

SUMMONS

Dear Member

11 July 2023

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 17 July 2023 at 6.00 pm** at the Parish Office, 2 Knowle Park Lane, Fair Oak.

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 4 pm on Friday 14 July 2023.

AGENDA

APOLOGIES

1. DECLARATIONS OF INTEREST

To receive declarations of interests.

2. MINUTES OF MEETINGS (PAPER A, PAGES 3-10)

- a) To approve the minutes of the Council meeting held on 19 June 2023 as a correct record, and
- b) To note the planning delegated decisions of w/e 2 June 2023.

3. PLANNING

To consider the following planning application for comment to Eastleigh Borough Council:

Application No: [F/23/95181](#)

Address: Hillview Manor Park, Winchester Road, SO50 7HD

Description: Change of use of land for 10.no residential lodges and associated infrastructure

4. COMMUNITY CAFÉ PROJECT (PRESENTATION)

To receive a presentation from the Café Steering Group on project progress.

5. FINANCE REPORT (REPORT B, PAGES 11-21)

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

6. CHAIRMANS ANNOUNCEMENTS

7. CLERKS UPDATE

8. EASTLEIGH BOROUGH COUNCIL LICENCING CONSULTATION -

To consider a response to the [‘Statement of Licensing Policy 2024-2028’](#) consultation.

9. LAPSTONE PLAYING FIELD SECOND CRICKET WICKET (REPORT C, PAGES 23-24)

To consider the outcome of Eastleigh Borough Council's tender process and agree the contractual arrangements for the project works.

10. LIBRARY REFURBISHMENT POST PROJECT REVIEW (REPORT D, PAGES 25-32)

To review the library refurbishment project.

11. LAND DISPOSAL/ LAND ACQUISITION POLICY & PROCEDURE (REPORT E, PAGES 33-40)

To consider and adopt the land acquisition/disposal procedure.

12. GROUNDS MAINTENANCE WORKS TO THE CREMATION CIRCLE (REPORT F, PAGES 41-42)

To consider the proposal to change the ground maintenance routine at the cremation circle at Fair Oak cemetery.

13. PUBLICATION SCHEME (REPORT G, PAGES 43-48)

To approve proposed changes to the scheme.

14. COMMUNICATION POLICY (REPORT H, PAGES 49-55)

To approve amendments to the policy.

15. WORK PROGRAMME (REPORT I, PAGES 56-58)

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

To: Councillors

S Anderson
P Barrett
C Bird
S Broomfield
W Chivuchi
N Couldrey (Vice-Chair)
H Douglas (Chair)

K Forfar
T Higby
M Marsh
G Meech
D Scott
M Smith
G Stupple
B Tennent

Officers:

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

**Minutes of the Full Council Meeting
held on Monday 19 June 2023
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 Couldrey	P	Cllr Meech
P	Cllr Barrett	P	Cllr Douglas	Ab	Cllr Scott
Ap	Cllr Bird	Ap	Cllr Forfar	Ab	Cllr Smith
P	Cllr Broomfield	P	Cllr Higby	P	Cllr Stupple
P	Cllr Chivuchi	P	Cllr Marsh	P	Cllr Tennent

Officers in attendance: Mel Stephens, Clerk, Michelle Leadbitter-Allen, Deputy Clerk, Joanna Cahill, Responsible Finance Officer and Neil Cook, Grounds Operative

Apologies: Cllrs Bird and Forfar

PUBLIC SESSION

No members of the public addressed the Council.

16. DECLARATIONS OF INTEREST

Cllrs Broomfield, Couldrey and Marsh declared interests in Minute No. 28.

The Council noted the dispensation granted to all members with regards to consideration of the precept setting, made under the Clerk's delegated powers

17. MINUTES (PAPER A)

RESOLVED:

- (a) That the minutes of the Full Council meeting held on 15 May 2023, be signed by the Chairman as a correct record; and

- (b) The delegated planning decisions of the week ending 7 April, 28 April, and 19 May be noted.

18. CO-OPTION

Council reviewed applications received and considered the presentations given by the applicants. After the secret ballot vote it was;

RESOLVED:

That Trudie Higby and Steve Broomfield be co-opted onto the Parish Council.

Both signed the Declaration of Acceptance of Office.

19. FINANCE REPORT (REPORT C)

The Council considered the finance report including the revised Annual Accounting Statement 2022-23. The statement had been revised following identification of a coding error.

RESOLVED:

- a) That the contents of the report be noted,
- b) That the BACs payments be approved,
- c) That the revised AGAR be approved and signed by the Chairman for submission to external auditor, and;
- d) That the resulting change to public viewing rights dates be noted.

20. CLERK'S UPDATE

The Clerk delivered a general update with the following salient points: -

Library –

At the site visit on the day of the meeting, the flooring and final touches to decorations and skirting boards had been completed. The internal refurbishment works were due for completion within a week of the meeting. External works had begun and were expected to be completed in 2 weeks. It was expected that the library would re-open to the public on 17 July with the re-launch event on 12 August.

Cllr Couldrey, Community Library Trustee thanked the Clerk on behalf of the Library Volunteer Group for her hard work coordinating the refurbishment with minimal disruption to the volunteers and library users.

Lapstone 2nd Cricket –

The planning permission for the 2nd wicket at Lapstone Playing Fields would be determined by the Local Area Committee on 28 June.

Objections had been received raised by the Ramblers Association on the grounds of their concerns regarding school traffic from the One Horton Heath development. Traffic calming measures due to school parking/traffic fell outside the scope of the Application.

Five local residents had objected on the grounds that the location of the nets which they understood to be by the tennis courts. It was clear that residents had misunderstood the application, as the nets would be located to the northeast of the field furthest away from properties.

The application was recommended for approval with conditions by EBC's Planning Officer.

Phase 1 of work was planned to take place in September with the construction of the cricket pitches and the installation of irrigation and nets. Three tenders for the work had been received by EBC.

Phase 2 of works which included the culvert extension, footpaths and landscaping would commence during Spring or early Summer 2024.

Pemblers Hill Public Open Space:

The Clerk reported that after consulting with the developer and Eastleigh Borough Council it has been agreed to change the current plan for the setting out of the pathways which saw them go through the play area location. As this was not appropriate, EBC had agreed to an alteration of the pathways.

Drew Smith will move off the site in October, at which time, it was likely that the 12 months maintenance period would begin.

Crowdhill Green Play Area:

The Play area had been completed and inspected prior to opening on Friday 9th June. A soft launch had taken place with an ice cream van on site giving away free ice creams to the first 100 children that visited the park.

Upper Barn Copse:

The formal land transfer from Eastleigh Borough Council to the Parish Council had taken place.

BT Leased Line:

The installation of the BT leased line had been delayed due to an unexpected, blocked duct in Botley Road. A completion date for this work had yet to be determined.

21. GRASS CUTTING (REPORT D)

The Council considered a proposal to amend the grass-cutting maintenance routine

from frequency-based to standards-based as well as allow specific sites to 'flourish' as part of the No Mow May campaign.

Members approved the proposed changes, however, reiterated the importance of clearly communicating the Council's ambitions and the locations of areas allowed to flourish with the residents.

The Clerk agreed to add more signage where necessary and to discuss with the Operations Team how best to introduce more wildflowers to the area.

Members requested that a review of the new grass-cutting routine be undertaken with a report back to the Council in a year's time.

RESOLVED:

- i. That the content of the report be noted;
- ii. That the grass-cutting standards including the cut frequency at Appendix 1 be approved; and
- iii. That the 'list of areas allowed flourish' identified for the 2024 season, as part of the adoption of 'No Mow May' as set out in Appendix 2 be approved.

Action: MS

22. PAVILION CLUB HOUSE PRESENTATION

The Clerk explained that the score box at the pavilion was not fit for purpose as it had been located incorrectly so was not visible from the 1st cricket wicket and would not be visible from the 2nd cricket once completed. Upon consultation with Eastleigh Borough Council and Fair Oak Cricket Club, it had been suggested, that plans be drawn up showing a new location for the score box, to accommodate the new wicket. The Council had approximately £67k in its Ear Marked Reserves allocated for improvements to the Pavilion.

The Council viewed a presentation of the proposed alterations to the Pavilion Club House as part of the second wicket project.

Members discussed the suggested alterations and; -

RESOLVED:

- i. That the Clerk investigate the costs of architectural drawings for moving the score box and adding a balcony onto the pavilion clubhouse; and
- ii. That the Clerk presents findings to the Council at its meeting in September.

Action: MS

23. IT REVIEW (REPORT E)

The Council considered the outcome of an internal review of the Council's ICT infrastructure including the proposal to appoint a new ICT support service.

The Clerk explained to the members that there were several issues affecting the IT performance at the parish council offices, these included the ADSL line and bandwidth capabilities, the VOIP, and the current level of IT support.

The Council considered the proposals and thanked Neil Cook for his input in the review including cost comparisons of prospective providers.

Members raised their concerns regarding the inefficiencies of the current IT infrastructure and stressed the need for robust systems in place to ensure effective staff working and service delivery.

As such, it was:

RESOLVED:

- i. That the outcome of the ICT Infrastructure Review and implementation plan be noted;
- ii. That the expenditure as contained within the Council's approved budgets be noted;
- iii. That the implementation plan as set out in Appendix 1 be approved; and
- iv. That Provider 1 be contracted to support the Council, subject to completion of due diligence checks being completed and satisfactory references received.

24. COMMUNITY GRANT POLICY REVIEW (REPORT F)

The Council considered proposed changes to the Community Grant Policy, including the eligibility policy and the introduction of an Application Pack.

RESOLVED:

That the revised Community Grants Policy which included the new application pack, and the additions to the eligibility criteria attached at Appendix 1 be approved.

25. STAFF MATTERS (REPORT G)

The Council considered changes to staff resources following the resignation of two caretakers as well as the successful appointment of the Community Development Officer.

Members expressed their thanks and gave recognition to Colin Hardwicke for his work maintaining the cricket wicket and Neil Cook for his support to the Clerk when undertaking the I.T review.

Members requested that the Finance Committee review the staff recognition award policy at its meeting in July.

RESOLVED:

- i. That the contents of the report be noted;
- ii. That delegated authority be given to the Clerk, in consultation with the Chairman and Deputy Clerk to review the current organisational structure for approval at a future Council meeting; and
- iii. That the Finance Committee be requested to review the staff recognition award at their meeting in July.

