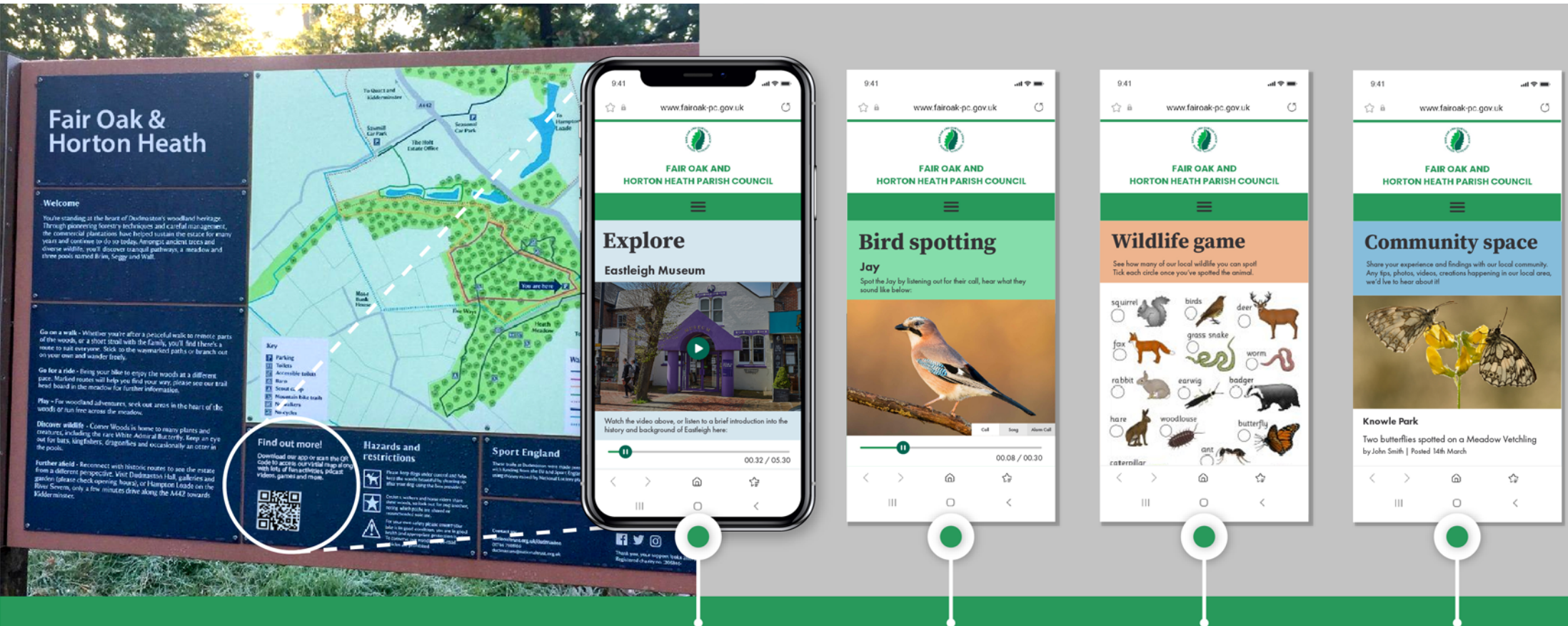
Animation Samples

Click [here](#) to go to our Vimeo channel or click on the thumbnails opposite to view each video.





ONE
HORTON
HEATH



Interactivity

App/QR Code

(rough mock up above)

Via a downloadable app or QR codes added to local tourist information boards and points; a plethora of interactive educational and fun activities can be offered to the public to help drive engagement and interest in the local area.

Educational and informative videos & podcasts

- Educate and entice locals and visitors to explore places of interest
- Listen to historical podcasts to learn about local heritage on the go
- Include admission offers or up-to-date event information to help encourage visitors.

Fun activities for all ages

- Include activities for all ages to encourage people to engage with the local area and natural surroundings
- Include sound bites to activities to help increase interest and engagement

Games for children

- Include mobile games for children to get them passionate about wildlife and local heritage
- Include downloadable content for them to complete at home for fun or for competitions to win items or admission to local events.

Help bring the community together

- Encourage explorers and visitors to share their media on your site to share experiences in the local area with the rest of the community.
- Celebrate great local photography and videography skills by using media for local promotional and marketing purposes.