26. MEMBERSHIP OF COMMITTEES, TASK & FINISH GROUPS & OUTSIDE BODIES

RESOLVED:

- i. That Cllr Broomfield fill the vacancy on the Asset Committee;
- ii. That Cllr Higby & Cllr Chivchuri fill the two vacancies on the Finance Committee;
- iii. That Cllr Chivchuri fill the vacancy on the Budget Task and Finish Group;
- iv. That Cllr Higby fill the vacancy on the Community Café Task and Finish Group; and
- v. That Cllr Bird fill the vacancy on the Climate Change Task and Finish Group

Cllrs agreed to rotate attendance at Eastleigh District Association of Local Councils meetings according to their availability at the time.

Whilst some members showed interest in representing the Council on the Village Hall Management Committee, they were reluctant to serve as Trustees. As such, the Clerk was requested to contact the Village Hall to request that a standing invitation be given to a Parish representative to join their meetings in an advisory capacity only.

27. WORK PROGRAMME (REPORT H)

RESOLVED:

That the work programme be agreed subject to the addition of a Library Roof and Solar Installation, grass-cutting review, and Pavilion Clubhouse alterations.

28. PLANNING APPLICATION

Cllrs Broomfield, Couldrey and Marsh disclosed non-pecuniary interests as members of

Eastleigh Borough Council Local Area Committee who would determine the application. Cllr Couldrey also declared a disclosable pecuniary interest on the grounds that the application site was close to his home. He did not participate in the discussion and did not vote.

The Council considered planning application F/23/95180, Land at Hillview Manor Park, Winchester Road which included the change of use of land for the station of 14 caravan-compliant lodges to be used as holiday accommodation and associated infrastructure.

All members expressed their strong objection to the application. As such, it was:

RESOLVED:

That the Council submit its objections to the planning application, on the following grounds:

- That the development gave rise to highway safety concerns, as it would create additional traffic on a busy and dangerous main road with restrictive sight access and egress onto Winchester Road;
- That the development was contrary to current planning policy as it was beyond the urban edge;
- That should the Borough be minded to grant, conditions should be placed restricting the applicant from changing the usage classification in the future to allow for permanent residential dwellings;
- That the development would disturb habitats of ecological importance and impact veteran trees;
- That the proposed dwellings were out of character with the street scene of the area;
- That the development could have a detrimental impact on the medieval heritage site which was in close proximity to the site; and
- The concerns expressed by the environmental health regarding soil contamination be supported.

Signed Chairman.

This was all the business and the meeting closed at 7:44 pm.

PLANNING APPLICATIONS

Applications to w/e 2 June 2023

If any members of the public wishes to raise an objection/comment, please email linda.greenslade@fairoak-pc.gov.uk by 0900 hrs Wednesday 14 June 2023. These will be considered, and a formal delegated response submitted to the Borough Council on behalf of the Parish Council.

Application No: [F/23/95151](#)

Address: Land rear of Saxon Court, The Barn, Burnetts Lane, Horton Heath, SO50 7D

Description: Erection of 1.no 3-bedroom dwelling with associated amenity space and parking

Comments: Members of the Parish Council declared an interest as the applicant is a member of staff. However, they felt the issues raised by the developer Foreman Homes should be investigated. Concern as to the idea of access to the back garden through a house were raised. There is no mention of the impact on Saxon Court as a listed building. Members were pleased that the design is in keeping with Saxon Court.

Planning Specialist Contact Details

Email: rachael.morris@eastleigh.gov.uk

Application No: [H/23/95129](#)

Address: 48 Stubbington Way, Fair Oak, SO50 7LR

Description: Two storey side extension and second storey above a garage.

Comments: No objection

Planning Specialist Contact Details

Email: dorothy.hei-tung-hoh@eastleigh.gov.uk

Application No: [V/23/95347](#)

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

Description: Deed of Variation to s106 Agreement dated 2 December 2022 to remove Schedule 5 requirement to provide affordable housing or first homes under planning permission F/20/89500- The erection of 381 dwellings at One Horton Heath.

Comments: No objection

Planning Specialist Contact Details

Email: dawn.errington@eastleigh.gov.uk

Application No: [F/22/94174](#)

Address: Fair Oak Sports Pavilion, Pavilion Close, Fair Oak, SO50 7PS

Description: Conversion of the existing playing field to accommodate 2.no football pitches and 2.no cricket pitches with the loss of 1.no football pitch. Erection of a single-storey cricket score-box & storage cabin. Erection of cricket nets. Extension to an existing culvert. Associated landscaping and footpath upgrade.

Comments: No comment as the site is owned by the Parish Council.

Planning Specialist Contact Details

Email: rachael.morris@eastleigh.gov.uk

Application No. LDC/23/95090

Address: Littledean, Botley Road, Horton Heath, Hampshire, SO50 7DN

Description: Application for a Certificate of Lawfulness of an Existing Use or Development.

The application is for the stationing of a mobile home within the rear garden of the Site for partial use (washing and sleeping) by members of the household. The application is not an application for planning permission which is decided on its planning merits but an application under Section 191 of the Town & Country Planning Act 1990, enabling the partial use described above to be continued. The effect of a Certificate would be that that partial use would not be liable to enforcement action. It is not a grant of planning permission as such. In deciding the application, the Council is not able to make any judgement on its planning merits but must merely determine whether or not, in fact and in law, the stationing of the mobile home does not constitute a change of use of the site and is not considered to be development. In support of the application the Applicant has submitted a completed application form, site plan, and planning statement

Comments: The Parish Council has no knowledge to the contrary.

Clair.Dinnage@eastleigh.gov.uk

Trainee Solicitor & Deputy Data Protection Officer

Financial Statement Summary

- Total cash held across all bank accounts as at 30th June is £786,477
- Total receipts for June into the current account totalled £209,230

£200,000 relates to a bank transfer from the Premier Account to top up the Current Account.

- Total current account payments for June totalled £304,655

Significant payments in June included the payment of £133,138 to H.Monfared for library internal works, and £54,250 to Vision for the construction of the Community Café.

- Total BACS invoice payments outstanding is £19,936
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 30 June 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

		0.00	
30/06/2023	Current Account	89,512.80	
30/06/2023	Premier Account	441,674.64	
30/06/2023	Public Sector Deposit Fund	255,230.04	
30/06/2023	Petty Cash	59.30	
			786,476.78

Receipts not on Bank Statement

0.00

Closing Balance

786,476.78

All Cash & Bank Accounts

1	Current Account	89,512.80
2	Premier Account	441,674.64
3	Public Sector Deposit Fund	255,230.04
4	Petty Cash	59.30
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	786,476.78

Invoices Due for Payment by 30 June 2023

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
ACELIFTAWAY [ACE001]								
30/06/2023	98421		<i>allotment toilets</i>		30/06/2023	102.85		102.85
30/06/2023	98422		<i>toilets - New century park</i>		30/06/2023	437.13		437.13
Total of Invoices Due (ACE001)						539.98	0.00	539.98
ADVANCED LOCKING [ADV001]								
30/06/2023	0109		<i>anker keys</i>		30/06/2023	52.50		52.50
Total of Invoices Due (ADV001)						52.50	0.00	52.50
AGILICO [AGILI]								
30/06/2023	21944		<i>printer consumables</i>		30/06/2023	111.35		111.35
Total of Invoices Due (AGILI)						111.35	0.00	111.35
APPLETON SIGNS [APP001]								
30/06/2023	1439		<i>bench plaque</i>		30/06/2023	46.15		46.15
Total of Invoices Due (APP001)						46.15	0.00	46.15
CWM AGGREGATES [CWM001]								
30/06/2023	42425		<i>screened soil</i>		30/06/2023	31.80		31.80
30/06/2023	43538		<i>Soil</i>		30/06/2023	90.90		90.90
Total of Invoices Due (CWM001)						122.70	0.00	122.70
DAVID BOWEN [DAVI]								
30/06/2023	143		<i>consultancy services NCP</i>		30/06/2023	300.00		300.00
30/06/2023	144		<i>Consultancy- pembers/gore</i>		30/06/2023	475.00		475.00
30/06/2023	145		<i>Consultancy - One Horton</i>		30/06/2023	570.00		570.00
30/06/2023	142		<i>Crowdhill pay area consultancy</i>		30/06/2023	3,418.80		3,418.80
Total of Invoices Due (DAVI)						4,763.80	0.00	4,763.80
DYNAMIKA UK [DYNDYN]								
30/06/2023	6411		<i>water sample</i>		30/06/2023	768.00		768.00
30/06/2023	6377		<i>Annual tank clean and disinfec</i>		30/06/2023	792.00		792.00
Total of Invoices Due (DYNDYN)						1,560.00	0.00	1,560.00
eastleigh services [EAST]								
30/06/2023	97539		<i>Boiler service - parish office</i>		30/06/2023	150.00		150.00
30/06/2023	97727		<i>Boiler service and parts</i>		30/06/2023	284.28		284.28
Total of Invoices Due (EAST)						434.28	0.00	434.28

Invoices Due for Payment by 30 June 2023

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
EBC [EBC001]								
29/03/2023	0799		key cut		26/04/2023	84.00		84.00
30/06/2023	8921		trade recycle - woodlands		30/06/2023	42.00		42.00
30/06/2023	7559		trade recycle collection PO		30/06/2023	149.80		149.80
30/06/2023	56768A		Trade refuse - woodlands		30/06/2023	294.00		294.00
30/06/2023	90276		Trade refuse - Pavillion		30/06/2023	294.00		294.00
30/06/2023	57165A		Trade refuse - HH		30/06/2023	294.00		294.00
30/06/2023	88190		Dog bins		30/06/2023	32.06		32.06
Total of Invoices Due (EBC001)						1,189.86	0.00	1,189.86
Groves Caricature [GROVES CAR]								
30/06/2023	9471		Caricature for library event		30/06/2023	290.00		290.00
Total of Invoices Due (GROVES CAR)						290.00	0.00	290.00
PADWICK GLASS [PADW]								
30/06/2023	19854		Door reglaze		30/06/2023	132.00		132.00
Total of Invoices Due (PADW)						132.00	0.00	132.00
PROTEK								
30/06/2023	0494		installtion of timer on barrie		30/06/2023	282.00		282.00
Total of Invoices Due (PROTEK)						282.00	0.00	282.00
RICHARD ATTREE [RICHARD]								
30/06/2023	FP008		library shelving		30/06/2023	845.00		845.00
Total of Invoices Due (RICHARD)						845.00	0.00	845.00
SMART MARKETING [SMAR001]								
30/06/2023	2513		Marketing support		30/06/2023	78.00		78.00
Total of Invoices Due (SMAR001)						78.00	0.00	78.00
SOLID								
30/06/2023	7246		Structural design, & drawings		30/06/2023	201.60		201.60
Total of Invoices Due (SOLID)						201.60	0.00	201.60
SOURCE SUPPLIES [SOUR001]								
30/06/2023	288495		cleaning materials		30/06/2023	399.91		399.91
30/06/2023	276243A		cleaning supplies		30/06/2023	105.65		105.65
30/06/2023	288769		pedal bin liners		30/06/2023	49.98		49.98