Quote

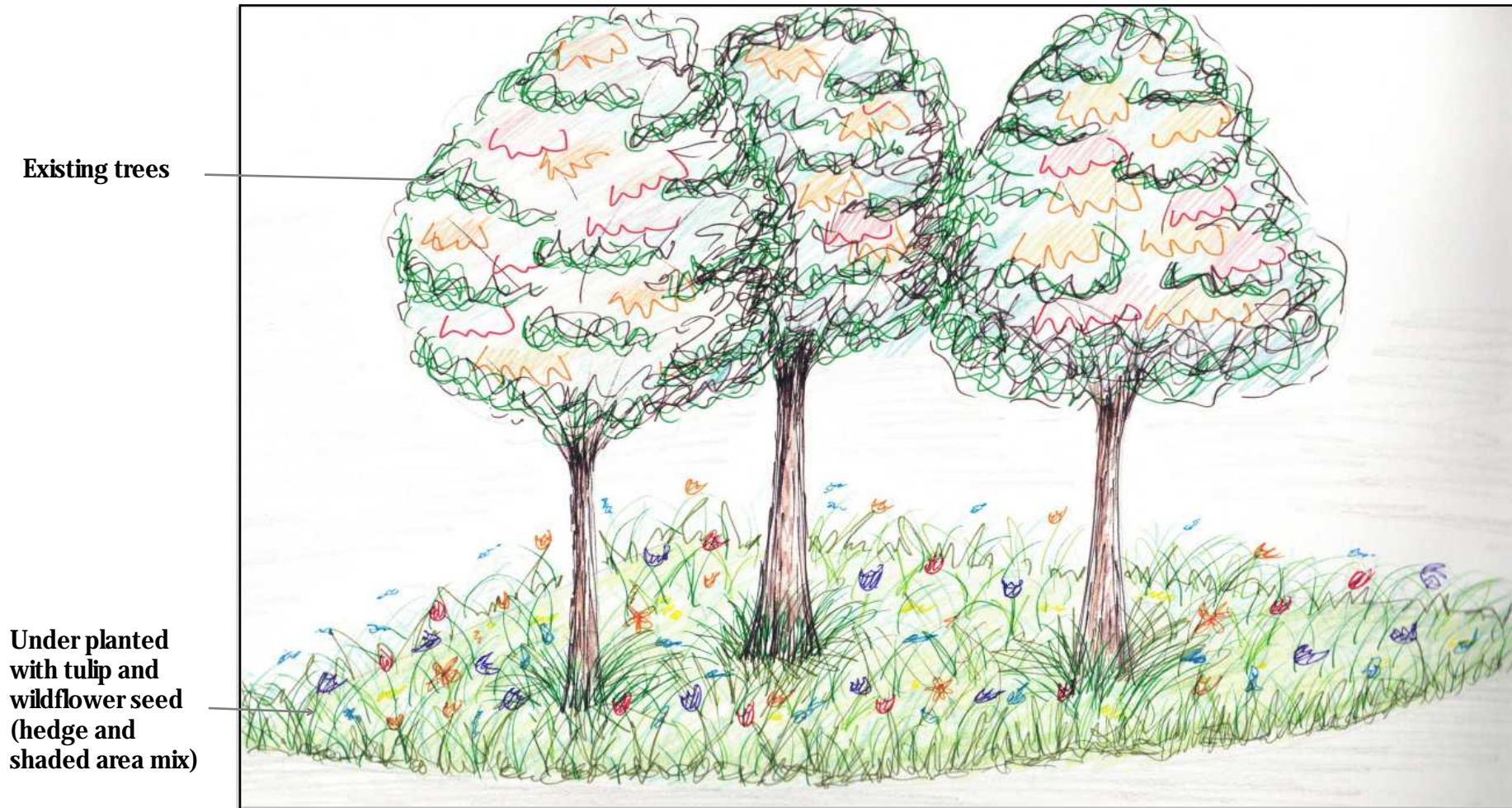
As we currently do not have all the details of the brief discussed, the below quoted figures are ballpark costs and will be adjusted accordingly once the project details are confirmed. We have not included a cost for interactivity and app creation as we need further information on both of these areas before we can give an indicative or accurate cost for either.

Project:	Details:	Quoted amount (Ex VAT):
Initial 'brand' designs and concepts	<ul style="list-style-type: none"> - Create an initial overall look and feel for the map and pages used on the website/ app (depending on whether the QR code or app route is preferred). These will include a moodboard followed by initial rough designs for the map and website/ app assets. 	£1,200
Printed and Online Map	<ul style="list-style-type: none"> - Once the overall initial look and feel has been decided and signed off, we will create the full map, with all the specific areas of interest highlighted and illustrated as appropriate. - Once complete, we will send the file back for review and make any minor amendments necessary and send back the file for final review and sign-off. - Once the map has been signed off, we will set up a version for print via the artwork specifications supplied either by the printing firm supplied via the client, or via Bearfoot Graphics. 	£1,500
Video Editing and Animation creation (as per 'Our Thoughts' page)	<ul style="list-style-type: none"> - Video editing footage supplied by the client - adding in titles, cuts, transitions and sample background music where necessary. - We can create animated introductions to video edits as well as animated scenes and characters to accompany a video edit or as stand-alone animations. 	£550 per day.
Illustration and Graphic Design (as per 'Our Thoughts' page)	<ul style="list-style-type: none"> - We offer a vast range of graphic design capabilities and some of these include illustrations for online games or activities, designed pages for websites/app assets and designed public information boards for print. 	£450 per day.



Thank you

Fair Oak centre - Brookfield Road



Maintenance: The existing grass should be removed and the exposed earth scarified before grass seed is scattered - ideally in the autumn. Tulip bulbs also planted at this time. During the first year the area should be weeded and wildflowers should be cut April and then in September/October. Year 2 - cut in September/October only and remove cuttings.

Estimated Costs: Grass seed £20 tulips £60 soil £20 = £100

Fair Oak village square
(HB to send rescanned drawing)

5 Random Squares of paving to be lifted and planted with wild flowers, especially poppies, to soften the hard concrete area (mint, lemon balm and other aromatics could also be grown here)

Flower tower for pollinating insects including fuschia, sedum, lavender, nasturtium, perennial geranium and borage



Existing oak to be aerated at root level, fed and protected with railings. The rooting area should be increased by removing paving slabs.

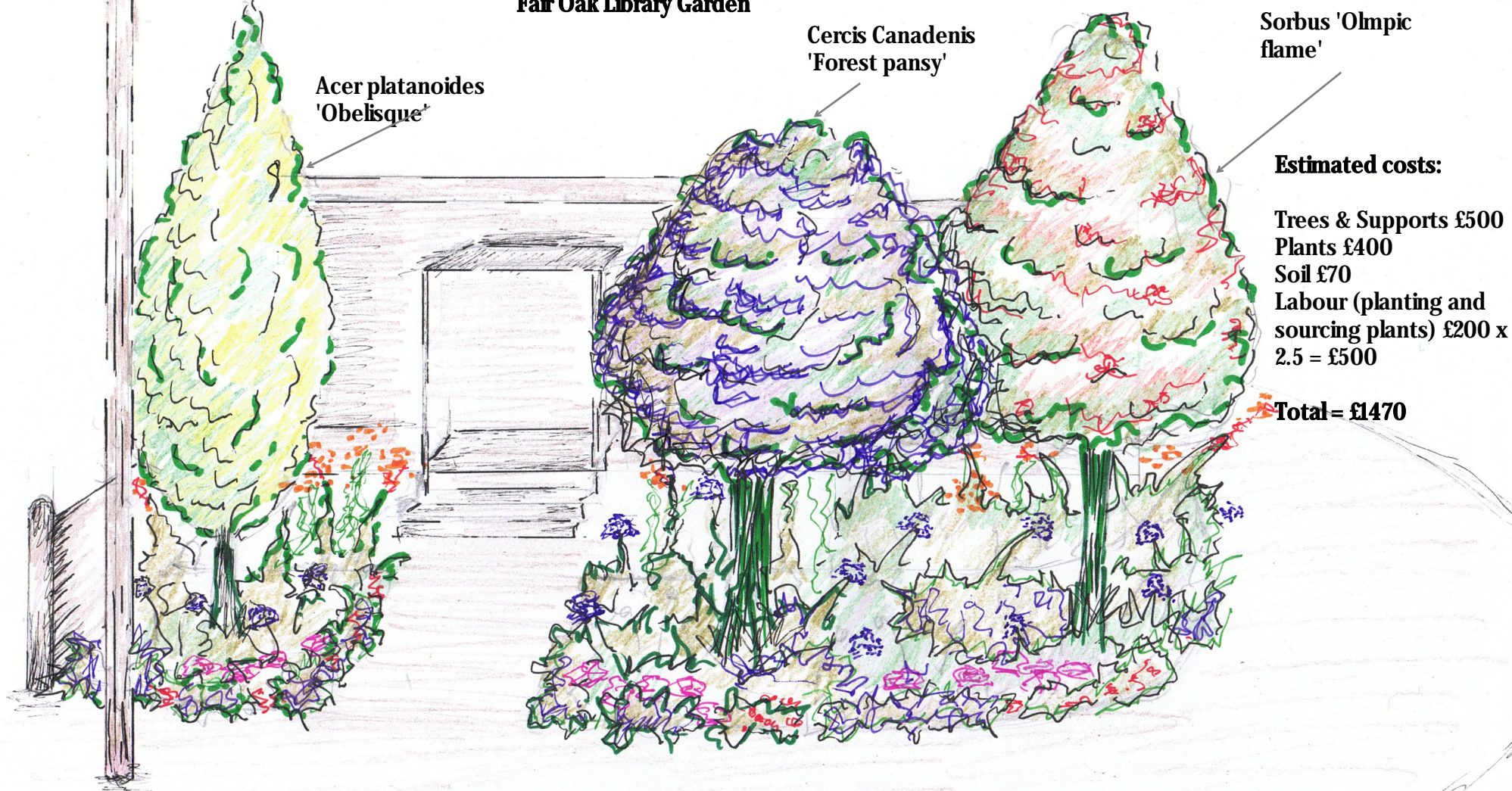
Erect a plaque explaining the significance of the oak