Invoices Due for Payment by 30 June 2023

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 (SOUR001)						555.54	0.00	555.54
SURREY HILLS [SURRE001]								
30/06/2023	8875		<i>Acquisition of upper barne cop</i>		30/06/2023	651.00		651.00
Total of Invoices Due (SURRE001)						651.00	0.00	651.00
Travis perkins [TRAV]								
30/06/2023	147		<i>Polyprop blue rope</i>		30/06/2023	36.91		36.91
Total of Invoices Due (TRAV)						36.91	0.00	36.91
USTIGATE								
30/06/2023	7306		<i>Off summerization</i>		30/06/2023	2,592.00		2,592.00
Total of Invoices Due (USTIGATE)						2,592.00	0.00	2,592.00
WildFlower Turf [WILDFLOWER]								
12/04/2023	15767		<i>enriched turf</i>		12/04/2023	1,286.40		1,286.40
12/04/2023	15766		<i>Turf</i>		12/04/2023	547.20		547.20
Total of Invoices Due (WILDFLOWER)						1,833.60	0.00	1,833.60
wildwood machinery [WILDWOOD]								
30/06/2023	50311		<i>Wheel spacer</i>		30/06/2023	1,178.94		1,178.94
30/06/2023	50337		<i>machinery service</i>		30/06/2023	362.88		362.88
30/06/2023	50375		<i>Machinery</i>		30/06/2023	1,905.63		1,905.63
30/06/2023	50390		<i>Power roll repair works</i>		30/06/2023	169.80		169.80
Total of Invoices Due (WILDWOOD)						3,617.25	0.00	3,617.25
Total of Invoices Due (Creditors)						19,935.52	0.00	19,935.52
TOTAL OF INVOICES DUE (ALL LEDGERS)						19,935.52	0.00	19,935.52

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	184,938.42					184,938.42	
	Banked: 01/06/2023	96.00						
	Mrs F	96.00		16.00	1200	230	80.00	Hall hire
	Banked: 01/06/2023	504.00						
	Sales Recpts Page 463	504.00	504.00		100			Sales Recpts Page 463
	Banked: 01/06/2023	126.00						
	Sales Recpts Page 466	126.00	126.00		100			Sales Recpts Page 466
	Banked: 01/06/2023	191.25						
	Sales Recpts Page 467	191.25	191.25		100			Sales Recpts Page 467
	Banked: 01/06/2023	118.00						
	Sales Recpts Page 468	118.00	118.00		100			Sales Recpts Page 468
	Banked: 02/06/2023	69.98						
	stripe	69.98		11.66	1550	100	58.32	Tennis
	Banked: 02/06/2023	66.50						
	Mrs s	66.50		11.08	1200	230	55.42	hall hire
	Banked: 02/06/2023	424.00						
	Mrs D	424.00			1520	510	424.00	Burial
	Banked: 05/06/2023	546.00						
	Sales Recpts Page 450	546.00	546.00		100			Sales Recpts Page 450
	Banked: 07/06/2023	144.00						
	Wessex funeral	144.00			1540	510	144.00	cremation - G.D
	Banked: 07/06/2023	72.00						
	Mrs B-D	72.00			1200	250	72.00	Hall Hire
	Banked: 08/06/2023	37.44						
	stripe payments	37.44		6.24	1550	100	31.20	Tennis
	Banked: 12/06/2023	1,274.00						
	Johnathan Terry	1,274.00			1520	510	1,274.00	burial
	Banked: 14/06/2023	112.50						
	Mr C	112.50			1200	250	112.50	Hall Hire
	Banked: 15/06/2023	672.00						
	Sales Recpts Page 451	672.00	672.00		100			Sales Recpts Page 451
	Banked: 16/06/2023	200,000.00						
trans	Premier Account	200,000.00			210		200,000.00	current act top up
	Banked: 16/06/2023	30.00						
	Sales Recpts Page 452	30.00	30.00		100			Sales Recpts Page 452
	Banked: 16/06/2023	140.00						
	Sales Recpts Page 453	140.00	140.00		100			Sales Recpts Page 453

Continued on Page 20

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 16/06/2023	93.00						
	Sales Recpts Page 454	93.00	93.00		100			Sales Recpts Page 454
	Banked: 16/06/2023	31.50						
	Sales Recpts Page 455	31.50	31.50		100			Sales Recpts Page 455
	Banked: 16/06/2023	63.00						
	Sales Recpts Page 456	63.00	63.00		100			Sales Recpts Page 456
	Banked: 16/06/2023	61.50						
	Sales Recpts Page 457	61.50	61.50		100			Sales Recpts Page 457
	Banked: 16/06/2023	30.00						
	Sales Recpts Page 458	30.00	30.00		100			Sales Recpts Page 458
	Banked: 16/06/2023	61.50						
	Sales Recpts Page 459	61.50	61.50		100			Sales Recpts Page 459
	Banked: 16/06/2023	30.00						
	Sales Recpts Page 460	30.00	30.00		100			Sales Recpts Page 460
	Banked: 16/06/2023	70.00						
	Sales Recpts Page 461	70.00	70.00		100			Sales Recpts Page 461
	Banked: 16/06/2023	42.10						
	stripe payments	42.10		7.02	1550	100	35.08	tennis
	Banked: 16/06/2023	19.00						
	Sales Recpts Page 462	19.00	19.00		100			Sales Recpts Page 462
	Banked: 20/06/2023	2,952.00						
	Sales Recpts Page 464	2,952.00	2,952.00		100			Sales Recpts Page 464
	Banked: 20/06/2023	30.00						
	Sales Recpts Page 465	30.00	30.00		100			Sales Recpts Page 465
	Banked: 21/06/2023	56.00						
	Sales Recpts Page 469	56.00	56.00		100			Sales Recpts Page 469
	Banked: 22/06/2023	9.36						
	stripe	9.36			1550	100	9.36	Tennis
	Banked: 22/06/2023	249.00						
	J.W	249.00			1200	250	249.00	Hall hire
	Banked: 23/06/2023	147.50						
	Sales Recpts Page 470	147.50	147.50		100			Sales Recpts Page 470
	Banked: 23/06/2023	243.00						
	Sales Recpts Page 471	243.00	243.00		100			Sales Recpts Page 471
	Banked: 23/06/2023	82.50						
	Sales Recpts Page 472	82.50	82.50		100			Sales Recpts Page 472

Continued on Page 21

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 27/06/2023	9.36						
	Stripe payments	9.36		1.56	1550	100	7.80	tennis
	Banked: 27/06/2023	42.10						
	stripe	42.10		7.02	1550	100	35.08	tennis
	Banked: 29/06/2023	18.72						
	stripe	18.72		3.12	1550	100	15.60	tennis
	Banked: 29/06/2023	162.00						
	Sales Recpts Page 473	162.00	162.00		100			Sales Recpts Page 473
	Banked: 30/06/2023	103.00						
	Wyvern college	103.00			1300	100	103.00	Pitch hire
	Banked: 30/06/2023	216.80						
	fair oak village hall	216.80			4875	600	216.80	hall hire - kings coronatio
	Banked: 30/06/2023	-216.80						
	Fair oak village hall	-216.80			4875	600	-216.80	correction
<hr/>								
Total Receipts for Month		209,229.81	6,459.75	63.70			202,706.36	
Cashbook Totals		<u>394,168.23</u>	<u>6,459.75</u>	<u>63.70</u>			<u>387,644.78</u>	

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/06/2023	British Gas	DD	241.95		40.32	4400	150	201.63	gas - po
01/06/2023	BT	DD	11.46		1.91	4120	110	9.55	tel and broadband
01/06/2023	VISION DB	2	54,249.74	54,249.74		500			Cafe construction
01/06/2023	H MONFARED	11836	66,625.02	66,625.02		500			Library refurbishment
01/06/2023	APPLETON SIGNS	131098	97.54	97.54		500			Car Park Signage
01/06/2023	CARTERS OF SWANWICK	131099	900.00	900.00		500			tender documentation - library
01/06/2023	FLEET	131100	1,242.00	1,242.00		500			pitchmarker
01/06/2023	FOX'S CLEANING	131101	360.00	360.00		500			window cleaning services
01/06/2023	ROD GASKINS	131102	2,999.99	2,999.99		500			Machinery repair
01/06/2023	SOURCE SUPPLIES	131103	105.65	105.65		500			cleaning
01/06/2023	STREETMASTER	131104	711.72	711.72		500			Bench - PB
01/06/2023	WEDEMAN CONSULTING	131105	1,890.00	1,890.00		500			Structural report - cafe
01/06/2023	ACELIFTAWAY	97787	547.71	547.71		500			NCP Toilet hire
01/06/2023	AGILICO	97788	137.08	137.08		500			printer consumables
01/06/2023	ARCO	20319	104.27	104.27		500			clothing
01/06/2023	ADVANCED LOCKING	34	257.40	257.40		500			Anker Keys
01/06/2023	ALLSPEED SIGNS AND GRAPHICS	35	265.44	265.44		500			crowdhill playarea signs
01/06/2023	EBC	36	25,033.80	25,033.80		500			Dog Bin emptying
01/06/2023	FIRECARE & SECURITY	37	1,460.34	1,460.34		500			fire equipment maintenance -p
01/06/2023	HOOPER SERVICES	38	572.56	572.56		500			Machine repair
01/06/2023	PRINTWASTE	39	72.00	72.00		500			print waste
01/06/2023	DCM	20319	28,082.40	28,082.40		500			Crowdhill playarea
01/06/2023	H MONFARED	11809	28,344.96	28,344.96		500			Library internal works
01/06/2023	ENCOMPASS SURVEYS	7309	600.00	600.00		500			Topographical Survey
01/06/2023	H MONFARED	11850	36,169.48	36,169.48		500			Fair oak library construction
02/06/2023	amazon	VISA	12.78			4450	150	12.78	Storage organiser
02/06/2023	Halfords	VISA	91.99		15.33	4315	210	76.66	Van light
02/06/2023	Mrs L	CR	-723.00			4645	310	-723.00	BENCH
05/06/2023	BT	DD	11.46		1.91	4120	240	9.55	tel and broadband
05/06/2023	amazon	VISA	6.00			4540	290	6.00	Brush
07/06/2023	Allstar	DD	841.68		140.28	4305	210	701.40	Fuel
07/06/2023	screwfix	DD	398.18		66.36	4540	290	331.82	materials
08/06/2023	amazon	VISA	11.29			4990	150	11.29	Office Batteries
08/06/2023	amazon	VISA	15.99			4540	290	15.99	Indoor broom
09/06/2023	A M	BILL	200.00			4875	600	200.00	Ice cream van - event
09/06/2023	keith Michaels	BILL	2,037.00			4320	210	2,037.00	Motor Insurance
09/06/2023	Know it	VISA	12.00			4990	110	12.00	IT - credit check
12/06/2023	Experian	DD	29.99			4990	110	29.99	IT - credit check
12/06/2023	Peninsula	DD	23.11		3.85	4030	110	19.26	employer EAP
13/06/2023	o2	DD	22.79		3.80	4125	110	18.99	Mobile
14/06/2023	Overline	DD	123.44		20.57	4120	110	102.87	Tel and broadband PO
14/06/2023	Overline	DD	99.40		16.57	4120	230	82.83	Tel and broadband - woodlands
15/06/2023	sage payroll	DD	32.40		5.40	4132	110	27.00	sage payroll
15/06/2023	payroll	BILL	20,868.62			4000	110	20,868.62	payroll
15/06/2023	Southampton City Council	VISA	1,597.20		266.20	4882	900	1,331.00	Building inspection plan

Continued on Page 23

Payments for Month 3

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>
									cafe
						375	0	-1,331.00	Building inspection plan
									cafe
						6000	900	1,331.00	Building inspection plan
									cafe
15/06/2023	southampton city Council	VISA	814.00		135.67	5010	900	678.33	Building inspection plan libra
						315	0	-678.33	Building inspection plan libra
						6000	900	678.33	Building inspection plan libra
16/06/2023	bt group	BT	52.54		8.76	4120	110	43.78	tel and broadband
16/06/2023	Peninsula	DD	381.46		63.58	4070	110	317.88	employer services
19/06/2023	HMRC	BILL	6,146.93			4000	110	6,146.93	PAYE
19/06/2023	Hampshire pensions	BILL	6,838.21			4010	110	6,838.21	Pensions
19/06/2023	Mr N.C	BILL	91.35			4540	290	91.35	Staff Claim - materials
19/06/2023	Mr T G	BILL	80.19		13.36	4305	210	66.83	Staff claim - Fuel for van
19/06/2023	dvla	VISA	320.00			4310	210	320.00	Vehicle Tax
19/06/2023	DVLA	VISA	320.00			4310	210	320.00	Vehicle Tax
19/06/2023	Canva	VISA	10.99		1.83	4132	110	9.16	Canva
20/06/2023	hmrc	BILL	6,146.93			4000	110	6,146.93	PAYE
20/06/2023	Hampshire pensions	BILL	6,838.21			4010	110	6,838.21	pensions
20/06/2023	Mr C	BILL	54.10			4540	290	54.10	Staff claim - Materials
20/06/2023	Mr C	BILL	37.25			4300	210	37.25	Staff claim - cutting deck bel
20/06/2023	Scottish water	DD	179.06			4410	250	179.06	water -HH
20/06/2023	Peninsula	DD	41.76		6.96	4030	110	34.80	Emplyee EAP
20/06/2023	SE Gas	CR	-7.82		-1.30	4400	230	-6.52	SE Gas cridit - woodlands
20/06/2023	hmrc	BILL	-6,146.93			4000	110	-6,146.93	paye - correction
20/06/2023	hants pensions	BILL	-6,838.21			4010	110	-6,838.21	pensions -correction
20/06/2023	Mr N.C	BILL	-91.35			4540	290	-91.35	Materials - correction
20/06/2023	Premier Account	trans	420.18			210		420.18	qic correction
21/06/2023	HSBC	CHG	5.00			4095	110	5.00	bank charges
21/06/2023	RS Components	VISA	33.00		5.50	4030	110	27.50	Back support
22/06/2023	Comparemanvan	VISA	255.91		42.65	4595	490	213.26	Library van hire
22/06/2023	southern electric	DD	7,016.95		1,169.49	4405	150	5,847.46	Electricity - PO
23/06/2023	sse gas	DD	260.24		12.39	4400	240	247.85	Gas - pav
23/06/2023	southern electric	CR	-296.65		-49.44	4405	230	-247.21	electcity credit - woodlands
23/06/2023	Keysigns	VISA	96.77		16.13	4670	440	80.64	Signs for Knowle park
26/06/2023	vodafone	DD	68.64		11.44	4133	110	57.20	Gigicube
26/06/2023	southern electric	DD	3,007.97		501.33	4405	250	2,506.64	Electricity - HH
27/06/2023	amazon	VISA	6.09			4595	490	6.09	Hot water stickers
28/06/2023	amazon	VISA	18.99			4595	490	18.99	bathroom bin - library
28/06/2023	amazon	VISA	44.95			4595	490	44.95	Compartment rubbish bin - libr
28/06/2023	wonderwall	VISA	363.60		60.60	4595	490	303.00	library noticeboard
28/06/2023	etsy	VISA	71.50		11.92	4595	490	59.58	library furnishings
28/06/2023	amazon	VISA	97.80			4595	490	97.80	letter box storage unit - libr
28/06/2023	amazon	VISA	9.00			4595	490	9.00	health and safety poster- libr
28/06/2023	amazon	VISA	43.46			4595	490	43.46	door stops - library
28/06/2023	blinds to go	VISA	71.16			4595	490	71.16	Blinds - library
28/06/2023	currys online	VISA	99.99		16.67	4595	490	83.32	fridge - library

Continued on Page 24

Date: 10/07/2023

Fair Oak & Horton Heath Parish Council

Page: 24

Time: 13:41

Cashbook 1

User: JOANNA

Current Account

For Month No: 3

Payments for Month 3

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>
29/06/2023	Bnp Paribas	DD	203.94		33.99	4120	110	169.95	tel handset rental
29/06/2023	BT	DD	1.87		0.31	4120	110	1.56	tel and broadband
29/06/2023	brookside nursey	VISA	163.85		27.31	4595	410	136.54	Plants
29/06/2023	Hiller nurseries	VISA	141.95		23.66	4595	420	118.29	Plants
30/06/2023	British Gas	DD	168.97		28.16	4400	150	140.81	Gas -PO
30/06/2023	FAIR OAK VILLAGE HALL	BILL	216.80			4875	600	216.80	Hall hire - kings coronation

Total Payments for Month	304,655.43	250,829.10	2,723.47	51,102.86
--------------------------	------------	------------	----------	-----------

Balance Carried Fwd	89,512.80
---------------------	-----------

Cashbook Totals	394,168.23	250,829.10	2,723.47	140,615.66
-----------------	------------	------------	----------	------------

FULL COUNCIL – 17 JULY 2023

PROJECT UPDATE: LAPSTONE PLAYING FIELDS: CONSTRUCTION OF 2 NATURAL TURF CRICKET PITCHES AND ASSOCIATED IRRIGATION, 2 NON-TURF PITCHES & 2-LANE NET SYSTEM

1. RECOMMENDATIONS

1.1 That the Council:

- (a) Notes the contents of the report and
- (b) Agrees the contractual arrangements set out in paragraph 4.2 below.

2. INTRODUCTION

- 2.1 This report summarises the tendering process undertaken by Eastleigh Borough Council (EBC) regarding the 2nd Cricket Wicket installation at Lapstone Playing Fields. It also recommends contractual and post-project arrangements between EBC, the Parish Council and the contractor.

3. BACKGROUND

- 3.1 The BIFOH Local Area Committee approved the planning application for the Lapstone Playing Fields Enhancements (F/22/94174) which comprises of Construction of 2 natural turf cricket pitches and associated drainage and irrigation, 2 non-turf pitches, a 2-lane net system, footpaths, and landscaping at their meeting on 28 June 2023.
- 3.2 EBC sent out invitations to tender in May 2023 for the construction of 2 natural turf cricket pitches and associated irrigation, 2 non-turf pitches & 2-lane net system. The deadline for tender submission was 15 June 2023.
- 3.3 Sixteen tender submissions were received. EBC Officers undertook the tender analysis, which was shared with the wider Project Board, on which the Parish is represented by the Clerk and the Chair of the Council. The Project Board met on 5 July and agreed White Horse as the preferred contractor at a sum of £228,194 excluding VAT. The contractual period will run from July 2023 – October 2024.
- 3.4 It is believed that there are several opportunities to find cost savings related to maintenance and clearance of the existing net system, which could reduce the contract sum. These will be discussed and finalised at a pre-start meeting with the contractor and Parish Council before entering into a contract to agree on any variations to the tendered work package.

4. PROPOSED CONTRACTUAL ARRANGEMENTS

- 4.1 Following the evaluation of the tenders received for Phase 1 of the works, the project

board recommended and agreed to appoint White Horse Contractors to complete Phase 1 of the works as the most economically advantageous tender.

- 4.2 Notification of the contract award has been issued by EBC, and contractual documents are being prepared. Because this is a project funded from Developers Contributions' allocated by BIFOHH Local Area Committee and project managed by EBC, EBC is happy to be the contracted party with the contractor but will seek to ensure all warranties and contractor responsibilities are transferable to the Parish as landowners, so the Parish have a direct line of recourse with the contractor should any latent defects occur (i.e. those not reasonably identified during the defects liability period which EBC shall oversee).
- 4.3 Phase 1 of works is scheduled to commence in September 2023 with phase 2 works to take place in Spring 2024 in line with the necessary ecological windows and suitable ground conditions.

5. FINANCIAL IMPLICATIONS

- 5.1 There are none arising from this report since this project is being funded by Eastleigh Borough Council.

6. CONCLUSION

- 6.1 The Lapstone 2nd cricket wicket project is being funded and project managed by Eastleigh Borough Council with the agreement/support of the Parish as the landowner. The contractual arrangements set out above will safeguard the Council's interests at the end of the construction period.

FOR FURTHER INFORMATION PLEASE CONTACT:

Mel Stephens, Parish Clerk
Email: clerk@fairoak.gov.uk

FULL COUNCIL – 17 JULY 2023**POST PROJECT EVALUATION REVIEW – FAIR OAK COMMUNITY LIBRARY****1. RECOMMENDATIONS**

- 1.1. To note the contents of the report; and
- 1.2. To ring-fence the budget underspend for the roof repair project.

2. PURPOSE

- 2.1. The purpose of this report is to review the building improvements project at Fair Oak Community Library. The overview of the project will give Members the opportunity to review the initial project objectives, along with final budget implications, and project outcomes and to capture any lessons learned which can be applied to future projects.

3. BACKGROUND

- 3.1. In 2021, the Council accepted the formal transfer of the library building from Hampshire County Council. Prior to the transfer the Council was provided with a structural condition survey of the building which highlighted several issues.
- 3.2. Alongside the transfer process, a volunteer group was set up to run and manage a community library from the building. The Parish Council agreed to lease (non-repairing) the building to the newly formed Community Library charity.
- 3.3. In summer 2021 Eastleigh Borough Council allocated £59k towards building improvements with the Parish using this money to repair and refurbish the building in order to give some degree of 'future proofing', should the volunteer group fold.

4. SCOPE AND SUMMARY OF APPROACH

- 4.1. In January 2022, a feasibility study to explore building improvement options was undertaken by Carter Jonas on behalf of the Council. As the project fund was very limited, the project objectives were given the following priority order: -

- 1 Priority 1 –
Carry out necessary repairs identified by HCC & the Parish Council's structural engineers
- 2 Priority 2 –
Create a more flexible/user-friendly space as discussed with the Library Trustees in 2021
- 3 Priority 3 –
Ensure thermal and energy efficiency of the building

- 4.2. After considering the options available within the restricted budget, the Council agreed that it could not afford major alterations to the roof, that necessary building repairs be undertaken with greater focus spent on the internal layout, including the relocation of the kitchen, to provide a more open/flexible space.
- 4.3. A new layout was devised and shared with the Library Trustees and Library volunteers at a meeting in April 2022, with the Council agreeing a final layout in May 2022.
- 4.4. The Council agreed that building improvements/alternations include the following: -
- Full strip out
 - Removal of internal walls (subject to final structural assessment)
 - Formation of new kitchen area
 - Infill two windows and existing rear door, and provide render or brick external finish
 - Relocate reception desk
 - Form new services cupboard to the boiler and electrical distribution board
 - Refurbish the WC area (if budget allows)
 - Provide sun pipes/roof glazing
 - New lighting and electrical adaptations
 - Heating adaptations, including consideration of underfloor heating
 - New vinyl flooring
 - Leave ready for decoration and installation of fixtures and fittings by others
- 4.5. A tendering exercise for the above works commenced in September/October 2022, following which it became clear that the budget was woefully short and in December 2022, the Clerk lobbied the Local Area Committee for further funding support.
- 4.6 In early February 2023, the LAC considered the request made and allocated an additional £64,911 to the Council with a caveat that the Council consider the long-term plan for the building to ensure that it provided a wider community benefit. The Clerk has since suggested to the Library Trustees that plans to diversity from a core library service to a community hub is needed and has offered support to achieve this. Greater monitoring and support from the Council to the library will likely be required in the future.
- 4.7 With the additional funds from the LAC, the Parish was able to appoint its preferred contractor in February 2023, and a programme of works was agreed with the Council, contractor and Library Trustees.

5. PROJECT TIMELINE

- 5.1. A detailed timeline of key activities within the project is attached at **Appendix 1**. The timeline starts from the submission of tenders. Members will be aware of the significant officer time given to this project prior to this date.
- 5.2. The construction phase of the project commenced on 10 April 2023 and completed on 21 June 2023, overrunning by one week due to delay in materials and additional works added to the programme at the request of the Library Trustees and Council.
- 5.3. To ensure minimal impact on users the Library Trustees set up a pop-up library at Woodland Community Centre with the aim of resuming 'normal' service from the newly refurbished building on 3 July. However, additional time was needed by both the Library Volunteers and the Council to undertake works prior to the public opening. The library closed on 27 March and re-opened to the public on Monday 17 July.

6. PROJECT MANAGEMENT

- 6.1. The library refurbishment was a council project managed by the Parish Clerk and supported by Carter Jonas.
- 6.2. Prior to the commencement of building works the Parish Council: -
 - Created storage spaces at both Woodland and Horton Heath Community Centres and Parish Office for book & shelf storage
 - Cleared the leaf room at Woodland Community Centre to make way for the pop-up library
 - Commenced a communications plan advising the public of the closure and pop-up library provision using blended engagement
 - Removed all books into store and books to the pop-up library held at Woodland Community Centre
 - Removed furniture and shelving into store
 - Purchase and installed a drop box for returned books & created/erected signage
- 6.3. During the construction phase weekly meetings were held on-site and via teams with the contractor, Parish Clerk and structural engineer. During weekly meetings progress of works was discussed, specification of fixtures as well as adaptations to the contract including, but not limited to: -
 - Removal of the old gas boiler and housing cupboard with electric-only servicing the building

- External re-decoration works
- Replacement of all single paned windows to double glazed
- New external lighting
- Extension of kitchen worktop and cupboard space
- Step to rear access
- Electrics to floor servicing reception desk
- Additional electrical sockets
- Repair to joists
- Report to guttering and soffits
- Additional works to floor structure

6.4. A value engineering approach was undertaken to ensure that the limited budget could be stretched. The contractor was very accommodating and adaptable to the changes made to the contract specification. The Clerk approved completion of works and a practical completion certificate was issued on 27 June. The defects period ends on 19 December 2023.

6.5. Regular meetings were also held between the Clerk, Chair of the Council and Library Trustees to keep them informed of the project progress.

6.6. Following completion of the construction phase the Parish Council: -

- Installed a new pathway to the rear
- Instructed a joiner to affix shelving units
- Instructed Fire Care to carry out a Fire Risk Assessment and completed all advisory items including a self-closing device and intumescent strips/cold smoke seals to the kitchen door at a cost of. - £292.00 + VAT, and installing an emergency light to the front entrance at a cost of. - £161.00 + VAT.
- Arrange for removal of the books from storage to the library
- Removed shelving and some furniture from storage to the library
- Erected new internal and external noticeboards
- Re-positioned the parcel drop box
- Installed a new post box and keypad
- Weeded and planted new plants including new planters to the landscaped area to the front of the building
- Organisation of community launch event (5 August) and associated comms
- Cleaned the building ready for public opening

6.7. Parish Council staff have also dedicated their own time and money creating additional pieces for the children's section of the library, details of which will be shared at the meeting.

7. PROJECT OBJECTIVES/OUTPUTS

7.1. The project objective was to undertake essential building repairs to the library to ensure thermal/energy efficiency as well as a more flexible, inviting space for service users.

7.2. The project outputs were defined as:

- Installation of LED lighting, sun pipes & efficient heating
- Structural repair works
- Reconfiguration of the internal space to provide greater flexibility.

7.3. Despite its limited budget, the above has been achieved.

8. FINANCIAL IMPLICATIONS

8.1. The total budget agreed by the Council was **£120,839**. This was made up of section 106 developers' contributions and Parish Council Ear Marked Reserves. The final the project cost was **£114,839**. Giving a project underspend in the Ear Marked Reserve budget of £6,000. The underspend is largely due to value engineering works undertaken during the contract period.

8.2. Alterations to the original tender/contract specifications: -

- Desk & electrics
- Additional electrical points
- Repairs to roof joists
- Removal of gas boiler, radiators and repainting of existing radiators
- Installation of electric water heaters to toilet and kitchen
- Replacement front door and extra two replacement windows.

8.3. Subsequent advice from the building contractor and structural engineer have been received regarding the condition of the library roof. The condition of the roof has deteriorated sooner than anticipated, and it is estimated that the roof will need re-felting in 2-3 years' time. Indicative costs for this work has been received in the sum of £13-17k. It is therefore suggested that the remaining £6,000 from Developers' Contributions be ring-fenced for future roof repairs. This will also be reported to the LAC as primary project funders.

8.4. The subsidiary costs associated with the return of the library to the building was £1,750. Funded by the Parish Council 23/24 library budget.

8.5. The launch event costs currently total £1,000. Funded by the community development project Ear Marked Reserves.

8.6. The total spend to date on the project is £117,589.

8.7. The Parish Council has accounted for the new pathway installation, or officer time, which since April, is estimated at over 152 hours across both Admin and Operations departments.

9. FUTURE RISKS

9.1. Future risks associated with the library post project include:

- Core library function remaining and no adjustment to user demand /expectations resulting in low footfall/community usage
- Limited social value output
- Financial stability of the Library leaving the Parish with an empty building

9.2. These risks can be mitigated by –

- Sharing of community feedback to the Library Trustees i.e results of recent Community Engagement Survey
- Additional officer support from Parish Council via the Community Development Officer
- Signposting of grants and best practice

10. OUTPUTS/OUTCOMES ACHIEVED

10.1. The outputs detailed above were fully achieved. The library refurbishment works were undertaken to specification with additional works carried out such as the replacement of all single pane windows to double pane, replacement front door, and improvements to the façade. This has ensured that the building is now thermally efficient and a more flexible, inviting space. This should enable the library to diversify the offer to provide a hub for more community-based activities to appeal to a wider audience as requested by the Local Area Committee.

11. CONCLUSION

11.1. The decision to undertake significant building refurbishment to the library was based on the need to undertake structural repairs, ensure thermal and energy efficiency as well as provide a more flexible/inviting space. This has been achieved through the successful completion of the construction phase of the

project within the budget allocation.

- 11.2. The way in which individuals access information and reading material has changed significantly in the last 10 years, and more recently the pandemic also changed the way a community interacts. The success of the library in the future will largely depend on the quality of the offer, the environment, and the ability to diversity according to local need/demand. Greater support from the Council will likely be needed in the future to support the library in this.

For further information contact:

Mel Stephens, Parish Clerk

clerk@fairkoak-pc.gov.uk

APPENDIX 1

LIBRARY REFURBISHMENT PROJECT TIMELINE

Milestone	Date
Tenders go live	30-Sep-22
Deadline for Tender submission	28-Oct-22
Tender scoring	28-Oct-22
Completion of tender analysis	02-Dec-22
Production of LAC/Council report	05-Dec-22
LAC Briefing Meeting	01-Feb-23
Full Council	20-Feb-23
Pre-contract checks complete	27-Feb-23
Contractor appointed	28-Feb-23
Pop up library set up	20-Mar-23
Move library to storage HHCC	27-Mar-23
Ensure library empty	06-Apr-23
Construction works commence	10-Apr-23
Construction complete	21-Jun-23
Practical completion certificate	27-Jun-23
Fire Risk Assessment	28-Jun-23
Path completion by Parish	29-Jun-23

Milestone	Date
Parish re-affix shelving	01-Jul-23
Parish organised removal men	04-Jul-23
Parish affix new signage/noticeboards	13-Jul-23
Parish 'glo up' of children's section	16-Jul-23
Re-open to users	17-Jul-23
Desktop Reinstatement Cost Assessment	17-Jul-23
Review of lease schedule	18-Jul-23
Launch event	05-Aug-23
End of defects period	26-Jun-23

FULL COUNCIL – 17 JULY 2023

LAND DISPOSAL/ LAND ACQUISITION POLICY & PROCEDURE

1. RECOMMENDATION

- 1.1. That the Council notes the content of the report; and
- 1.2. Approves the procedure set out in Appendix 1 below for land disposal and land acquisition.

2. INTRODUCTION

- 2.1. The Parish Council is committed to developing its landholding for the benefit of its residents. From time-to-time opportunities may arise which will enable the council to acquire land, either through donation, purchase, or lease. The council may also decide to sell, or lease land should opportunities, which benefit the wider community, arise.
- 2.2. As custodians of the parish land for future generations such opportunities will be carefully considered, however decision-making in this regard will be firmly predisposed towards retaining parish land in most instances.
- 2.3. The council will be especially disinclined to dispose of land when, if developed, there might be negative impacts on the well-being of residents, the environment, and the character of the parish as a whole, including those areas in close proximity to the land in question.
- 2.4. Any acquisitions or disposals will be considered on their own merits but will need to support the Council's Corporate Plan and Climate Change Action Plan.

3. DUE DILIGENCE

- 3.1. When determining acquisition or disposal proposals, the Council will need to consider the following:
 - Relevant legislation prior to decision-making.
 - Value for money in relation to the public purse.
 - Ways to demonstrate that the Council has given due consideration to the disposal or sale of land.
 - That land cannot be disposed of for less than it is worth without the consent of the Secretary of State so knowing the value of the land is important to establish in the first instance.
 - That an open and transparent bidding process is facilitated particularly when there is more than one party interested in the disposal.
 - Appropriate advertisement of the disposal or sale.
 - The current use of the land.

- If the land falls within the exceptional reappropriations and disposals guidance.
- If disposal promotes economic, social or environmental well-being, with a limit of £ 2 million between the unrestricted value and the disposal value. If not, the parish council could not dispose of the land without the permission of the Secretary of State and in any case would need to know the value of the land prior to considering any disposal, if for no other reason than to formally confirm the council are not breaching the £2 million limit.
- To consider on a case-by-case basis the valuation of the land by commissioning an external valuation.
- Whether to request that the proposed purchaser pay for the valuation. The prospective purchaser would need to be informed that the final decision to dispose or sale the land would rest with the Full Council, and that paying for valuation would not guarantee a sale.

4. RELEVANT LEGISLATION

4.1 The legislation which allows the Council's powers to dispose or acquire land is set out below: -

Ordinary Appropriation: Land acquired for a purpose is said to be appropriated to that purpose, and can be used for no other purpose, unless the Law permits it, but with certain exceptions a local council, with the Secretary of State's consent, may reappropriate any land not required for the purpose for which it was acquired or appropriated to some other purpose, subject, to the rights of other persons over the land. Appropriation and reappropriation must be made by resolution and are, in their nature, meant to be long lasting. There are no special restraints on the reappropriation of compulsory purchased land as such. [Local Government Act 1972, s126 \(1\)-\(3\)](#)

Ordinary Disposal of Land: Under [Local Government Act 1972 s127 \(1\) and 131\(3\)](#), provides that a parish council may dispose of land held by them in any manner they wish, but they must secure the best consideration that they can. (The same provisions in relation to the disposal of land by principal councils are contained in [s123](#).)

If the land is not held in charitable trust and the disposal is less than the land is worth. The Secretary of State's consent is needed, unless either the disposal is by way of short tenancy, that is a term not exceeding seven years or the assignment of a term with no more than seven years still to run [Local Government Act 1972 s127 \(2\) and \(5\) Local Government Act \(Miscellaneous Provisions\) Act 1976](#). The Secretary of State has given a general consent for the disposal of land at less than full value where:

- A) The council considers that the purpose for which the land is to be disposed is likely to contribute to the achievements of any one or more of the following objects in respect of the whole or any part of its area, or of all or any persons resident or present in its area:
 - i. the promotion or improvement of economic well-being

- ii. the promotion and improvement of social well-being
- iii. the promotion or improvement of environmental well-being; and

B) The difference between the unrestricted value of the land to be disposed of and the consideration for the disposal does not exceed £2,000,000 [Local Government Act 1972 s127 \(2\) and \(5\)](#); [Department of Communities and Local Government Circular 06/03](#); [Local Government act 1972](#); [general disposal consent \(England\) 2003](#); [disposal of land for less than the best consideration that can reasonably be obtained](#).

Exceptional reappropriations and disposals: In some cases (apart from special covenants) a council owes a duty to the public that land in its possession shall be used for the purpose for which it was acquired. Reappropriation and disposal can threaten that purpose and therefore special formalities must be observed before they can take place.

Open Space: A council cannot reappropriate or, save by way of short tenancy, dispose of any open space or part of it without first advertising its intention for two consecutive weeks in a local newspaper and considering any objections. Such a disposal or reappropriation frees the land from any trust arising solely from its being held in trust for the enjoyment of the public under the [Public Health Act 1875, s164](#), or [Open Space Act 1906 s10](#)

Commons and Allotments: A council wishing to reappropriate land forming part of common or field garden allotments must first advertise its intention for two consecutive weeks in a local newspaper and consider objections. The council then makes the reappropriation by order which has to be confirmed by the Secretary of State, unless the area to be appropriated does not exceed 250 square yards. [Town and Country Planning Act 1971 s121](#), amended by the [Local Government Act 1972 s126 \(4\)](#).

Cycle and car parks: A council may, with the Secretary of State's consent, appropriate for the purpose of a cycle or car park any part of a recreation ground, open space or land acquired under repealed [Physical Training and Recreation Act 1937 s 4](#), or its successor, the [Local Government \(Miscellaneous Provisions\) Act 1976 s19](#), provided that the land does not exceed the lesser of one-eighth of the total area or 800 square feet. [Road Traffic Regulations Act 1984 s51](#).

Parking spaces may be let for periods not exceeding seven days, but without prejudice to the council's right to let the land, of which they form a part, for a longer period. [RTA 1984 s57 \(7\)](#)

5. ENVIRONMENTAL, CRIME & DISORDER AND EQUALITY IMPLICATIONS

5.1. None directly arising from this report.

6. FINANCIAL IMPLICATIONS

6.1. Should the Council wish to consider the disposal or acquisition of land it will need to engage the services of professional valuers, land management consultants and solicitors. This sum is difficult to estimate, and quotes should be obtained on a case-by-case basis. The Council has a legal and professional fees budget code which could be used to fund any future proposals.

7. CONCLUSION

- 7.1. Given that the Parish has grown in the last five years due to development and the transfer of land has been accepted by the Council to create greater synergy for residents, the Council needs a robust policy in place to guide all future acquisitions/land transfer acceptance and also land disposal.



FAIR OAK & HORTON HEATH PARISH COUNCIL

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

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

📺 @fair oak and horton heath parish council 📷 fair oak and horton heath

FAIR OAK & HORTON HEATH PARISH COUNCIL

LAND DISPOSAL/ LAND ACQUISITION PROCEDURE

Section 1 – Acquisition of land

The parish council will consider any request for land purchase and proposals for the disposal of land where it considers this will be of benefit of the community.

Opportunities to obtain further land can also come from Developers via the Borough Council. This land/open space is normally transferred to the Parish with commuted sums for ongoing maintenance. In some instances, monies are also transferred for public art and play area installation.

Procedure for acquiring land for use of public open space.

1. Any request to acquire land for the use of public open space will be evaluated initially by the Clerk.
2. The Clerk will produce a report to Council setting out the proposed acquisition, what the land is currently used for, details of the current owner and recommendations on appropriate next steps i.e. commissioning a land valuation report and or/open space consultant.
3. The Clerk will also recommend a community engagement/advertising process.
4. Once the clerk received all information in steps 1-3 a final report with recommendations including full financial analysis, will be submitted to the next Full Council meeting for determination.
5. Should the Council wish to acquire the land, the Clerk will request delegated authority to deal with the legal and administrative matters of the transfer/acquisition.
6. Should the Council refuse the acquisition, the Clerk will inform the necessary individuals/consultees with full reasoning.

Section 2 - Disposal of land

The Parish Council will not actively seek to dispose of land unless there are sound justifications, as set out below, to do so. The Parish Council values its land/open spaces as part of the fabric of the village and in most cases, the amenity value to residents will outweigh the monetary value.

A. Procedure if the Parish Council is approached or chooses to sell land: -

1. The request/proposal will be added to the next available Parish Council agenda by the Clerk.
2. The clerk will produce a report to council setting out the proposal, what the land is currently appropriated for and what proper advice is recommended that the council should consider for example a valuation of the land and/or instructing a Land Agent.
3. If in the first instance a valuation of the land is required, the clerk will request a resolution from the council to that effect and will then arrange for the land to be valued as soon as possible.
4. Once the clerk received the valuation a report will be completed to council for their next parish council meeting. This will detail the proposal to dispose, the intended use once disposed and the price of the land. The clerk will ask the council for an indication as to whether the council still wishes to proceed to the next stage, i.e. to establish by resolution the council's intention to dispose of the land by way of a sale as set out in the report.
5. If the council do not wish to continue with a sale at this stage the process will stop, and the prospective buyer will be informed that the parish council does not wish to proceed with the sale of the land.
6. If the council still wish to sell the land, there is a need at this stage to choose and employ a Land Agent, the clerk will ask the council for a resolution to contact a Land Agent to deal with the sale of the land.
7. The council will then formally decide at the meeting whether it wishes to confirm its intention to sell the land based on the valuation, the nature of the proposed use of the land, any objections received and any other factors the council considers relevant.
8. Once the formal resolution is made that the land is to be sold, the council will follow the process below.

The Parish Council will consider which method to adopt when offering land for sale:

When it comes to selling land, there are a variety of different methods and strategies the Parish Council could use to achieve the highest price and best value for the community. One of these options is to work with a Land Agent and the Parish Council will rely upon professional advice. Generally, the Parish Council will prefer to sell by way of informal tender unless advised to use another sale process.

Procedure for the disposal of Parish Council Land by way of swapping for other land, leasing etc.

On the receipt of a request/proposal for the Parish Council to dispose of land, the following procedure should be followed:

1. The request/proposal will be added to the next available Parish Council agenda by the clerk.
2. The clerk will produce a report to council setting out the proposal, what the land is currently appropriated for, what rights and restrictions affect the land, what restrictions could be placed on the land, and what proper advice is recommended that the council should consider, for example, obtaining a valuation of the land.
3. If in the first instance a valuation of the land is required, the clerk will request a resolution from the council to that effect and will then arrange for the land to be valued as soon as possible.
4. Once the clerk has received the valuation, a report will be completed to council for their next Parish Council meeting. This will detail the proposal to dispose, the intended use once disposed, swap/lease length/rent etc. The clerk will ask the council for an indication as to whether the council still wishes to proceed to the next stage, i.e. to establish by resolution the council's intention to dispose on the terms as set out in the report.
5. If the council do not wish to continue with the disposal at this stage the process will stop and the prospective person will be informed that the parish council does not wish to proceed with the disposal of the land. The council will list any reasons for the rejection as per the considerations below.
6. If the council still wish to dispose of the land, there is a need at this stage to advertise the intention to dispose of the land for two consecutive weeks in a local newspaper and on the Parish Council website, notice boards and Facebook page inviting any objections to be submitted to the clerk. The clerk will ask the council for a resolution to advertise the disposal of the land and then arrange for this to be carried out as soon as possible.
7. Once the deadline for responses has passed the clerk will draw up a further report to council ready for their next meeting, including any objections submitted (redacted under GDPR) or confirm that no objections have been received.
8. The council will then formally decide at the meeting whether it wishes to confirm its intention to dispose of the land based on the valuation, the nature of the proposed use of the land, any objections received and any other factors the council considers relevant.
9. Once the formal resolution is made that the land is to be disposed, the clerk will request delegated authority to deal with the administrative matters of the lease, swap etc, through to its legal conclusion along with the appropriate solicitors.

When coming to a decision about the disposal of land, the council will use the criteria below, along with any other factors tabled at the time of debate, to reach a balanced judgement as to whether a disposal should be made.

The council will be inclined to dispose of land when one or more of the following apply:

1. the financial advantage for the parish meets the financial tests described above.
2. the council's current or future liability for maintenance and repair outweighs the current or future amenity the land provides for residents.
3. disposal facilitates broader projects which the council deems to be for the benefit of residents.
4. disposal allows other recognised charitable or not for profit organisations to consolidate landholding for the public good. e.g. Woodlands Trust, Forestry Commission, National Trust etc.
5. the parish land provides no current discernible amenity to residents nor uncommon environmental advantage for flora or fauna.
6. the value of the land is unlikely to increase beyond inflation, taking into account current market forces, foreseeable additional local developments and national initiatives.
7. disposal will contribute to the vision of the council, goals of the agreed Corporate Plan.

The council will be disinclined to dispose of land when one or more of the following apply:

1. the land's location and current condition add visual amenity.
2. the land has the potential to provide opportunity for sport, leisure, or recreation activities.
3. the land contributes to the environmental distinctiveness of the area.
4. the land or and its current condition add to the cultural and heritage dimension of the landscape.
5. the land currently provides useful access routes to residents.
6. acquisition of the land by a third party is likely to facilitate land.

use which conflicts with the principles established in the Council's Vision & Mission Statement, Corporate Plan and local adopted Local Plan.

FULL COUNCIL – 17 JULY 2023

GROUND MAINTENANCE WORKS TO THE CREMATION CIRCLE

1. RECOMMENDATION

- 1.1. That the Council notes the content of the report; and
- 1.2. That the request to carry out improvement works to the cremation circle located in Fair Oak Cemetery be approved.

2. PROPOSAL

- 2.1. That the Council consider the request from the Operations Manager to carry out improvement works to the cremation circle in Fair Oak Cemetery to: -
 - Improve the overall appearance of the site;
 - Assist with ongoing grounds maintenance;
 - Reduce cutting times on the cemetery site;
 - Reduction in damage to items placed by memorials; and
 - Improve working conditions of staff when undertaking maintenance.
- 2.2. With the increasing number of cremation plots in the cremation circle, space between memorials has become restricted. This has hindered the work of the Operations Team when undertaking maintenance on the site such as strimming/weeding etc.
- 2.3. To enable staff to carry out maintenance efficiently, the following solution is suggested: -
 - Remove the turf within the circumference of the circle line;
 - Install a decorative lawn edging;
 - Lay a weed-suppressing membrane between the memorials, and
 - Backfill with pea shingle or alternative decorative single-sized aggregate.

3. HEALTH AND SAFETY

- 3.1 Introducing these measures would reduce the risk of staff tripping over memorials whilst carrying out maintenance works.
- 3.2 These measures would also reduce the risk of damage to memorials and other items placed by relatives, as there would no longer be the need to trim this section of the cemetery.

4. FINANCIAL IMPLICATIONS

- 4.1 These works would be carried out using existing budgets allocated to the cemetery.

5. CONCLUSION

- 5.1** This solution would effectively remove the need for weekly cutting by reducing the amount of weed and grass growth between plots thus allowing staff more time to work on the remainder of the site.

For more information contact:

Martin Johnson, Operations Manager

grounds@fairoak-pc.gov.uk

**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

CONSTITUTION

CHAPTER 14 PUBLICATION SCHEME

Adopted

17 July 2023

1. Introduction

1.1. This policy lists the type of information held by Fair Oak & Horton Heath Parish Council and says what information is available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

1.2.

1.3. The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information that is made proactively available.
- To make this publication scheme available to the public.

2. Classes of information

2.1. Information that the Parish Council holds includes: -

1. Who we are and what we do.
Organisational information, locations and contacts, constitutional and legal governance.
2. What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.
3. What our priorities are and how we are doing
Strategy and performance information, plans, assessments, inspections, and reviews.
4. How we make decisions
Policy proposals and decisions. Decision-making processes, internal criteria,

procedures, consultations.

5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

6. Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer are advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered.

2.2. The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or are difficult to access for similar reasons.

3. The method by which information is published will be made available.

3.1. The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

3.2. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information through the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

3.3. In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

3.4. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

3.5. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charges which may be made for information published under this scheme.

4.1. The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

4.2. Material that is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging

4.3. Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

4.4. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. Written requests

5.1. Information held by a public authority that is not published under this scheme can be requested in writing when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

5.2. Information is available from Fair Oak & Horton Heath Parish Council under the Publication Scheme.

5.3. All information on the website is free, all hard copies will be charged at 20p per A4 sheet (b&w)

Information to be published	How the information can be obtained
Who we are and what we do	
Who is who on the Council and its Committees	Website/ hard copy
Contact details for the Cllrs and staff	Website/ hard copy
Location of the Parish Office/Parish buildings and accessibility details	Website/ hard copy
Staffing structure (vacancies displayed on the job page of the website)	Website/ hard copy
What we spend and how we spend it	
Financial Regulations	Website/ hard copy
Annual return forms and reports by internal and external auditors	Website/ hard copy
Annual budget and precept demand	Website/ hard copy
Expenditure and income over £500	Website/ hard copy
Income and expenditure through the financial year as part of reports submitted at Full Council	Website/ hard copy
Grants given and received	Website/ hard copy
List of current contracts awarded and value of the contract	Email / hard copy
Investment Policy	Website/ hard copy
Internal Audit reports and action plan	Website/ hard copy
What our priorities are and how we are doing	
Current Corporate Plan	Website/ hard copy
Annual Action Plan	Website/ hard copy
Annual Report to Parish (video & infographic)	Website – video Infographics – hard copy
How we make decisions	
Standing Orders - how we make decisions	Website/ hard copy
A timetable of meetings (Council, any committee/sub-committee meetings)	Website/ hard copy
Agendas of meetings (as above)	Website/ hard copy
Minutes of meetings (as above)	Website/ hard copy
Reports presented to council meetings	Website/ hard copy
Responses to consultation papers	Website/ hard copy
Responses to planning applications	Website/ hard copy
Policies of the Council (including Constitution documents)	Website/ hard copy

Lists and registers (including burial and allotments)	Website/ hard copy
Assets Register	Website/ hard copy
Disclosure Log	On request
Register of interest/gifts of hospitality/acceptance of office	Website/ hard copy
Media/press Releases	Social media/website
Officers delegated powers of authority	Website/ hard copy
Members' Code of Conduct	Website/ hard copy
Officer/Member Relations Protocol	Website/ hard copy
Polices & Procedures in relation to staff	Website/ hard copy
Health and Safety Policy	Website/ hard copy
Information/Data Protection/GDPR Policies	Website/ hard copy
Complaints Procedure	Website/ hard copy
Fees and Charges	Website/ hard copy

**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

CONSTITUTION

CHAPTER 17

COMMUNICATIONS POLICY

Adopted

17 July 2023

1. Introduction

- 1.1. If communication is managed effectively, the Council will be able to create and seize opportunities to communicate with stakeholders and the public to build an accurate and positive reputation.
- 1.2. This protocol acts as a simple reference tool for any Cllrs or member of staff who engages with the media. It can clarify roles and responsibilities and help manage expectations.
- 1.3. The purpose of this protocol is to clarify the roles and responsibilities of Cllrs and staff in dealing with the media and to provide guidance on how to handle media interest.
- 1.4. The Council recognises the need for openness, and this should be reflected in how the media communications are dealt with.
- 1.5. The aim of the protocol is to ensure that the Council is seen to communicate in a professional and objective manner. In all cases, the Council's approach should be:
 - open and honest
 - proactive
 - responsive and timely

2. The Legal Context

- 2.1. This protocol reflects the guidance to town & parish councils contained in the Code of Recommended Practice on Local Authority Publicity 2011 in which the following principles are listed:
- 2.2. Publicity by local authorities should:
 - be lawful
 - be cost effective
 - be objective
 - be even- handed
 - be appropriate
 - have regard to equality and diversity
 - be issued with care during periods of heightened sensitivity; and the Council must have regard to it and follow its provisions
- 2.3. This protocol will also explain how Fair Oak & Horton Heath Parish Council will help achieve the following objectives:
 - Share and celebrate success

- Give information about policies, services and events, and about the democratic process so that people feel more informed about the Council's work
- Handle negative issues clearly and decisively

3. The Media

- 3.1. Local and regional newspapers, independent radio, and TV as well as national media have all covered stories relating to Fair Oak & Horton Heath in recent years. In addition, the internet and social media are vital media to disseminate local news.

4. Identifying Newsworthy Items

- 4.1. It is the responsibility of everyone working within the Council to identify worthy news items as early as possible and to share this with the Council's Communications & Events Officer.

5. Handling Media Enquiries

- 5.1. The Communications & Events Officer, supported by the Clerk will be responsible for all media enquiries and responses.
- 5.2. However, staff are encouraged to take responsibility and deal with requests themselves if they feel comfortable.
- 5.3. Cllrs who are directly approached by the media should respond in accordance with the guidance contained in this protocol.
- 5.4. The Council should not pass comment on leaks, anonymous allegations or allegations about individual Cllrs and staff. The Council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.

6. News Releases

- 6.1. News releases are one of the techniques for publicising Council activities, decisions and achievements. They appear on our website and social media feeds.
- 6.2. There are two types of news releases - Official Council News Releases and Councillor News Releases.
- 6.3. Official Council Press Releases - An official Council release is made on behalf of the Council as a whole. It is non-party political and will normally include a quote from a relevant Councillor(s).
- 6.4. Official Council press releases will follow a corporate style appropriate for the media being targeted and a web-based record will be maintained. All releases will accurately reflect the corporate view of the Council.
- 6.5. News Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, or persuade the general public to hold a particular

view.

6.6. It should be borne in mind that a news release is not always the best way to publicise an activity or event and alternative ways of communicating it should be considered e.g., posters, mailings, websites, social media etc. The Council's Communications & Events Officer will determine the most appropriate form of engagement.

6.7. Councillor News Releases - Councillor news releases are personal and are written and issued by the Councillor responsible. They should be clear that the release is from Cllr X, Y ward to make it clear that it has not been issued by the Council. They may or may not be political and should not include the name of any staff member, use the Council crest or the Council telephone number as a point of contact.

7. Interviews

7.1. Staff should never give their opinion on specific Council policy but must keep to the corporate line and key messages. Their role is to provide expertise and factual knowledge only, in support of the Council's approved and agreed policies.

8. Media at Council meetings

8.1. The media is welcome to attend meetings. During meetings, Cllrs and staff should be mindful that any comments and messages are put across in a manner which gives the journalist an accurate picture, rather than relying on the journalist's interpretation of what can be a complex issue or report.

9. Publicity in Election Periods

9.1. The rules governing publicity change when an election has been announced. In the period between the notice of an election and the election itself (Purdah), all proactive publicity about candidates or other politicians is halted. This applies to local, national or European elections. Conversely, Council business and the publicity associated with can and should continue.

9.2. During this period council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual Cllrs or groups of Cllrs. This is to make sure that no individual Cllr or political party gains an unfair advantage by appearing in corporate publicity.

9.3. In these circumstances, where a quote is required, the relevant member of staff may be quoted, in accordance with the guidelines in this protocol. The Clerk is able to advise on the detail of Purdah.

10. Non-Council Related Media Activity

10.1. Cllrs and staff who have contact with the media in a personal capacity or as members of non-Council related organisations must not refer to their Council posts and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-Council related organisation.

11. Managing Negative Issues

- 11.1. From time to time the Council has to respond to negative issues. It is important that these situations are managed carefully so as to limit the potential for negative publicity.
- 11.2. Cllrs and staff must alert the Clerk and Communications Officer as soon as a potentially negative issue which may attract media interest comes to light. They should not wait until contact is made by the media.
- 11.3. The Communications & Events Officer will prepare holding statements, and other information and carry out research even if no media have contacted the Council about an issue.

12. Correcting Inaccurate Reporting

- 12.1. Should the media publish something inaccurate about the Council, a quick decision needs to be taken by the Clerk on any action necessary to correct it.
- 12.2. This could be a letter, email, a post on social media or a news release, or in exceptional circumstances to take legal advice. It should be noted that in the case of minor inaccuracies which have little or no impact on the message being conveyed, it can sometimes be counterproductive to correct inaccuracies. Each case must be judged individually.
- 12.3. Occasionally the Council will get something wrong. In these cases, damage limitation is the key, this can usually be achieved by accepting responsibility, apologising, and stating how we are going to learn from the error or put it right.

13. Monitoring and Evaluation

- 13.1. The Council will continually monitor the media coverage and collate it.

14. Freedom of Information and Data Protection

- 14.1. Cllrs are reminded that they must not misuse Council resources for political or other inappropriate purposes. Should the Council receive a request for information under the Freedom of Information Act 2000 on a topic on which there is correspondence (email or written), normally that correspondence would have to be disclosed, unless it was exempt. The fact that the disclosure of the correspondence may prove embarrassing would not, in itself, prevent disclosure.
- 14.2. In addition, care should be taken when processing personal data and the Council will follow the requirements under the Data Protection Act 2018.

15. Internet Acceptable Use Policy

- 15.1. Internet use covers all the Council websites, social networking sites such as Facebook, forums and blogs and both Cllrs and staff are encouraged to use them.

15.2. If the above are used in an official capacity or on Council related business, the guidance in this protocol must be adhered to and they must be used in a responsible and appropriate manner.

15.3. Under the consideration of Acceptable Use, when acting in the capacity of Fair Oak & Horton Heath Parish Council, websites and social media should not:

- contain content that may result in actions for libel, defamation or other claims for
- damages be used to process personal data other than for the purpose stated at the time of capture
- promote any political party or used for political campaigning
- promote personal financial interests or commercial ventures
- be used for personal campaigns
- be used in an abusive, hateful or disrespectful manner

15.4. If social media is used in an unofficial capacity, Cllrs and staff should restrain from making remarks that could be construed as bringing the Council into disrepute.

15.5. The above points should provide useful guidance to prevent misinterpretation.

15.6. It is best practice on any personal profile for an online social media account to state clearly that the views are those of the individual and may not represent the views of the Parish Council. It is also advised that the Council's logo or any other Council-related material is not used on a personal online account, for example, a website, blog or social media platform as a profile picture or icon representing that account.

15.7. The following dangers could occur with the personal or Council use of social media (please note this is not an exhaustive list):

- Sharing images or personal details could lead to the exploitation of vulnerable people or groups
- Breaching a code of conduct, for example the 7 Principles of Public Life through tactless posting and commenting
- Bullying, instigating or fuelling online persecution or inappropriate debate through thoughtless posting and commenting
- Civil or criminal action taken against account holders relating to breaches of legislation
- Damage to a councillor's reputation or a Council's reputation
- The accidental or intentional release of confidential information
- Virus or malware attacks through online sites or downloads compromising systems or networks relating to Council business

15.8. In light of these risks, we should all be mindful and practice safe social media use and

ensure that:

- A consistent and considered approach is adopted and maintained in the use of social media by councillors and staff
- Be aware that copyright laws do apply online
- Make sure Council information remains confidential where necessary and is not compromised through the use of social media - including blogging and websites (by individual or group use)
- Councillors adhere to the policies set out by various social media sites they are using and are up-to-date with relevant legislation
- Councillors and staff should be conscious that they are and will be held personally responsible for content they publish (including 'commenting') on any form of social media - whether during or out of office hours. It should also be noted that an untrue statement or breach of a particular code of conduct may incur a libel action against an individual.
- Councillors and staff should remember that social media sites are in the public domain and information published can be readily distributed by others. Even if a post is deleted or taken down it has a life span that someone could have seen and distributed.
- Councillors and staff must be aware and mindful that when using social media in a personal capacity it is expected they behave appropriately and in line with the Council's values and policies in the constitution. Any inappropriate online activity may result in disciplinary action.

15.9. Any Councillor receiving unwelcomed comments, threats, or harassment online should report it to the police. Any staff member should report it to the police and their line manager. If you feel your account is being attacked by someone acting as a 'Troll' it is best practice to ignore this person or persons and report the issue to the social media site on which the problem is occurring. There are also a number of options in relation to 'blocking' a person if the behaviour is particularly upsetting or abusive.

16. Young People and Publicity

16.1. Guidelines should be followed if commissioning photographs of children (i.e. under 18 years of age) or if planning photography of children at events and using visual media for publicity purposes. Please refer to the Council's Data Protection and GDPR Policy for more information.

17. Monitoring

17.1. The Clerk, supported by the Communications & Events Officer will regularly monitor the application and effectiveness of this policy and will suggest amendments where necessary.

JULY 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Library Refurbishment Project Evaluation	To review the end of the project	Report	Clerk
Café Progress Report	To consider the progress of the café project	Report	Clerk
Media Communication Protocol	To review the current document	Report	Clerk
Publication Scheme	To review the current scheme	Report	Deuty Clerk
Disposal/Land acquisition policy	To adopt a policy	Report	Clerk
SEPTEMBER 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Information & Retention Policy	To review the current document	Report	Deputy Clerk
Data Protection/GDPR Policy	To review the current document	Report	Clerk
Review of Memorial Bench Policy	To review the current policy and determine whether the Council should continue this service.	Report	Clerk/Admin Officer
Trees and wildflower planting	To agree a planting schedule and budget for Autumn 2023 including works at the Community Orchard	Report	Clerk/Operations Manager
Café Landscaping	To approve landscaping works	Report	Clerk
Allotment tenancy review	To consider changes to tenancy agreements	Report	Clerk
Public Art New Century Park	To agree proposals for additional public art at NCP	Presentation	Clerk
OCTOBER 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER

Conclusion of Audit	To consider the conclusion of audit for 22/23	Report	Finance Officer
Café Lease	To approve the community café lease/licence to occupy	Report	Clerk
Christmas opening hours	To agree office opening hours	Item	Clerk
Community Investment Programme	To agree the CIP list	Report	Clerk
NOVEMBER 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Community Development Update	To receive a presentation from the Community Development Officer on proposed projects	Presentation	CDO/Clerk
Green Flag Award Status for KP & NCP	To consider steps needed to achieve GF award status at KP	Report	Clerk/Operations Manager
Information Policy	To review the current document	Report	Clerk
Access to Information Policy	To review the current document	Report	Deputy Clerk
OHH	To consider the Open Spaces at OHH	Presentaiton	OHH Team
Youth Options	To review the Youth Options contract	Report	Clerk
DECEMBER 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Staff salaries 24/25	To agree salaries for the forthcoming financial year	Report	Finance Officer
Budget/Precept	To agree the budget and precept for the forthcoming financial year	Report	Finance Officer/Clerk
JANUARY 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER

Café Project Review	To review the café project including the budget	Report	Clerk
Meeting dates	To agree meeting dates for 24/25	Report	Clerk

UNALLOCATED ITEMS			
Website Accessibility Review	Receive an update and agree any recommendations from report	Report	Deputy Clerk (MLA)
Cemetery Road	To consider options appraisal	Report	Operations Manager
Play Strategy	To consider the development of a Play Strategy	Report	Clerk
Crowdhill Green - Nature trail using remainder PA monies	To consider project proposal	Report	Clerk
Community pantry/fridge	To consider project proposal for the installation of a community pantry at the Café site	Report	Clerk
Dog Walking Signage Proposal	Receive presentation of Officer led consultation for walking areas within the parish and agree recommendation	Report	Operations Manager/Clerk/Deputy Clerk (MLA)
Data Protection Annual Audit	To receive the audit	Report	Clerk
Public Art	To note public art project proposal for Pembers Hill Farm	Report	Clerk
Bee & Tree Corridor Project	To agree a project proposal for a cross boundary bee and tree project	Report	Clerk