New seating area proposed beneath a red oak (*Quercus rubra*). The seating has built in planters for aromatic herbs such as lavender, mint and marjoram and may be engraved to reflect the sentiment of the war memorial

Maintenance: Lifting concrete squares and preparing and planting ground with seed. Wildflowers cut twice in first year and once in subsequent years. Flower tower planting, watering and dead heading.

Costs: Railings for oak and aeration (in house?); wildflower seed £20; seating - budget to be agreed, planting for seating £100; planting for bee flower tower (£150)

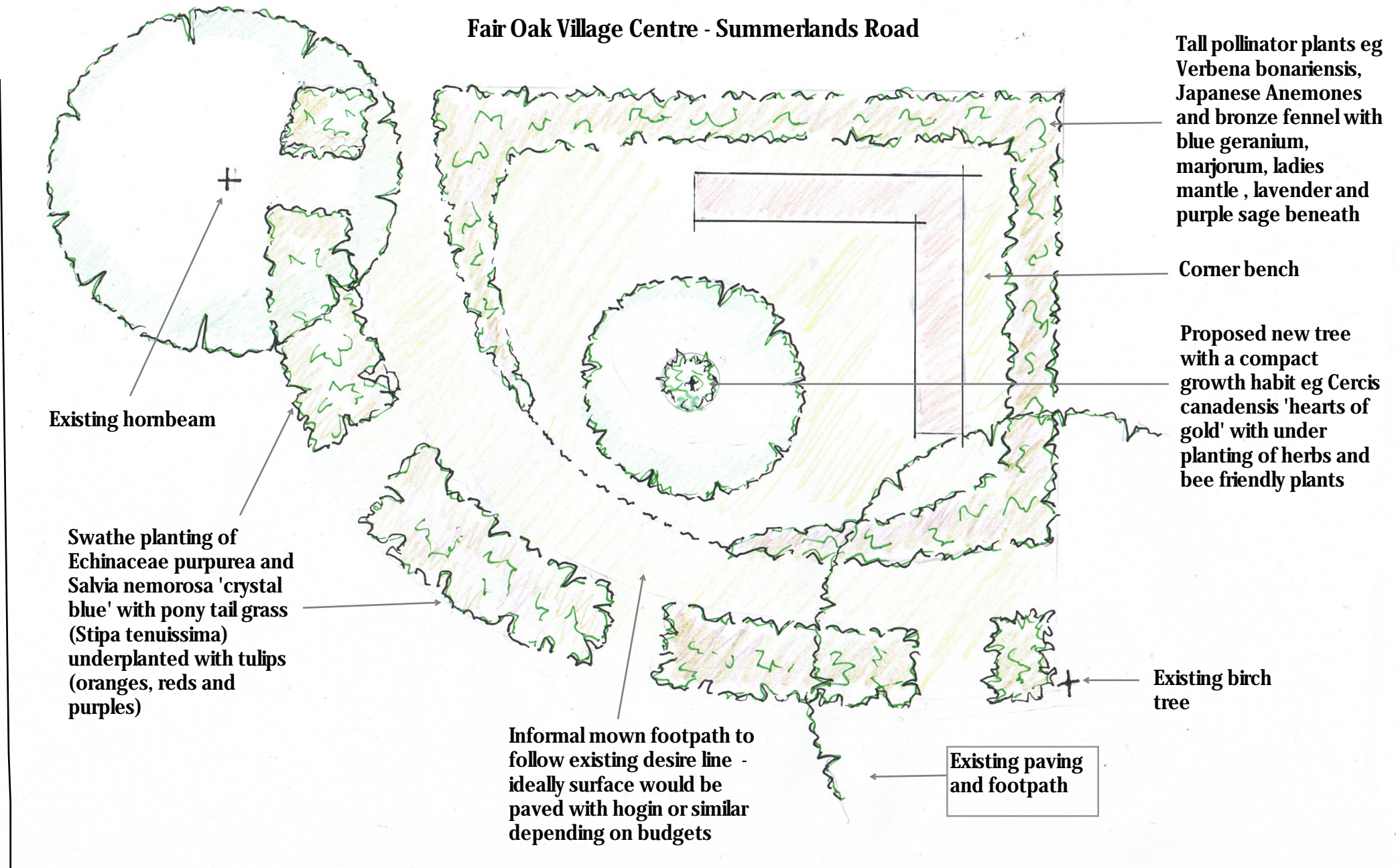
Fair Oak Library Garden



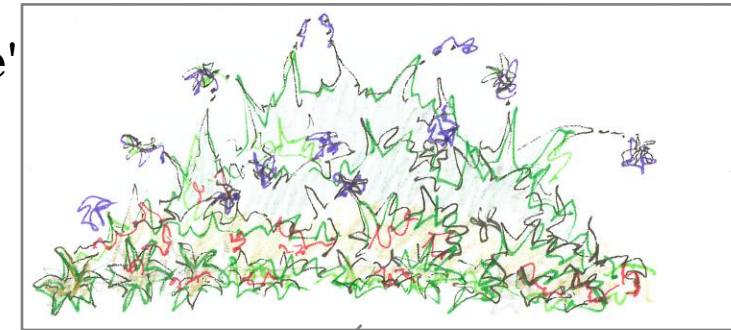
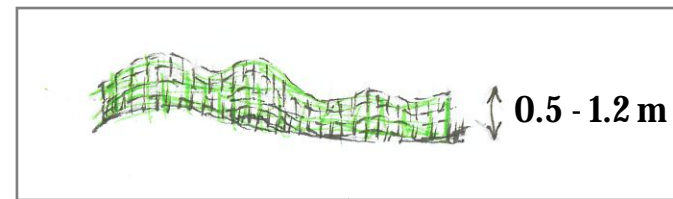
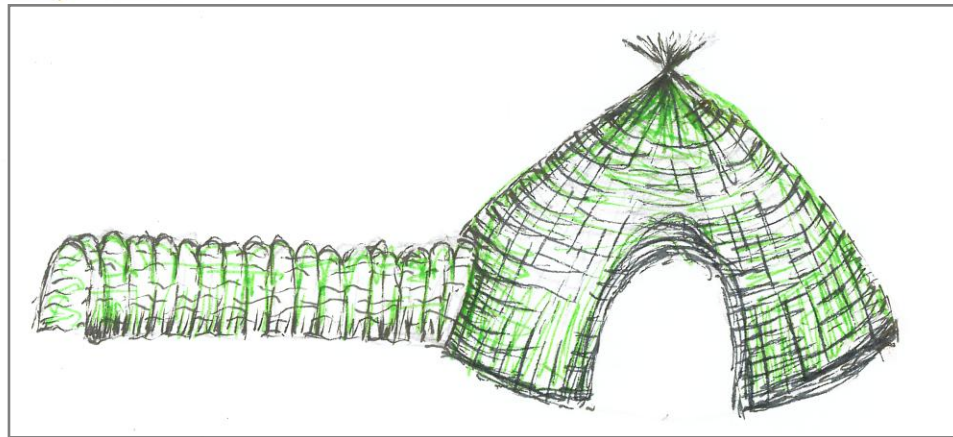
Planting: The palette and form of the trees have been selected to compliment what is already growing in the immediate landscape. The plants are all perennial pollinators and attractive to bees and wildlife. Suggested plants include: Perennial geranium, purple sage, allium, sedum, chocolate mint, red nasturtium (self seeding annual), monarda, hellenium, catmint and marjorum. These would be under planted with tulip bulbs and forget-me-not seeds to ensure cover in the spring.

Maintenance: The trees will need watering during dry periods in the first 2 years post planting and stake ties will need to be adjusted. Some formative pruning may be required in the first 0-5 years but very little thereafter. As with all the designs, the garden is designed to be low maintenance with minimal intervention required except occasional weeding and dead heading if possible during the summer months (perhaps by volunteers).

Fair Oak Village Centre - Summerlands Road



Meadowsweet Way, Horton Heath Tree Garden 'Creating a cacophony of colour, scent and texture'



Planting spiral: planting includes polinators such as Aster, Marjorum, Echinaceae, Chives, Alium, Sedum, Monarda, Hellenium, Scabiosa, Geranium (perennial), purple sage, cat mint, Verbena and golden rod. All perennial plants loved by bees

Indian bean tree (Catalpa bignonioides)

Sorbus 'Olympic flame'

Mown grass

Malus 'Royalty'
Ilex Berry Poppins
Plum/Heptacodium miconioides

Playground

Community Centre

Carpark

Carpark

3 x Prunus serrula
(Tibetan cherry)

A central tree (Cercis canadensis 'Forest pansy') is under planted with lavender, rose, marjorum, geranium, mint and other fragrant plants associated with mental well being

0 2 4 6 8 10
m

Scale 1:250

Wildflower meadow

The willow weave wigwam is accessed via a series of semi-circular woven tunnels through which children can run. The planting comprises very low maintenance grasses with fennel and parsnip to create a 'forest'

The planting lines are designed to be fluid and asymmetrical - as land forms are in nature. The mown pathway takes you on a journey of discovery around the community centre building through aromatic and textural planting: You are greeted by the scent of mint, rose and lavender in the aromatic spiral which leads into a fun maze of planting around a central (oak) tree. Here the planting is rich in colour and attractive to polinators as well as humans This in turn leads to a pathway demarcated by a willow weave fence of varying height which runs through a fennel and parsnip 'forest'.

Estimated costs Trees 9 @ £150 = £1350; Plants: £400 labour = £600 Compost £100 Total £2450 (& Wigwam) **Maintenance:** Once established, the willow weave tunnels and wigwam will require an annual prune. The footpaths will need to be mown weekly and the flower beds weeded throughout the growing season (hopefully by volunteers). Once sown, the wildflower meadow will require a biannual cut.

Fair Oak Village Centre - Summerlands Road Medicinal garden



FULL COUNCIL – WORK PROGRAMME (2021/2022)

OCTOBER 2021

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
External Auditors Report	To receive and approve the External Auditors Report	Report to Committee	Clerk
Christmas Opening Hours	To 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

NOVEMBER 2021

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Budget Task & Finish Group	To receive recommendations from the Task & Finish Group	Report	Clerk
One Horton Heath	To discuss required community provision for local centre to be included in the S106	Report	Clerk/Chairman
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Social media/marketing strategy	To adopt including an events calendar	Report	Deputy Clerk
New Century Park Splashpad	To consider options appraisal report & agree next steps	Report	Operations Manager/Clerk

Officer scheme of delegation	To adopt.	Report	Clerk
Climate Change T&F	To receive and update from the Group	Report	Deputy Clerk

DECEMBER 2021

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
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

JANUARY 2022

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Corporate Action Plan	Monitoring progress against the action plan	Report	Clerk
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Data Protection Annual Audit	To receive the annual audit	Report to Committee	Clerk
CIr Handbook	To adopt	Report	Deputy Clerk
Street trading policy	To consider adopting a policy	Report	Deputy Clerk

FEBRUARY 2022

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
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
Community Development	To receive a presentation from the Community Development Officer	Presentation	Community Development Officer

MARCH 2022

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer

APRIL 2022

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer