



FAIR OAK & HORTON HEATH PARISH COUNCIL

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

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

📱 @fairoakandhortonheathparishcouncil 📷 fairoakandhortonheath

SUMMONS

Dear Member

14 November 2023

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 20 November 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 17 November 2023.

AGENDA

APOLOGIES

1. DECLARATIONS OF INTEREST

To receive declarations of interests.

2. MINUTES OF MEETINGS (PAPER A, PAGES 3-13)

- a) To approve the minutes of the Council meeting held on 16 October 2023 as a correct record, and
- b) To note the planning delegated decisions of w/e 6th October 2023.

3. CHAIRMANS ANNOUNCEMENTS

4. CLERKS UPDATE

5. WOODLAND COMMUNITY CENTRE SOLAR PROJECT (REPORT B, PAGES 14-55)

To approve two supplier options to support the grant application.

6. FINANCE REPORT (REPORT C, PAGES 56-64)

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

7. CEMETERY PATH IMPROVEMENTS & CEMETERY FENCING (REPORT D, PAGES 65-69)

To agree the cemetery road improvement works project proposal and associated budget as well as discuss whether replacement fencing is needed to the west of the cemetery site for inclusion in next years' budget.

8. COMMUNICATIONS & EVENTS TASK & FINISH GROUP (REPORT E, PAGES 70-81)

To agree the recommendations from the Group on the 24/25 events programme and associated budgets.

9. COMMUNITY INFRASTRUCTURE PROGRAMME (CIP) (REPORT F, PAGES 82-91

To note the contents of the CIP list for submission to Eastleigh Borough Council.

10. MEMBERSHIP OF COMMITTEES & OUTSIDE BODIES (REPORT G, PAGES 92-93)

To make any changes to appointments as members feel necessary.

11. ONE HORTON HEATH GREEN OPEN SPACE CONSULTATION

To consider a response to the consultation which can be accessed via the following link:

<https://www.onehortonheath.co.uk/public-engagement>

12. WORK PROGRAMME (REPORT H, PAGES 94-96)

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)



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A

Minutes of the Full Council Meeting

held on Monday 16 October 2023

at the Parish Office, 2 Knowle Park Lane, Fair Oak

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

Pt	Cllr Anderson	Ap	Cllr Couldrey	P	Cllr Meech
P	Cllr Barrett	P	Cllr Douglas	P	Cllr Scott
P	Cllr Bird	Ap	Cllr Forfar	P	Cllr Smith
P	Cllr Broomfield	Ap	Cllr Higby	P	Cllr Stupple
Ab	Cllr Chivuchi	P	Cllr Marsh	Ap	Cllr Tennent

Officers in attendance: Mel Stephens, Clerk, Michelle Leadbitter-Allen, Deputy Clerk

Apologies: Cllrs Couldrey, Forfar Higby, Meech and Tennant

57 DECLARATIONS OF INTEREST

Cllr Stupple Minute No. 65.

58 MINUTES (PAPER A)

RESOLVED:

- (a) That the minutes of the Full Council meeting held on 18 September 2023, be signed by the Chairman as a correct record; and
- (b) That the delegated planning decisions of the week ending 3 and 22 September 2023 be noted.

59 CHAIRMANS ANNOUNCEMENTS

The Chair wished the staff who were taking part in the Wildlife Trust Big Walk good luck and encouraged Members to support them in this activity. The Clerk was instructed to circulate the sponsorship pages to members.

The Chair reminded Members of the Remembrance Sunday Service at Fair Oak Square on the 12 November 2023.

Action: M Stephens

60 CLERKS UPDATE

The Clerk gave a general update on Parish Council activities during the previous month and forthcoming events.

The presentation was attached at **Appendix 1** to these minutes.

61 PLANNING APPLICATION:

To council considered the following planning application: -

Application No: [F/23/95844](#)

Address: Stoke Park Farm, Bishopstoke

Description: Use of agricultural land as Suitable Alternative Natural Greenspace (SANG) for recreational purposes

The Clerk had prepared a draft response, as set out below which was approved by the Council for submission to Eastleigh Borough Council: -

'First and foremost, the Parish Council supports the efforts of Eastleigh Borough Council (EBC) to create green spaces that enhance the quality of life for our community members. Natural greenspaces offer numerous benefits, including improved air quality, increased biodiversity, recreational opportunities, and enhanced aesthetic appeal. As well as the importance of providing such spaces to promote the health and well-being of residents.

Notwithstanding this, the primary objective of the SANG creation, that of attracting residents away from the New Forest and South Downs Special Protection Areas (SPAs) should be at the forefront of all aspects of the project. Its imperative that the new space created is attractive enough to ensure repeat visits to the SANG rather than visiting the SPAs.

It is for these reasons that the SANG creation should take account the following considerations to ensure that it truly serves the best interests of the local community and the natural environment as well as meeting Natural England guidelines for the creation of SANGs.

Location: The Parish Council consider that the site selection for creation of a SANG is appropriate given its proximity to nearby recreational sites such as Stoke Park Woods and Upper Barn Copse, as mature woodland sites, they are able to offer visitors a more exciting visitor experience with the changing seasons. The topography of the land also has existing features such as streams, hills and picturesque views. Natural England's guidelines state that "an undulating landscape is preferred to a flat one". Being ex-agricultural land mature hedgerows and grassland also provide established habitat. The location also offers greater access opportunities for both adjoining parishes. In short, NE's guidelines that a SANG aim to replicate visitor experience of the SPA could be better met at Stoke Park Farm. However, whilst this site does offer many opportunities, there are several issues which would need due consideration to safeguard established habitats nearby, as well as support existing community infrastructure. This is set out below in more detail.

Other potential sites in the Bishopstoke, Fair Oak and Horton Heath local area such as land off Allington Lane, would not be supported. This is largely because this Council believes, the One Horton Heath (OHH) development, given its significant size and impact on greenfield land, should have its own nature mitigation strategy and not one that aims to offset visitations to the SPAs. Furthermore, given the significant environmental impacts the 2,500 dwelling development site will have, EBCs proposal to create a solar farm at Allington Lane, to create power to non-domestic properties on the OHH site is fully supported, to ensure that EBC reduces the energy demand and reliance on unsustainable energy sources as well as building a more sustainable community.

Statutory & Public Consultee Comments: the Council notes that to date (5 October), the application has received approximately 20 public objections to the application. The majority of these, whilst largely supportive of the SANG creation, raise concerns regarding the car park location and access via Sewall Drive. Bishopstoke Parish Council make valid representations regarding primary access via Sewell Drive, being unadopted, there is danger that the road could be used as overspill parking for the SANG with no enforcement opportunities. Furthermore, the road is narrow and has potential for health and safety issues with increased traffic, irresponsible parking causing dangerous obstructions. We note that Hampshire County Council highways also express similar concerns regarding this road.

Hampshire Highways, Hampshire Countryside and the Ramblers Association all recommend refusal on the access proposals as well as the impact on bridleway 724, with the legal right of access called into question. Has EBC's legal department made a satisfactory determination in this regard?

For these reasons, the Parish Council, requests that EBC, in consultation with key stakeholders, undertake a collaborative workshop session to explore, in greater detail, the access and car parking arrangements on the site, whilst meeting Natural England's parking requirements. Greater thought should be given to greener access to the site as well as extension of other nearby parking sites such as the nearby allotment and cemetery sites.

The lack of collaborative thinking around this issue and the minimal approach given to consultation and engagement is disappointing and rather short-sighted of the Local Planning Authority (LPA).

We note that the LPA has stated that it has widely consulted with local wildlife organisations, we query the extent of that and suggest that more extensive dialogue is also needed to resolve the concerns of the Forestry Commission and also engagement is undertaken with Hampshire and Isle of Wight Wildlife Trust. Most significantly, we also note that (at time of writing) the absence of Natural England's (NE) comments on the planning portal. As NE is a key statutory consultee and expert in SANG creation, this is a crucial representation to have before any decisions are to be made by the LPA, to do so without their clear support for the scheme would be

questionable. The lack of any appraisal from NE also puts other stakeholders at a disadvantage, as NE's opinion on the suitability of the proposal or not, is not available to guide those less knowledgeable on the environmental merits or shortcomings of the proposal.

Environmental Impact Assessment: whilst environmental impact assessments to evaluate the potential consequences of the proposed SANG have been undertaken, further work is required in this regard. The Parish notes that the Forestry Commission suggests a sustainable visitor management plan to be produced to protect the ancient woodland at Stoke Park Wood. The Council supports the comments made by the Ecologist and Arboriculturist that more sporadic trees are required on the site to increase foraging and shelter opportunities for birds. We also note the Ecologists comments regarding the need for updated dormice surveys and suggest that these be undertaken in consultation with Hampshire Doormice Group.

The Parish supports precautionary mitigation measures to ensure there are no negative impacts on existing species before construction and during the operation of the SANG. It is noted that in the Landscape & Ecological Management Plan dated 15 September 2023, prepared by Eamonn Byrne Landscape Architects (EBLA) that 14 metres of existing hedgerow will be lost as part of the proposed access along Sewell Drive but 204m of new hedgerow will be provided post development. What is not made clear in this document is that the 204m hedgerow will take some time to establish and additional mitigation measures will be required to offset this whilst the hedgerows establish.

The EBLA document states that biodiversity net gain of over 59% will be created on site providing resources of nesting and foraging birds, bats and invertebrates. Given the size of the proposed SANG the Parish Council would request that a higher target is reached with particular regard to: -

- Increasing the number of proposed scattered trees on site, with a robust maintenance plan.
- Increasing wildflower swathes/meadow
- Increasing specialist habitat features

A robust maintenance and management plan(s) for the above is required.

Community/Stakeholder Engagement: It is essential to involve the local community in the planning and design process of the SANG. Public consultations including design workshops and feedback should be actively sought to ensure that the greenspace aligns with the needs and preferences of the residents. Community input can help identify potential concerns and suggest improvements that might not have been considered otherwise. The Parish wishes to express its disappointment at the lack of collaborative approach. Making decisions that do not involve stakeholder dialogue and input, but rather presenting a done deal, does not provide an equitable

approach to determining local land use. A more rigorous stakeholder consultation about what the local community would like to see and accept on the site was needed, rather than the community being presented with predetermined plans. At no point were the public invited to a workshop gathering views and creating opportunities for the codesign of the site.

The Parish also wishes to express its concerns regarding the timescales of the project. Particularly given that other SANG creation across Hampshire have taken a more detailed/robust approach. Does the LPA have confidence that it will have addressed all concerns, particularly surrounding access before May 2024?

Accessibility and Inclusivity: The greenspace should be designed to be accessible to all community members, regardless of age or physical ability. This includes well-maintained pathways, seating areas, and facilities that cater to a diverse population. Natural England in the guidelines state “the SANG should be attractive to visitors on foot” the Parish queries whether EBC have given sufficient thought to connectiveness of local footpaths and access points.

Further consultation and discussion needs to be undertaken with key stakeholders with Fair Oak Parish boundary of the site, such as the local pub, to explore the provision of car parking on this side of the wider site. This would relieve the stress and pressure on the Bishopstoke access point. Multiple access points need to be explored as a preferred option. This would meet Natural England’s guidelines on “supply of a choice of routes”.

Natural England’s guidelines also state that “SANG (must) allow for pet owners to let dogs run freely over a significant part of the walk. Access on SANG should be largely unrestricted with both people and their pets being able to freely roam”. With this in mind, and to ensure the protection of nearby protected species, the Parish requests that sufficient boundary treatment be installed to prevent dogs from disturbing other species and habitats on site.

Long-Term Maintenance Plan: A clear and sustainable plan for the ongoing maintenance and upkeep of the greenspace is vital to ensure its continued attractiveness and functionality. The Parish queries whether EBC have sufficient in-house resource to support the above. Security of the site also needs greater consideration. As well as restricted access to discourage unauthorised encampments and antisocial behaviour.

Other considerations: areas outside the SANG on the site. Great Crested Newts, food production, full business plan and financial feasibility statement for the site to give confidence that the site will be sustainable long-term.

In conclusion, the Parish Council supports the establishment of the SANG at Stoke Park Farm. However, it is essential that the planning process is thorough, transparent, and inclusive to address potential concerns and maximize the benefits for all residents and visitors.

The Parish Council kindly requests that the planning authority carefully consider these points during the evaluation and determination of the planning application. We also request that a more robust collaborative approach be undertaken with both Bishopstoke and Fair Oak Parish Councils in the development of the site going forward.'

The members commended the Clerk and Cllr Marsh on the comprehensive response. As such, it was: -

RESOLVED:

That the response as set out above, to the application be submitted to Eastleigh Borough Council.

Action: M Stephens

62 CONCLUSION OF AUDIT

Members considered the conclusion of the audit report completed by the external auditors PKF Littlejohn LLP.

Members congratulated the Finance Officer for all her hard work in preparing the audit submission.

RESOLVED:

That the contents of the report be noted.

63 FINANCE REPORT (REPORT D)

The Council considered the finance report which highlighted the Council's latest budgetary position.

RESOLVED:

- a) That the contents of the report be noted: and
- b) That the BACs payments be approved.

Action: J Cahill

64 COMMUNITY CAFÉ LEASE

Cllr Stupple disclosed a disclosable pecuniary interest on the grounds that he was a trustee of the Fountain Cafe. He did not participate in the discussion and did not vote.

The Council considered the draft lease agreement for the community café between the Council and Fountain Café CIC as prepared by the Council's solicitor.

The lease would be for the site at Community Café, Shorts Road, Fair Oak. The lease would run for 5 years from date of commencement with a peppercorn rent of £1 per annum. The Council as Landlord would carry the full repair and maintenance obligation.

The Council agreed that the café, community space and facilities provision at New Century Park aligned with the Council's adopted corporate plan and that the Fountain Café CIC business case aligned with the overall objective of the Council.

As such, it was:-

RESOLVED:

- a) That the lease between the Council and Fountain Café CIC at the café premises at Shorts Road, Fair Oak as set out in Appendix 1 be agreed;
- b) That the Clerk, in consultation with the Chair, be given delegated authority to make any necessary amendments to the terms and conditions, following final negotiations with the CIC; and
- c) That the final lease be signed by two Councillors on behalf of the Council.

65 NEW EXCAVATOR PURCHASE

The Council considered the proposal for the redistribution of funds allocated to equipment purchases to allow an increase in the assigned budget from £10,000 to £11,995 for the purchase of a second-hand excavator.

The Operations Manager explained that the excavator would contribute to improved maintenance across the parish, reduce the cost to Council of hiring an excavator, and support the sustainable procurement policy, by purchasing second-hand, supporting the circular economy and increasing productivity.

The members approved the request.

RESOLVED:

- (a) That an increase of £1,995 be allocated to the budget assigned for the excavator purchase; and
- (b) That the contract award for the supply of the excavator be awarded to the recommended provider, B. Miller & Sons Commercial Dealers.

66 NOTICE OF MOTION

In accordance with Standing Order 38, Cllr Marsh of the Climate Change Task & Finish Group, moved the following motion: -

“Humans have already caused irreversible climate change, the impacts of which are being felt in the UK, and around the world. The global temperature has already increased by 1.2°C above pre-industrial levels and—alongside this—the natural world has reached crisis point, with [28% of plants and animals](#) threatened with extinction. In fact, the UK is [one of the most nature-depleted countries in the world](#) as more than one in seven of our plants and animals face extinction, and more than 40% are in decline.

Climate change remains a major concern for voters with 66% of people (according to YouGov) expressing they are ‘worried about climate change and its effects’. Alongside this, the popularity of Sir David Attenborough’s *Save Our Wild Isles* initiative demonstrates public concern that UK wildlife is being destroyed at terrifying speed.

Climate & Ecology Bill

The Climate & Ecology Bill, a private member’s bill currently before the House of Commons, seeks to address the challenges that this situation poses by creating a whole-of-government approach to deliver a net zero and nature-positive future.

Based on the latest science, the Bill aims to align current UK environmental policy with the need to halt and reverse nature loss by 2030, which was goal agreed to at COP15, via the [Kunming-Montreal Framework](#) (22 December 2022); and reduce greenhouse gas emissions in line with a fair share of the remaining global carbon budget to give the strongest chance of limiting global heating to 1.5C, which was the goal agreed to at COP21, via the [Paris Agreement](#) (12 December 2015).

By bridging the gap between the UK Government’s current delivery, and what has been agreed at international levels, Britain has a chance to be a world leader on the environment; seizing the opportunities of the clean energy transition, including green jobs and reduced energy bills; and boosting the UK’s food and energy security.

This Council noted that:-

The [Climate and Ecology Bill](#), which has been introduced in the UK Parliament on four occasions since 2020, including most recently in the House of Commons 10 May 2023. The Bill is backed by **[168]** cross-party MPs and Peers, **[237]** local authorities, alongside the support of eminent scientists, such as Sir David King; environmental NGOs, such as The Wildlife Trusts and CPRE; businesses, such as The Co-operative Bank; and 30,000 members of the public.

The Bill would require the UK Government to develop and deliver a new environmental strategy, which would include:

- 1 Delivering a joined-up environmental plan, as the crises in climate and nature are deeply intertwined, requiring a plan that considers both together;
- 2 Reducing emissions in line with 1.5°C, ensure emissions are reduced rapidly, for the best chance of limiting warming to 1.5°C;
- 3 Not only halting but also reversing the decline in nature, setting nature measurably on the path to recovery by 2030;

- 4 Taking responsibility for our overseas footprint, both emissions and ecological;
- 5 Prioritising nature in decision-making and ending fossil fuel production and imports as rapidly as possible.
- 6 Ensuring that no-one is left behind, by providing for retraining for people currently working in fossil fuel industries; and
- 7 Giving people a say in finding a fair way forward through an independent and temporary *Climate & Nature Assembly*, representative of the UK population, an essential tool for bringing public opinion along with the unprecedented pace of change required.

This Council is tackling Climate Change through the Climate Change Task and Finish Group, its extensive Climate Change Action Plan and Corporate Action Plan, and through the introduction of our Sustainability Policies and subsequent strategies to create a better future for our community and the planet. It is an opportunity for the council to make a difference at local, national and international levels and we must act decisively and timely to deal with the climate crisis.

Cllr Bird seconded the motion. All agreed the motion with one abstention.

As such, it was: -

RESOLVED

That the Council: -

- a) Support the Climate and Ecology Bill;
- b) Inform local residents, and local press/media of this decision;
- c) Write to **Paul Homes MP**, to inform him that this motion has been passed, urging him to sign up to support the CE Bill, or thanking them for already doing so; and
- d) **Write** to [Zero Hour](#), the organisers of the cross-party campaign for the CE Bill, expressing its support (campaign@zerohour.uk).

Due to the challenging narrative of climate change, members requested that the Clerk, Deputy Clerk and Cllr Stupple collaborate on the outbound communications of the Council's support of the Climate and Ecology Bill in an effort to promote a positive message to residents. A draft of the communications would be circulated to the Chairman, Cllr Marsh and Cllr Stupple before publication for agreement.

Action: Clerk, Deputy Clerk & Cllr Stupple

67 WORK PROGRAMME

68 RESOLVED:

That the work programme be noted.

Signed Chairman.

This was all the business and the meeting closed at 6.42 pm.

Appendix 1: Clerks Update Presentation

PLANNING APPLICATIONS

Applications to w/e 6 October 2023

Application No: [F/23/95964](#)

Address: Service Station, Winchester Road, Fair Oak, SO50 7HD

Description: Removal of car wash including building, plant room enclosure and works to associated access roads to provide additional customer parking. Retrospection relocation of fuel tanks.

Comments: No objection

Planning Specialist Contact Details

Email: summer.sharpe@eastleigh.gov.uk

Application No: [F/23/95822](#)

Address: 37 Summerlands Road, Fair Oak, SO50 7AU

Description: Installation of medication collection point with associated vinyl wrap

Comments: No objection

Planning Specialist Contact Details

Email: rachael.morris@eastleigh.gov.uk

Application No: [F/23/96082](#)

Address: Old Oak Farm, Winchester Road, Fair Oak, SO50 7HD

Description: Removal of two mobile homes and accompanying buildings and replacement with two new self-build dwellings, creation of new paddock area, improvements to access sight lines, and new landscaping of site frontage.

Comments: Object. Outside the urban edge on a piece of land that is not designated for development. Any type of development increases to the urbanisation of the countryside.

Planning Specialist Contact Details

Email: summer.sharpe@eastleigh.gov.uk

Application No: [F/23/94717](#)

Address: 104 Sandy Lane, Fair Oak, SO50 8GD

Description: Change of use from single dwelling to two separate flats (Use Class C3) for supported living, with ancillary staff annex (retrospective) (amended description). on the below email address.

Comment: No objection but Members have commented again that there appears to be lots going on in this small area.

Planning Specialist Contact Details

Email: rebecca.altman@eastleigh.gov.uk

Application No: [H/23/96014](#)

Address: 8 Holloway Mews, Fair Oak, SO50 7HW

Description: Roof light window on rear elevation. Garden Shed(Retrospective Application)

Comments: No objection

Planning Specialist Contact Details

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

Application No: [T/23/96100](#)

Address: 45 Ascot Road, Horton Heath, SO50 7JP

Description: 3 no. Oaks (T1, T2, T3)- Reduce and reshape by up to 2 metres, crown clean by removing major deadwood and damaged branches and crown lift by up to 5.4 metres.

Comments: No objection subject to the agreement of the Tree Officer. The Parish Council wish to point out that when the estate was planned it did comment about the huge number of oak tree on the site and the issues they may bring.

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: [H/23/96144](#)

Address: 9 Reynolds Road, Fair Oak, SO50 7NA

Description: First floor side extension over an existing garage. New Roof. Roof lights. Alterations to fenestration

Comments: No objection

Planning Specialist Contact Details

Email: dorothy.hei-tung-hoh@eastleigh.gov.uk¹³

FULL COUNCIL – 20 NOVEMBER 2023

WOODLAND COMMUNITY CENTRE SOLAR PANEL INSTALLATION PROJECT REPORT

1. RECOMMENDATIONS

- 1.1. That Council notes the contents of the report;
- 1.2. That the Council agrees to the addition of a 10 kW Solar PV and energy storage installation at Woodland Community Centre (WCC);
- 1.3. That the Council agrees on two solar providers from the summary attached at **Appendix 1** to submit to the Parish and Town Council Investment Fund (PTC Fund) to support the Council's grant application for a 10kW system with battery storage at WCC. The full grant application is attached at **Appendix 2** for members' reference.
- 1.4. That the Council agrees to submit the quotation received containing EU manufactured systems alongside these to support our Sustainability Ethos and Environmental Standards agreed in our Sustainability Policy;
- 1.5. That the Council considers whether it should part-fund the system up to £7,000 using the Crowdhill Ear Marked Reserve Fund.

2. INTRODUCTION

- 2.1. One of the objectives of the adopted Climate Change Action Plan is to reduce the Council's dependency on fossil fuels, by retrofitting solar PV arrays and energy storage to council-owned properties where feasible. To accomplish this at Woodland Community Centre the Deputy Clerk has sought funding from the PTC fund.
- 2.2. To support the application the Council must choose at least two provider quotations to submit with the application.
- 2.3. The Deputy Clerk has produced a summary set up for Councillors to easily compare the cost of the system, the size of the system and the carbon and energy savings for the first year and over the 25-year 'lifetime' of the system.
- 2.4. To enable councillors to choose from a 'level playing field' and to remain impartial and transparent, the summary does not include any company names, instead the providers are listed one to four.
- 2.5. It is recommended that the Council look not only at the cost of the system but also at value for money and return on investment when considering a provider.
- 2.6. Additionally, to comply with our sustainability ethos and environmental standards, a quotation has been included using EU-manufactured systems.

3. BACKGROUND

- 3.1. The Deputy Clerk attempted to secure funding from the Eastleigh Borough Council Social Value Fund for a 4kW solar installation, but the grant fund application was unsuccessful.
- 3.2. The Deputy Clerk then sought for the solar project from Hampshire County Council Parish and Town Council Investment Fund.
- 3.3. A condition of the grant funding was to complete an Energy Efficiency Audit. The Energy Efficiency Audit was completed in September by FocusGreen on receipt of £ 1,945 in grant funding from the PTC Fund.
- 3.4. Recommendations from this report (attached at **Appendix 3**) include solar PV and battery storage.

4. FINANCIAL IMPLICATIONS

- 4.1. It is possible that even if the grant application is successful, the Council may be asked to part-fund the project. In this instance, it would be at the discretion of the members to agree to an amount of up to £ 7,000 as a contribution to the project. This could be taken from the Crowdhill Ear Marked Reserve Pot which currently stands at £29,400.
- 4.2. If the application is unsuccessful, it is recommended that Council consider saving through Ear Marked Reserves to complete this project in the future as well as continue to seek other funding opportunities to support this project. The installation of solar panels at community buildings has been requested on the Community Investment Programme (CIP) list which the Council is considering under separate cover.

5. QUOTATIONS COMPARED

- 5.1. A summary of the quotations received is attached to this report at **Appendix 1**.
- 5.2. All quotations include a scavenger (solar iboost or eddy) to divert any surplus energy to the immersion to heat the hot water.
- 5.3. The Smart Export Guarantee (SEG) has replaced the FIT (Feed in Tariff) for exported solar generation. Although it is unlikely that there will be much in the way of residual energy to export, it is recommended that the Council progress with changing to a green energy provider at Woodlands at the end of the contract with SSE as agreed by Full Council at its meeting in September, to ensure that a good SEG rate is secured and that there is an opportunity to top up batteries during the winter using a lower tariff.

6. CLIMATE/ENVIRONMENT & IMPLICATIONS

- 6.1. China is the biggest producer of Solar PV and energy storage and comes with an environmental debt due to the manufacturing process, sourcing of minerals and

transporting to the UK.

6.2. Due to this manufacturing and transportation process the carbon payback of a solar panel on average is 1.6 years (renewableenergyhub.co.uk).

6.3. However, solar panels come with environmental benefits as they reduce our reliance on fossil fuel-generated power which when burned releases CO₂ into the atmosphere (and other greenhouse gases such as carbon monoxide)

7. CRIME & DISORDER IMPLICATIONS

7.1. None directly arising from this report.

8. EQUALITY & DIVERSITY IMPLICATIONS

8.1. With the cost of producing solar panels and accessories in Europe almost double that of those produced in China, it is difficult to move away from Chinese products and the ethical concerns that come with them, due to the possible inclusion of coercive labour in the supply chain.

8.2. The option to purchase EU-manufactured Solar PV and accessories is one that the Council can consider, but unfortunately comes with a higher price tag, making the choice to spend public money wisely whilst procuring sustainably, a more difficult one.

8.3. However, it could also be taken into consideration that the transition to renewable energy is essential to tackling global climate breakdown, and these kinds of systemic issues cannot be addressed using consumer choice alone and require instead world government action to force sector-wide change.

9. CONCLUSION

9.1. Through its sustainability policy and climate change action plan, the council has committed to lowering its carbon footprint and future-proofing its assets through retrofitting.

9.2. It is for this reason that the Council should agree to the addition of Solar PV to Woodland Community Centre as recommended by these policies and as per the Energy Efficiency Report attached at **Appendix 3**.

9.3. The addition of solar PV and energy storage to our community buildings is an important step in the Council's transition to decarbonising its assets and should therefore commit to the retrofit of solar PV and energy storage at council buildings where feasible as set out in the Climate Change Action Plan.

9.4. If the success of the grant application is dependent on the Council contributing to the cost of the installation, the Council should agree to part-fund this project up to £7,000 using the Crowdhill Ear Marked Reserve Fund.

9.5. The Council has adopted a Sustainability Policy which emphasises the importance of ensuring that our suppliers are aligned with our own values, for this reason, not only should the Council submit 2 quotations as requested by the PTC fund, that clearly demonstrate value for money and the best return on the investment, but as a show of its commitment to sustainability, it should also submit the quotation received using EU manufactured products as recommended in paragraph 1 of this report.

FOR FURTHER INFORMATION CONTACT:

Michelle Leadbitter-Allen, Deputy Clerk

Email: deputyclerk@fairoak.gov.uk

Appendix 1: Summary of Solar Provision

	PROVIDER ONE	PROVIDER TWO	PROVIDER THREE	PROVIDER FOUR	UK/EU PROVISION	Average £20,363.31
SYSTEM VITALS						
COST	£18,730.00	£19,616.54	£17,473.00	£20,245.00	£25,752.00	
SYSTEM SIZE Kw	10.3 Kw	10.56 kW	9.84 kW	10.08kW	10.08kW	
SYSTEM PAYBACK (est)	5.3 years	5 years	6 years	5.8 years	9.5 years	
GENERATION kWh						
1ST YEAR	11 260 kW	11 956 kW	9868 kW	10261 kW	10261 kW	
OVER 25 YEARS	263299 kW	269946 kW	230219 kW	239358 kW	244763 kW	
CARBON SAVINGS (tonnes)						
1ST YEAR	2.3 t	2.4 t	2 t	2.1 t	2.1 t	
OVER 25 YEARS	57.4 t	60.7 t	50.8 t	52.07 t	52.07 t	
ENERGY SAVINGS (£)						
1ST YEAR	£3,828.40	£3,934.18	£3,355.20	£3,488.74	£3,488.74	
OVER 25 YEARS	£177,708.28	£182,618.45	£155,743.15	£161,941.80	£161,941.80	
PANELS						
NUMBER	24	24	24	24	24	
MAKE & MODEL	Longi 430w Black monocrystalline solar panels	Longi 440w Black Monocrystalline solar panels	JA SOLAR 410w solar panels	Longi 420w Black monocrystalline solar panels	REC420AA Pure-R 420w Panels	
PANEL CAPACITY (watts)	430W	440W	410W	420W	420W	
EFFICIENCY	22.0%	22.5%	21.0%	22.5%	22.3%	
WARRANTY	25 years	25 years	12 years	25 years	25 years	
DESIGN LIFE	25 years plus	25 years plus	25 years plus	25 years plus	25 years plus	
ENERGY STORAGE						
MAKE & MODEL	Hauwei Luna	Pylon Force FL2 HV 3.55kW Lipo4	Givenergy (British Co)	Pylon Force FL2 HV 3.55kW Lipo4	Solar Edge BAT-10K1P	
CAPACITY	15 kW	14.2 kW	9.5kW	14.2 kW	10KW	
WARRANTY	10 years	10 years	10 years	10 years	10 years	
DESIGN LIFE	10 - 20 years at reduced capacity	10 - 20 years at reduced capacity	10 - 20 years at reduced capacity	10 - 20 years at reduced capacity	10 - 20 years at reduced capacity	
3 - PHASE HYBRID INVERTER						
MAKE & MODEL	Huawei Inverter	Solis RHI-3P10K-HVES-5G	Givenergy (British Co)	Solis RHI-3P10K-HVES-5G	Solar Edge SE10K-RWS	
SIZE OUTPUT	10kW	10kW	9.5kW	10kW	10kW	
WARRANTY	10 years	5 + additional 5 years included	5 + additional 5 years included	5 years	12 years	
DESIGN LIFE	circa 10 years	circa 10 years	circa 10 years	circa 10 years	circa 10 years	
MCS/RECC	YES	YES	YES	YES	YES	

Formula used to give a like for like indication between suppliers

System Generation

1st Year Annual Generation (kW) x 1st year system degradation (provided by installer)
Over 25 years [Annual Generation (kW) x annual system degradation (provided by installer)] x 25 years

Carbon Annual Generation (kW) x kg saved per Solar PV kWh generated (0.203kg)

Energy Savings Annual Generation (kW) x cost of electricity (34p) x estimated annual increase (4.79%)

Appendix 2: PTC Fund Application

OBJECTIVES	APPROACHES	MILESTONES	COST
1	The Parish Council adopted a Climate Action Plan in 2019. Objective 3 under Energy of the action plan is to: Investigate and report back on the potential carbon savings should solar PV be installed in all council-owned buildings. Commit to retrofit renewable energy sources at all council-owned buildings where feasible.	Undertake feasibility study in this case and energy efficiency report to discover if solar PV is an option to reduce Co2e and grid reliance at Woodland Community Centre. Seek available funding. If awarded, install recommended solar pv array.	01/11/2023 +/- £ 20 500
2	Reduce electricity reliance on National Grid by a minimum of 65%	Install solar array of 10kW At Woodland Community Centre as recommended with a minimum battery storage of 14kW	01/04/2024
3	Generate a minimum of 10,261 kWh of electricity in the first year	Although solar generation is calculated using MCS*-approved methods, all solar generation is estimated but not guaranteed. This is the anticipated generation for the 1st year of a 10kW array on the South Facing Roof in the South East of England.	31/03/2025
4	Generate a minimum of 271651 kWh electricity over the lifetime of the panels (25+years)	Solar PV panels lose 0.05% of their efficiency each year (up to 20%). To ensure maximum efficiency is attained, we will clean the panels twice a year and replace the inverter and batteries at the end of their life. Circa 12-15 years. We will also ensure that all warranties are in place and effective. ** based on current retail price	31/03/2050 * Cost to Clean panels annually £168 plus VAT Cost to replace inverter and batteries at current prices approximately £ 1875.85 and £ 3718.00 (each value allows £350 for installtion)
5	To reduce the CO _{2e} by 77% per year (CO ₂ , So _x and No _x)	Quantify greenhouse emissions for one year - figures in obejctive generated using MCS OpenSolar software	31/03/2025
6	To save 3 tonnes CO2 per year	This is the predicted CO2 savings from the panel generation by using all stored energy during the first year.	31/03/2025

7	To save 75 tonnes of CO ₂ for the lifetime of the panels (25 years +)	This is the anticipated CO2 savings from the panel generation, using all stored energy over the lifetime of the panels.	31/03/2050	
8	To reach system cost payback by 2027	Anticipated savings in electricity costs per annum less the cost of the system will mean that the system should generate clear savings from 2028	31/03/2025	
9	To save a minimum of £ 220 577 on the cost of electricity over the lifetime of the panels (25 years +) using a 6.75% financial discount rate	Anticipated annual savings from solar over a period of 25 years	31/03/2025	
10	To activate the predicted savings we need to reach system pay-back in as short a period as possible	By choosing the system that has the highest generation, largest battery storage, panel efficiency, inverter output and product/performance warranties we can activate pay-back on the system asap.	WITHIN 6 YEARS	

[* Microgeneration Certification Scheme](#)

RISK MATRIX

LIKELIHOOD ↑	MEDIUM	HIGH	CRITICAL	CRITICAL
	LOW	MEDIUM	HIGH	CRITICAL
	LOW	LOW	MEDIUM	HIGH
	LOW	LOW	LOW	MEDIUM
	IMPACT →			

CATEGORY	RISK IDENTIFIED	OUTCOME	OBJECTIVE/ MILESTONE IMPACTED	LEVEL OF RISK	MANAGEMENT/ MITIGATION OF RISK
FUNDING	Funding Application is unsuccessful	Project is a non-starter	Objective 1 - Parish Council Climate Change Action Plan objective to reduce fossil fuel	HIGH	The Council will need to include the cost in future budgets which will impact the level of precept/council tax. The Council would need to choose between service delivery or carbon savings. Alternative funding streams would need to be explored.
OPERATIONAL	World Volatility/conflict	Delays due to supply chain issues	Objective 2 - Delay to installation date	LOW	Extend project timescales chose local suppliers if cost effective
		Rising costs	Objective 3 - Impacts ROI, accumulative savings & payback date	MEDIUM	Install as quickly as possible
		Installer liquidation	Objective 2 - delay to installation date	LOW	Use MCS approved installer as they have insurance backed guarantees
	Weather	Generation less than expected due to unprecedented weather conditions		LOW	ensure installation is south facing away from shadow to enable best chance of meeting predicted generation

SYSTEM PERFORMANCE	Faulty Equipment	System would fail	Objective 4/5/6/7/8/9 - impacts generation of panels, reduction in Co2 _e , carbon savings, energy savings	LOW	ensure warranties are registered and use MCS certified installer and products
	Bad Workmanship	System failure and possible damage to property		LOW	Use MCS approved installer as they have insurance backed guarantees against bad workmanship and appropriate recourse notify council insurer of solar system install
	Lack of Maintenance	system generation less than predicted		LOW	Ensure panels cleaned 2 x a year and general maintenance performed when necessary
	Grid Interruption	System must isolate from the grid		LOW	Can't mitigate against National Grid Power cuts unless battery backup is enable with DNO permission
SOCIETAL IMPACT	Environmental Risk	Carbon Debt of Solar PV installation equipment and carbon mileage incurred by import	Objective 5 - reduction of GHG CO ₂ _e in first year by 77% - the carbon debt of manufacture and import is likely reduce this rate in the first year accordingly***	LOW	The ideal would be to choose panels manufactured in the UK or EU. The Council would prefer to choose locally sourced/manufactured materials for sustainability and ethical reasons as per our sustainability policy. However, equipment from the EU/UK comes at an increased cost as shown by the Rapid Solar quotation enclosed and there is no guarantee that the manufacturing materials are sourced locally or that renewable energy is used during the manufacturing process. As the Council does not have additional funds to contribute at this, we will choose our supplier based on the best value for money and highest ROI, enabling us to deliver further carbon saving improvements identified on our Climate Change Action Plan.
ACT OF GOD	Structural Risk	unforeseen damage to building or solar installation by extreme events	All Objectives could be potentially impacted	LOW	The Council has robust insurance to cover all other eventualities.

The Environmental Cost of Solar Panels

[Solar panel manufacturing is greener in Europe than China, study says | Argonne National Laboratory \(anl.gov\)](#)

For HCC use only	
Amount requested:	Ref:

FULL BUSINESS CASE FOR PARISH AND TOWN COUNCIL FUND APPLICATIONS

This Business case is a written statement describing your project, why it is needed, what organisational activities, services, facilities and programmes are proposed, how these will be managed, what outcomes and achievements will be made and how these will be financed;

The information provided in this form, together with any previous Expression of Interest form, will be used by the PTC Programme Board to recommend the application for approval.

Should you need help with completing the sections on this form, you can contact the Parish and Town Council Fund Team, or your relevant HCC Service advisor. Please read the relevant guidance notes at the top of each section.

1. KEY PROJECT INFORMATION	<i>This section refers to the key information for your project/initiative, and the partners involved. This information can be taken from the project EOI form.</i>
	Project title: Woodland Community Centre 10 kW Solar PV array and battery storage
	Community-Based Partner (PTC/CG):
	How would you describe your organisation? Parish/Town Council <input checked="" type="checkbox"/> Voluntary or community organisation/group <input type="checkbox"/>
	Contact details for your organisation: Address: Postcode: Website:
	Main contact for your organisation <i>(Please make sure that this person knows all aspects of your project and is able to talk about it if required):</i> Name: Michelle Leadbitter-Allen Position: Deputy Clerk Phone number: 02380 692403 Email address: deputyclerk@fair-oak-pc.gov.uk
	HCC Partner (Service): Climate Change Programme Team
	Lead Officer contact details: Name: Christopher Dear Position: Climate Change Programme Manager Phone number: 0370 779 2605 Email address: Christopher.dear@hants.gov.uk

2. DETAILS OF YOUR PROJECT

Please provide a brief description of the project/initiative for which you are seeking funding, including funding required, any available match funding and relevant timescales. Match funding can be in the form of volunteer/staff hours committed

Total Estimated Cost:

Any Match Funding:

£ 0.00

Funding requested:

£

Please tell us the approximate total length of time you expect your project to run for (days/months/years):

Minimum of

25

years

If known, please state the start and finish dates of the project:

Start Date: April 2024

End Date: N/A

Please note we cannot support projects which have already started

Are there any other organisations involved or impacted in this project/initiative: *(Please include details of their involvement in Section 3 below. Please note, other organisations may be required to provide written support for the project).*

N/A

Brief project description: *(Maximum 400 words)*

Our Parish Council takes Climate Change very seriously with an extensive Climate Change Action Plan covering Energy, Transport, Food and land Use, Economy, Housing and Waste, and Citizen Engagement, which we have been delivering on since 2019.

Additionally, the Council has demonstrated its commitment to Climate Change by supporting our community through Phases 1 & 2 of the Greening Campaign & is an HCC Waste Prevention Champion. We have also recently demonstrated our commitment to reducing the effects of Climate Change by backing the introduction of the Climate and Ecology Bill. The Council actively supports nature recovery undertaking various environmental enhancements alongside HIWWT to increase biodiversity at parish green sites.

One objective on our Action Plan is to reduce the parish council's demand for fossil fuels by changing to renewable-energy electricity providers and adding renewable-energy generation to existing council buildings where feasible.

The Council has this year funded a 4kW system with batteries to add to the existing 1 kW system at the parish office (with plans to extend by another 13kW in 3 years to completely power the office, depot & our EV fleet). We are also seeking funding for a 5kW system for our community café which is nearing completion.

To progress with decarbonisation, as demonstrated in the Energy Efficiency Report, we want to install 10kW of PV Solar to the roof of Woodland Community Centre with the appropriate battery storage. As a well-used community building, hosting a variety of community-based organisations & activities, including a pre-school and local Scouting Group, the building is used day and night, 363 days of the year.

The building currently uses 13 260 kWh of electricity annually. We predict, by adding solar, batteries and a scavenger to divert any surplus energy to the immersion, we will be able to reduce our grid dependency by 65%, and potentially lower our gas bills as well. (gas savings can only be quantified by analysing the collected data).

The Council chose solar and batteries over other retrofit options as they will make the most impact. The building, built to code in 2018 by developers as required under Section 106, did not include solar. The gas boiler is serviced annually and is working efficiently. The vaulted roof contributes to the high heating bills, but without considerable capital

	<p>expenditure to create a second floor or suspended ceiling, adding a heat pump now would increase the electricity costs to unsustainable levels.</p>
--	--

3. OBJECTIVES	<p><i>Please describe the general objectives of the project which must be measurable and timebound where possible. If your application is accepted, these objectives will be included in the Offer of Funding between you and HCC. Please, therefore, restrict your entry to the salient points and set these out clearly and concisely.</i></p>
	<ul style="list-style-type: none"> • Please see the attached worksheet for OBJECTIVES, APPROACHES and MILESTONES

4. APPROACHES

Outline the approaches to be used to achieve the objectives. Set out the work plan for the life of the project stating clearly how you intend to proceed (please include a GANTT chart if appropriate in Appendix A below). The Approaches should be given the same number, and in the same order, as the Objectives above and must be clearly cross-referenced to the numbered Milestones set out in Section 8 below. If your application is accepted, the Approaches and Milestones will be included in the Offer of Funding between you and HCC. Please, therefore, restrict your entry to the salient points and set these out clearly and concisely.

- Please see the attached worksheet for OBJECTIVES, APPROACHES and MILESTONES

5. HCC SERVICE BENEFIT

To be completed by HCC - Please describe briefly the benefit of the project to the County Council Service to which it relates, for example, what areas does it support or add capacity to, what pressures does it help address: (Maximum 400 words):

6. FINANCIAL INFORMATION

Please provide a full breakdown of the expenditure costs required to carry out your project in the table below. Please also note if this is a Capital or Revenue expenditure::

Expenditure Item Description	Amount (£)
To be completed when quotes chosen	
Total Capital expenditure	
Total Revenue expenditure	
Total expenditure (please copy this figure into Section 6 Finance Summary)	
Please let us know about any match funding / Income you may have. This can be in the form of volunteer/resource hours, or other available funds:	
Income/Funding type	Amount (£)

	Total available Income <i>(please copy this figure into Section 6 Finance Summary)</i>	
7. PROJECT FINANCE SUMMARY	TOTAL EXPENDITURE	
	TOTAL INCOME	
	SHORTFALL	
	Funding requested from Hampshire County Council	

8. MILESTONES	<i>These should relate directly to the Objectives and Approaches as detailed above.</i>		
	Target date (dd/mm/yyyy)	Description of milestone (maximum 120 characters)	Cost (£) where appropriate
	1	Please see the attached worksheet for OBJECTIVES, APPROACHES and MILESTONES	
	2		
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9. RISK ANALYSIS	<p><i>Please identify and list any risks which might prevent or delay the achievement of project objectives, and any mitigation which may be put in place to combat this.</i></p> <p><i>For Energy Efficiency grants please consider contingency for potential project cost increases, supply chain issues and delays, carbon miles for source of manufacturing, etc</i></p>
	<p>Please find attached Risk Analysis.</p>

10. ADDITIONAL INFORMATION

Please can you tick to confirm whether you have the following documentation (those which apply)?

Public Liability Insurance	✓	Amount of cover	<input type="text"/>
Employers' Liability Insurance	✓	Amount of cover	<input type="text"/>
Indemnity Insurance	✓	Amount of cover	<input type="text"/>
Adults Safeguarding Policy	✓		
Child Protection Policy	✓		
Health and Safety Policy	✓		
Equality and Diversity Policy	✓		
Constitution	✓		

You will be asked to attach copies of these documents in the Appendices below

11. DATA PROTECTION



This grant Expression of Interest Form will be held electronically and/or in hard copy by the Parish and Town Council Fund Team, depending on how you submit your Document. Some of the information you supply on the form will be held in a database and will be used to contact you about the grant you are applying for.

In order to make a decision on your Expression of Interest some of the de-personalised information provided may go into a public decision day report. In addition, your Expression of Interest form may be shared with partner agencies (eg HALC) who will be involved in the decision making process or who can verify specific facts within your application.

In addition, we may be required to disclose information outside the County Council to help prevent fraud, or if required to by law.

Expression of Interest forms will be retained for a maximum of 6 years (plus current year).

Information will be retained on a database at Hampshire County Council for statistical and monitoring purposes.

Transparency/Open Data

The details of any subsequent successful grant applications of £500 and over will be published on Hampshire County Council's website in accordance with government policy. No personal information will be published.

12. DECLARATION	I certify that all the particulars given in the form are correct and that I agree with the Privacy note. <i>The person signing this form should have the authority to do so on behalf of the organisation (proof of this may be required).</i>	
	Signed	Date
	Print Name	
	Position in the organisation	

Appendix D – for Energy Efficiency projects only

Please insert:

Energy Performance Certificate (for Energy projects costing up to £5,000)

OR

Energy Efficiency Report (for Energy projects costing over £5,000)

Documentation Attached

Energy consumption reduction and, subsequently, carbon savings are two of the key criteria upon which Energy Efficiency projects are assessed.

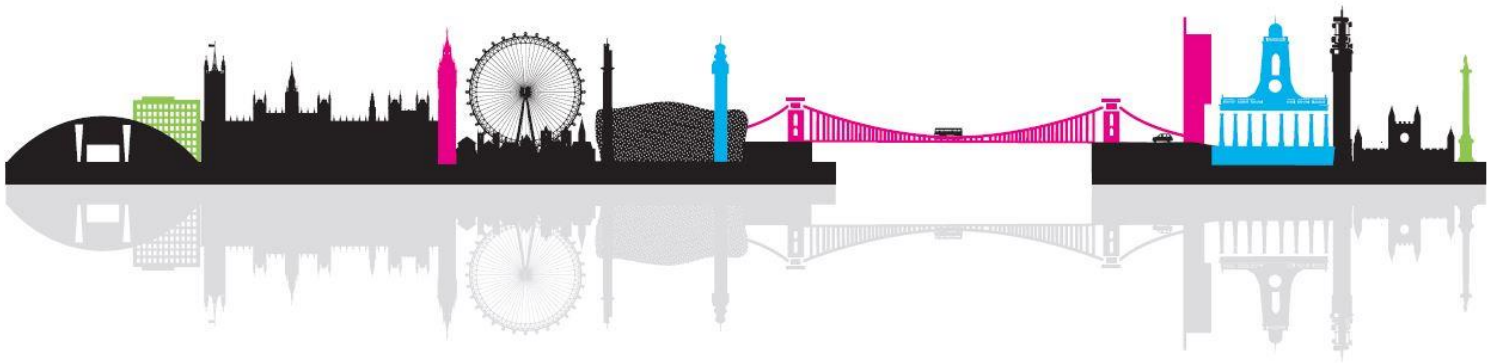
Please illustrate the forecast reduction in energy consumption as a result of the proposed project delivery. If your project contains more than one work type, please include the forecast energy savings for each individual project work type. Two examples have been included to illustrate the format to complete the table.

<u>Project Work Type</u>	<u>Total Project Value</u>	<u>Energy Type</u>	<u>Fuel cost pence per kWh</u>	<u>Annual kWhrs Pre-Project</u>	<u>Forecast Annual kWhrs Post-Project</u>	<u>Annual kWh Savings</u>
<i>Solar Install & Battery Storage</i>	£+/- 20500.00*	Electricity	34p	13,260	2,999	10,261
Total	£+/- 20,500.00*	N/A	N/A	13,260	2,999	10,261

Depending on the quotation chosen by HCC

Woodland Community Centre

Building Energy Audit BS EN 16247



Woodland Community Centre, 55 Savernake Way,
Crowdhill Green, Fair Oak, SO50 8DH

Energy Auditor: Conor Sexton
Date: 18th September 2023
Our reference: FG/CS/MD
Revision: A
Accreditation Body: Elmhurst
Accreditation Number: AY90

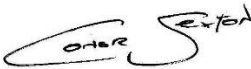
Focus Green
The Dell
Solihull
B90

T: 0330 3203 494
E: james@focusgreen.co.uk

Building Energy Audit



Focus Green Ltd is not regulated for the purposes of giving investment advice, and we do not give investment advice. If this document and any related documents contain data relating to energy prices, you should note that expectations and forecasts of out-turn prices and ranges of possible out-turn prices are based on analysis of market conditions which involve risks and uncertainties and are not guarantees of future performance. Actual out-turn prices and trends may differ materially from what is forecast due to a variety of factors. Focus Green does not accept liability for errors and omissions in such data and in no circumstances can we be liable for losses, either direct, indirect, or consequential, as a result of your use of such data. You must exercise all due diligence and rely upon your own interpretation and judgment when taking commercial decisions.

Energy Assessor	Register	Signed	Date
Conor Sexton	Stroma		18-09-2023
Director	Position	Signed	Date
[Name]			[DD-MM-YYYY]

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This document is designed as a summary and guide for Woodland Community Centre to refer to in decision making for future installations. Following detailed analysis, the document highlights areas of major energy consumption for the buildings; guides Woodland Community Centre to reference material to improve in-house and includes indicative cost savings for efficiency improvements.

Utilise this document to formulate an internal business case referring to the Carbon Trust Guide on Making the Business Case for Carbon Reduction Projects.

Woodland Community Centre have demonstrated a positive and active approach to Energy Efficiency, however limited in terms of funding for Energy Efficiency projects.

**In June 2019, parliament passed
legislation requiring the
Government to reduce the UK's
net emissions of greenhouse
gases by 100% relative to 1990
levels by 2050. Doing so would
make the UK a 'net zero' emitter.
*Institute for Government***

1.0 EXECUTIVE SUMMARY

The report is part of an independently commissioned energy audit for Woodland Community Centre. This audit has been carried out in accordance with the general principles of BS EN 16247 Energy Audits. This report sets out details of the assessment process outlining recommended implementations to improve the energy efficiency of the building. It provides where applicable a summary of the fabric first approach to reducing energy using the Energy Hierarchy by improvements to the building fabric thermal performance, Low to Zero Carbon (LZC) heating technologies and interventions to the building services to transform the building towards CIBSE, DfE and BRE energy benchmarks. It provides an overview of the current energy consuming elements for the existing building and investigates individual energy efficiency improvements and decarbonisation measures.

This audit report covers Woodland Community Centre and the objectives are to assess the current energy performance of the building and to prioritise measures to achieve significant savings in cost and carbon emissions considering various Net Zero commitments made by public sector organisations.

Fuel	kWh	T CO ₂	£
Electric	13,260	2.75	6,305
Gas	40,219	7.36	8,103
Totals	53,479	10.10	14,407

Table 1: Annual Energy Consumption and Cost

Fuel	Consumer	Est % Split
Electrical & Gas	Lighting	15
	Heating	75
	Ventilation	2.5
	Small Power	5
	Domestic Hot Water (DHW)	2.5

Table 2: Significant Energy Uses

Tables 1 and 2 show annual consumption, costs, and significant energy users within the building.

Proposed energy performance improvement measures for the building have an assessed annual cost savings (including maintenance) of **£4,731.79** per year, with an overall investment of **£32,500** and an overall payback period of **6.59** years.

Recommendations as presented on Table 3 below have been assigned a rating of 1 to 3.

Recommendation	Priority	Savings (kWh PA) Estimate	Savings (£ PA) Estimate	Maintenance (£ PA) Estimate	Savings (T CO ₂ PA) Estimate	Total Capex (£) Estimate	Simple Payback (Years) Estimate
Install Sub Metering and implement Target & Monitoring System	2	4,010.96	£1,080.56	£0	0.76	£7,500	6.94
Install Photovoltaics	2	8,100.00	£2,148.37	£100	1.68	£15,000	6.98
Install Battery Storage for PV	2	n/a	£1,702.87	£100	n/a	£10,000	5.87
Sub-total		12,110.96	£4,931.79	£200	2.44	£32,500	6.59

Table 3: Summary of Recommended Measures

1.1 Priority Ratings

Recommendations have been assigned a priority rating of 1 to 3.

Priority Rating	Payback Period (years)
1	0-3
2	3-7
3	> 7

Table 4: Priority Rating

These timings have been applied to the priority ratings taking into consideration Chartered Institution Building Services Engineer's (CIBSE's) recommended payback periods. The priority 3 recommendation may require significant capital investment or major works.

When implementing recommendations, consideration should be given to making best use of the Advanced Investment Allowance scheme run by The Government. This is managed by The Carbon Trust on behalf of the Department of Business, Energy, and Industrial Strategy (BEIS), and H.M. Revenue and Customs (HMRC). This Government scheme administers the Energy Technology List, which is published exclusively by DEFRA. This is a list of items which have achieved the highest levels of energy efficiency. There is also the benefit of tax relief on the total project cost capital investment for these items. This may considerably reduce payback periods and make proposed recommendations more attractive for implementation.

Further details can be found at: <https://www.gov.uk/guidance/energy-technology-list>. Please note it may not possible to aggregate all of the savings as some interventions will impact on others.

1.2 The Next Steps

Arrange a meeting with the relevant parties involved. The proposed initiatives can be discussed in order to set targets and plans for funding options for potential implementation of the initiatives to be rolled out.

2.0 SITE OVERVIEW

2.1 Site Overview

Woodland Community Centre is located at 55 Savernake Way, Crowdhill Green, Fair Oak, SO50 8DH.

We have been informed by Building Management that the building was constructed in 2017.

The building is a single storey property comprising of two main assembly areas, Oak Hall and Acorn Hall along with many amenity areas such as Offices, Kitchen, Lobby, Store Rooms and Toilets.

The building is used as a Community Hall and is used by several community groups and activities throughout the week on an intermittent basis for many functions including parties, indoor sports, meetings and corporate away days. Rainbows Pre-school nursery with inclusive WC, Catering and Teaching facilities is situated at the northern end next to the Oak Hall.



Figure 1: Front elevation

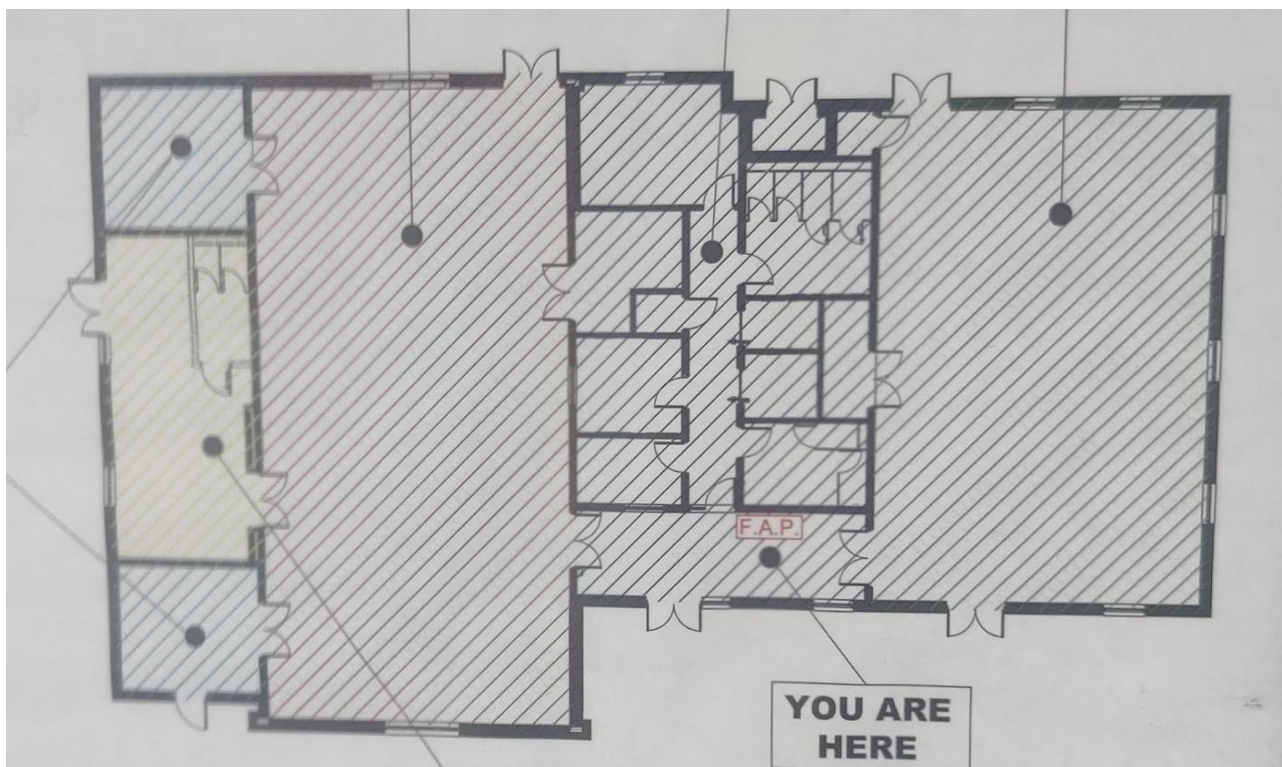


Figure 2: Layout Plan

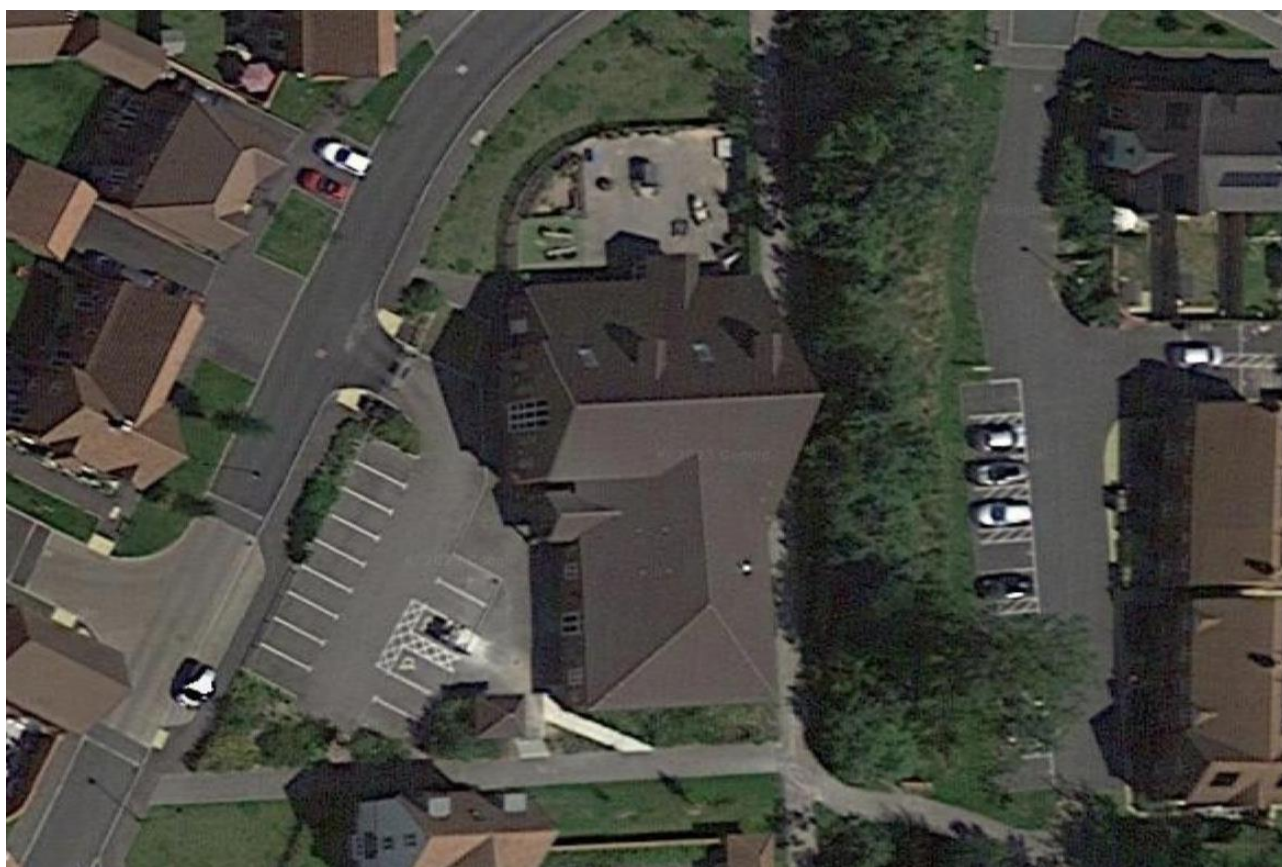


Figure 3: Aerial View

2.2 Operational Hours

Due to the intermittent use of the building, it does not have specific core operating hours. Instead, it is open Monday to Sunday at irregular times subject to bookings.

The Rainbows Pre-school nursery core hours are as follows:

Monday - Friday:	8:15pm - 4pm
Saturday - Sunday:	Closed

3.0 ENERGY CONSUMPTION REVIEW

3.1 Energy Consumption Summary

Energy consumption data and costings has been collated from electricity and gas bill and breakdowns by consumption and expenditure are shown below.

Energy Use	Energy		Cost		Carbon
	kWh	%	£	%	Tonnes CO ₂
Electricity	13,260	25	6,305	44	2.75
Gas	40,219	75	8,103	56	7.36
Total	53,479	100	14,407	100	10.10

Table 5: Energy Consumption Data

The building is connected to the mains for electricity, gas and water which are metered as they enter the premises. 12 Month electrical and gas billing data from June 2022 to June 2023 has been supplied.

It should be noted that if Woodland Community Centre has a charity status it is therefore only liable to pay 5% tax on its energy bills rather than the full business rate of 20%. Therefore, it would be advised to check back through the bills from the last four years if possible, as this is the timeframe within which it is possible to submit a backdated claim for the difference. Also, energy supplies that are charged at 5% VAT are excluded from Climate Change Levy. To set the VAT rate at 5% a declaration form will need to be completed. This declaration form can be obtained from the energy provider.

The carbon emission factors used in energy savings calculations in the following sections are as follows; the factors used are those applicable for 2023 on DBEIS* website.

Utility	Cost (£)	Unit	Kg CO ₂ /unit
Electric	0.4755	kW/hrs	0.207074*
Gas	0.2015	kW/hrs	0.182929*

Table 6: Unit Costs and Carbon Emission Factors

The average unit cost of electricity and gas throughout the year is 47.55p per kWh and 20.15p per kWh respectively (including standing charges and VAT). These energy prices are well above the national average rates and we would strongly advise the Woodland Community Centre to shop around for better energy rates.

Current average fuel prices can be obtained from the following source <https://nottenergy.com/resources/energy-cost-comparison/>

*Conversion factors can be found at: <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2023>

3.2 Energy Profiles & Meters

Electric and Gas meters in plant room.

No Sub Metering is present. It is recommended to install Sub Metering throughout the building. Please see the recommendation for 'Sub Metering' in Section 7.1 below for further details.

4.0 BENCHMARKING

Fuel	kWh/year	Approx. Floor area (sq. m)	Typical	Actual kWh/m ² PA	Benchmark Comparison %
Electricity	13,260	593	20	22.36	+ 11.8%
Gas	40,219	593	105	67.82	- 35.4%
Totals	53,479	593	125	90.18	- 27.9%

Table 7: Performance to CIBSE TM46:2008 Energy Benchmarks

The expected energy consumption for the site can be estimated from typical building energy benchmarks listed in CIBSE TM46:2008 Energy Benchmarks. These benchmarks are for the calculation of Operational Ratings to comply with the EU Energy Performance of Buildings Directive for public buildings. The benchmark category that this building falls under is "Public buildings with light usage". Table 7 illustrate the benchmarks that apply for Woodland Community Centre.

Woodland Community Centre shows overall good performance for the building's energy consumption compared to the Typical benchmarks from TM46. The actual combined consumption figure of 90.18kWh/m² for Electricity & Gas is 27.9% lower than the Typical TM46 benchmarks.

The CIBSE TM46 Energy Benchmarks were created in 2008, it is suggested that the general figure is not completely applicable to Woodland Community Centre. On further investigation using the CIBSE benchmarking tool, the following outputs were generated:

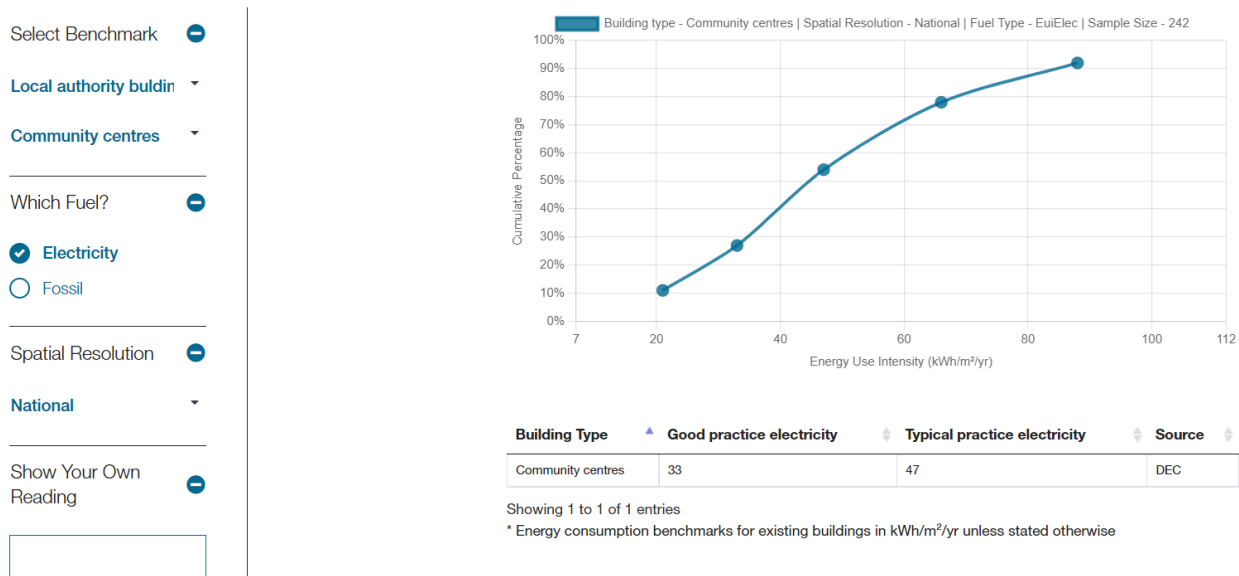


Figure 4: CIBSE Energy Benchmarks Electric

Select Benchmark

Local authority buildin

Community centres

Which Fuel?

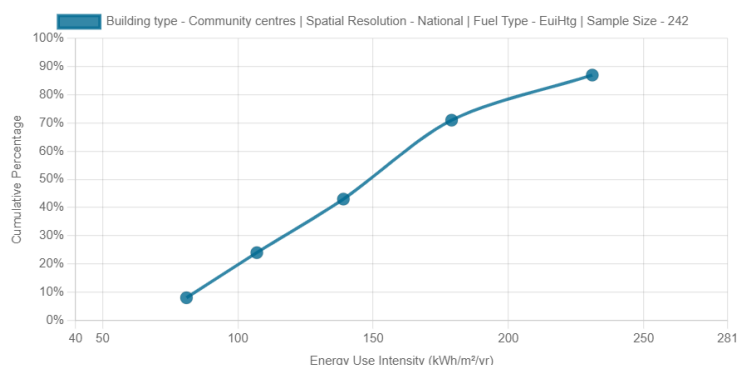
Electricity

☒ Fossil

Spatial Resolution

National

Show Your Own Reading



Building Type	Good practice fossil fuels	Typical practice fossil fuels	Source
Community centres	107	139	DEC

Showing 1 to 1 of 1 entries

* Energy consumption benchmarks for existing buildings in kWh/m²/yr unless stated otherwise

Figure 5: CIBSE Energy Benchmark Fossil Fuel

The figures show that in terms of Energy consumption Woodland Community Centre is below the 'Typical Practice' figures.

Source <https://www.cibse.org/Knowledge/Benchmarking>

5.0 ENERGY USE BY TYPE

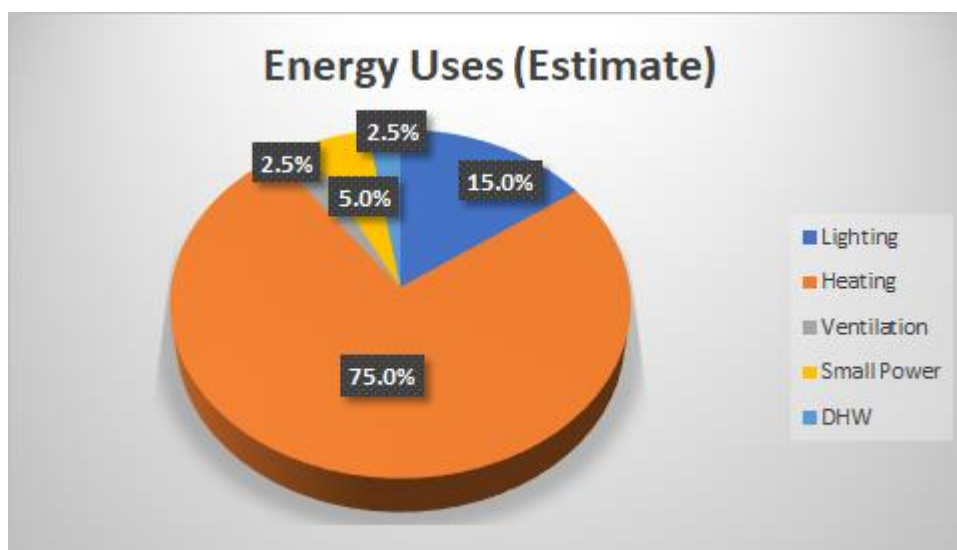


Figure 6: Energy Uses (Estimate)

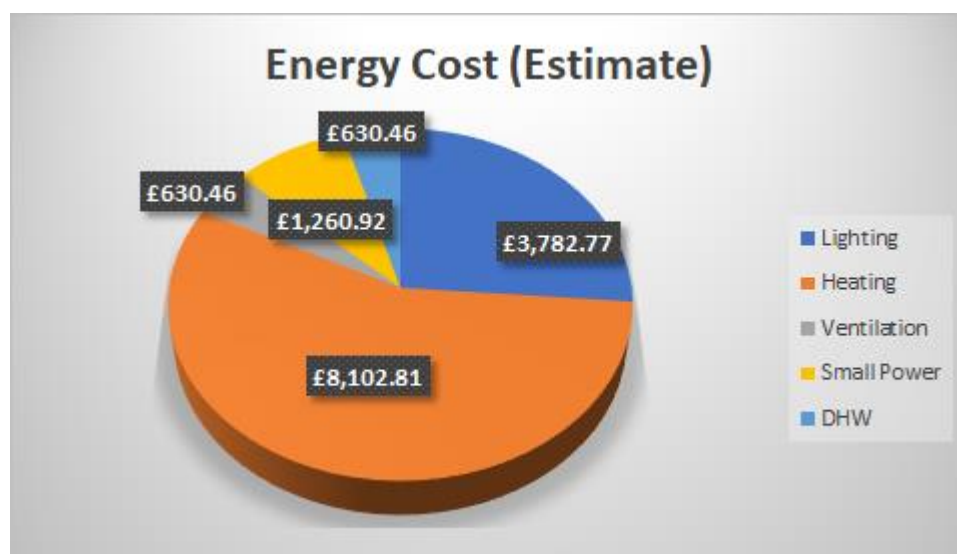


Figure 7: Energy Costs (Estimate)

6.0 BUILDING ENERGY AUDIT

6.1 Building Services Overview

Building Service	Description
Heating	<p>Central heating is powered by gas boiler with variable speed pumps situated in the externally accessed plant room to the rear of the building. Boiler specification: Worcester GB162-50kW. Areas served from boiler via radiators installed to walls include Entrance Lobby, Circulation, Office/ Consultation Rooms, Kitchen and WCs. Radiator units are enclosed and independently heat controlled.</p> <p>Both the Oak Hall and the Acorn Hall are heated by wall mounted fanned convection air heaters manufactured by Smith. The Acorn Hall has 4 x units and the Oak Hall has 6 x units. Heat is likely to be supplied from water heated by the plant room boiler.</p> <p>The Oak Hall has 3 rotary fans installed at roof apex height which may produce a destratification effect when in use with heating system, however this was not confirmed and they may be only used as ventilation during hot weather. The dormer windows have a mechanical control to allow opening.</p> <p>The central heating system can be temperature controlled by a wall mounted unit in the Entrance Lobby. Not confirmed if the Oak Hall and the Acorn Hall heating systems can be independently controlled.</p>
Ventilation	<p>The front Central Office (G.08) and rear Consulting Room (G.12) are fitted with ceiling vents with wall mounted control units marked as Mitsubishi Lossnay. The site Parish Council operative did not confirm if this system is operational at the time of site visit. No related plant was observed on the roof. The attic has not able to be accessed during the site visit.</p> <p>Ceiling mounted extractor fan units fitted to WCs & Baby Changing.</p>
Domestic Hot Water	<p>A 283 litre Megaflo Eco unvented indirect cylinder is installed in the Plant Room. Heat loss 1.69kWh/day @ 65C.</p>
Lighting	<p>LED lighting throughout. Ceiling tiles have inset panels. The Oak Hall has 12 cased strip light units hanging from chains.</p> <p>Motion sensors fitted to ceiling of WCs.</p>
Small Power/ Catering	<p>The Office has computer systems installed. Security cameras are fitted. Some moderate external lighting is provided. It is assumed that audio/visual equipment is used for functions.</p> <p>Kitchen includes microwave oven, standard oven, tea urn, coffee maker, induction hob with extraction unit, dishwasher and fridge.</p> <p>The Nursery Classroom tea-point has a sink, kettle and fridge.</p>
Photovoltaics	<p>None observed.</p>

Table 8: Building Services Overview

6.2 Building Fabric Overview

Building Fabric Element	Description
Walls	Stretcher bond brickwork to exterior. Assumed to have a block inner layer with cavity wall insulation provided in accordance with Building Regulations Part L 2010.
Ceiling	<p>Internal rooms have ceiling tiles (Offices, Nursery, WCs etc). Standard 600mm x 600mm fissured suspended tiles.</p> <p>The Acorn Hall has a suspended level ceiling with tiles (H: 3.26m to tile underside). LED light panels inset.</p> <p>The Oak Hall has an open ceiling up to pitched roof rafters. Eaves height 6.50m. Apex height 9.55m.</p>
Roof	<p>Pitched tiled roof. Assumed insulated to Building Regulations Part L 2010.</p> <p>Two dormer style windows have been built into the north section of the Oak Hall roof.</p>
Floor	<p>Solid ground floors throughout.</p> <p>Assumed insulated to Building Regulations Part L 2010.</p>
Windows	Double glazed throughout. PVC frames. Manual opening.
Doors	<p>Glazed doors to frontage.</p> <p>PVC escape doors to rear.</p> <p>Plant Room has slatted doors to provide natural ventilation.</p>

Table 9: Building Fabric Overview

7.0 ENERGY CONSERVATION MEASURES

7.1 Install Sub Metering and implement Target and Monitoring System

It is recommended to install sub metering for the HVAC and lighting systems and thereafter implement a Target and Monitoring System. Understanding when and where energy is being used is one of the most important steps in reducing energy consumption. Better metering can provide more timely and detailed information on how energy is being used in a building and can assist in identifying areas of inconsistencies and support in setting energy reduction targets.

The data provided by the sub metering will enable the implementation of a Target and Monitoring System which will provide more granular information on the energy uses within the building. This allows detailed analysis on energy flows across each energy consuming element. Data can be looked at by zone or by use, such as lighting or hot water. A remote monitoring system would allow off site control.

Savings (kWh PA) Estimate	Energy Savings (£ PA) Estimate	Maintenance Saving (£ PA) Estimate	Savings (T CO ₂ PA) Estimate	Total Capex (£ Est) Estimate	Simple Payback Estimate
4,010.96	£1,080.56	£0	0.76	£7,500	6.94

7.2 Install Photovoltaics

It is proposed to install a 10 kWp of PV solar panels on the South facing roof. This is approximately 80m² of panels. The PV offsets the cost of having to buy Electricity from the grid because the Electricity generated by the system can be used within the building instead. For PV Panels the roof must be in good condition, capable of taking the additional load (subject to a structural engineers appraisal) and not require any maintenance for at least 20 years. Any surplus Electricity not used within the building may be exported to the grid or battery storage could be utilised (see 7.3 below).

Savings (kWh PA) Estimate	Energy Savings (£ PA) Estimate	Maintenance Saving (£ PA) Estimate	Savings (T CO ₂ PA) Estimate	Total Capex (£ Est) Estimate	Simple Payback Estimate
8,100.00*	£2,148.37**	£100	1.68	£15,000	6.98

* Based on 810kWh/yr generation per 1kWp PV installed.

** Based on a 50/50 split between in house use and exportation to grid.

7.3 Install Solar Battery Storage for proposed PV

A solar battery stores the energy generated during sunlight hours and makes it readily available for use during non-production hours, such as at night time or cloudy days. The increase of flexible working in a post covid environment coupled with increased pressure on the national grid to deliver renewable energy to all consuming sources creates fluctuations in the availability of Energy.

The surge towards Net Zero Carbon by all organisations is feeding the need to ensure availability of clean and green energy. The proposed PV array could be utilised in conjunction with battery storage, ensuring operations continue during high consumption periods. An example of a typical battery storage for this type of installation is 2 no. Powervault 3 batteries. Its dimensions are 1,840mm x 1,000mm x 250mm.

Savings (kWh PA) Estimate	Energy Savings (£ PA) Estimate	Maintenance Saving (£ PA) Estimate	Savings (T CO ₂ PA) Estimate	Total Capex (£ Est) Estimate	Simple Payback Estimate
n/a	£1,702.87*	£100	n/a	£10,000	5.87

* Based on offsetting an assumed 50% split being exported to grid.

7.9 Tariffs, Costings & Limitations

For the cost savings we have used the Electricity & Gas tariffs of 47.55p per kWh & 20.15p per kWh respectively (including standing charge, climate change levy and VAT).

Export tariff assumed to be 5.5p per kWh.

The recommended measures given are a guide to what could be done for the costs given. Prices quoted in this report are purely indicative and only covers the equipment costs and installation costs of the measure and not to be utilised as part of any wider project costs i.e. redecoration, ancillary works, project management, consultancy work, etc. No responsibility for pricing can be taken by the individual assessor for any indicative capital cost quoted in this report. For full and accurate costing, a specialist surveyor from an organisation looking to implement any of the measures must conduct an independent site survey and quote production.

The actual technical feasibility of measures given in this report would need to be assessed by specialist consultants in that particular discipline i.e. Building Services Engineer, M&E Engineer, Structural Engineer, etc. Sometimes it may be found that measures are not technical feasibility.

8.0 SUMMARY OF RECOMMENDATIONS

Priority 2 measures (payback 3-7 years)

Recommendation	Priority	Savings (kWh PA) Estimate	Savings (£ PA) Estimate	Maintenance (£ PA) Estimate	Savings (T CO ₂ PA) Estimate	Total Capex (£) Estimate	Simple Payback (Years) Estimate
Install Sub Metering and implement Target and Monitoring System	2	4,010.96	£1,080.56	£0	0.76	£7,500	6.94
Install Photovoltaics	2	8,100.00	£2,148.37	£100	1.68	£15,000	6.98
Install Solar Battery Storage for proposed PV	2	n/a	£1,702.87	£100	n/a	£10,000	5.87
Sub-total		12,110.96	£4,931.79	£200	2.44	£32,500	6.59

9.0 NET ZERO CARBON

What is 'Net Zero'

The UK is the first major economy in the world to pass laws to end its contribution to global warming, setting a target to achieve net zero carbon emissions by 2050.

Net Zero refers to achieving a balance between the amount of greenhouse gas emissions produced and the amount removed from the atmosphere. There are two different routes to achieving net zero, which work in tandem: reducing existing emissions and actively removing greenhouse gases.

A gross-zero target would mean reducing all emissions to zero. This is not realistic, so instead the net-zero target recognises that there will be some emissions but that these need to be fully offset, predominantly through natural carbon sinks such as oceans and forests.

When the amount of carbon emissions produced are cancelled out by the amount removed, the UK will be a net-zero emitter. The lower the emissions, the easier this becomes.

"Climate change is undoubtedly the greatest challenge of our times. Together, let us demonstrate that our industry can lead on achieving net zero carbon."

Julie Hirigoyen
Chief Executive, UKGBC

Net Zero Development

The UKGBC Net Zero Carbon Buildings: A Framework Definition defines two potential targets for new zero carbon developments:	Whole life carbon comprises of 'Embodied Carbon' and 'Operational Carbon'. End of life carbon is associated with disassembly and re-use of buildings.
	The UKGBC defines two potential targets for new Zero Carbon developments:
	Embodied Carbon Operational Carbon

Embodied Carbon

During the lifetime of a building, embodied carbon emissions arise from the initial construction and in-use refurbishments and material replacements. The structure is normally the dominant element of embodied carbon, due to the volume and nature of the materials, with the building envelope, services, and interior fit-out making up the rest.

Given that this is an existing building the embodied carbon has not been targeted and the aim is to minimise the operational carbon to meet the UK energy consumption targets

Operational Carbon

Operational carbon emissions are those arising from the in-use operation of a building or estate. This usually includes carbon emissions associated with heating, hot water, cooling, ventilation, and lighting systems, as well as those associated with cooking, equipment, and lifts.

Net Zero in Operation

A building with net zero carbon in operation has zero, or negative, carbon emissions associated with its annual operational energy.

The approach to Net Zero in Operation should follow the Energy Hierarchy.



Figure 8: Energy Hierarchy

Be Lean: use less energy and manage demand during operation through fabric and servicing improvements and the incorporation of flexibility measures

Be Clean: exploit local energy resources (such as secondary heat) and supply energy efficiently and cleanly by connecting to district heating networks

Be Green: maximise opportunities for renewable energy by producing, storing, and using renewable energy on-site

Be Seen: monitor, verify and report on energy performance

Once the energy consumption has been reduced to its minimum and provided by the most efficient means then Net Zero can be achieved by generating energy use from onsite renewable sources, or by using offsite renewable energy sources and other carbon offsets that displace the greenhouse gas emissions resulting from the building's operation.

This is the process adopted for this Energy Audit with the focus on the Be Lean, Be Clean and Be Green approach that equates to Steps 1, 2 and 3 as shown on our route map used for achieving the CIBSE energy benchmarks.

A building with net zero carbon in operation has zero, or negative, carbon emissions associated with its annual operational energy.

Our route map used for achieving Net Zero Carbon in operation is as follows, with Steps 1, 2 and 3 forming the basis of the feasibility process undertaken for this building to help reduce energy use and bring the existing buildings in line with the comparative benchmarks.



1 ASSESS

Establish the scope and evaluate the baseline energy and carbon performance



2 REDUCE

Review options to reduce energy including optimising the fabric, building systems and controls



3 ONSITE

Assess how much energy can be generated onsite from renewable sources



4 OFFSITE

Investigate a renewable energy contract from the grid or procuring an offsite renewable energy supply



5 OFFSET

Review carbon offsets such as local carbon displacement projects or afforestation



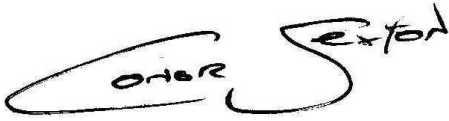
6 OUTCOME

Evaluate the outcomes and continue to monitor and report

Figure 9: Net Zero Carbon Steps

10.0 SIGNED

Signed

A handwritten signature in black ink, appearing to read "Conor Sexton". The signature is written in a cursive style with a large, looping initial 'C'.

Conor Sexton B.Eng (Hons)

11.0 LIMITATIONS

Focus Green Ltd (FG) has prepared this report solely for the use of the Client and its affiliates and those parties with whom a warranty agreement has been executed, or with whom an assignment has been agreed. Should any third party wish to use or rely upon the contents of the report, written approval must be sought from FG; a charge may be levied against such approval.

FG accepts no responsibility or liability for: The consequences of this report being used for any purpose or project other than for which it was commissioned, and this report being distributed to any third party with whom a warranty agreement has not been executed. The work undertaken to provide the basis of this report has comprised a study of available documented information from a variety of sources (including the Client) and discussions with relevant authorities and/or other interested parties. The opinions given in this report have been dictated by the finite data on which they are based and are relevant only to the purpose for which the report was commissioned. The information reviewed should not be considered exhaustive and has been accepted in good faith as providing true and representative data pertaining to site conditions. Should additional information become available which may affect the opinions expressed in this report FG reserves the right to review such information, and, if warranted, to modify the opinions accordingly

FULL COUNCIL – 20th NOVEMBER 2023**MONTHLY FINANCIAL REPORT****1 RECOMMENDATIONS**

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

2 FINANCE POSITION

- 2.1 Total cash held across all bank accounts as at 31st October is £575,782

3 TRANSACTIONS

- 3.1. Total receipts for October into the current account totalled £28,332. £18,000 relates to Section 106 funds received from Eastleigh Borough Council for Brookfield/NCP car park.
- 3.2. Total current account payments for October totalled £99,646.
- 3.3. Significant payments in October included the payment of £31,715 to Vision DB for the café construction and £13,894 to B. Miller & Sons for the Digger and trailer.

4 BACS PAYMENTS

- 4.1. Total BACS invoice payments outstanding is £19,603.

5 FINANCIAL IMPLICATIONS

- 5.1. The Council must keep a regular review of the progress against all budget headings to ensure unnecessary overspending. Where overspends cannot be avoided these must be reported to the Council.
- 5.2. Whilst some overspends have been identified, the Finance Officer is not overly concerned about the impact this will have on the closing budget for this financial year as the underspends in the budget will compensate for these. In short, the Council will be able to achieve a balanced budget at the end of the year.

6 CLIMATE/CRIME & DISORDER IMPLICATIONS

- 6.1 None directly arising from this report.

7 EQUALITY & DIVERSITY IMPLICATIONS

- 7.1. None directly arising from this report.

8 CONCLUSION

- 8.1 A more detailed monthly budget report has been produced at the request of the Finance Committee. Whilst some overspends have been unavoidable these can be offset against the additional income received from interest on our current account.

FOR FURTHER INFORMATION CONTACT:

Name: Jo Cahill, Responsible Finance Officer

Email: finance@fairoak.gov.uk

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 31 October 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2023	Current Account	223,493.05
31/10/2023	Premier Account	92,824.00
31/10/2023	Public Sector Deposit Fund	259,420.57
31/10/2023	Petty Cash	44.35

575,781.97

Receipts not on Bank Statement

0.00

Closing Balance

575,781.97

All Cash & Bank Accounts

1	Current Account	210,697.82
2	Premier Account	92,824.00
3	Public Sector Deposit Fund	259,420.57
4	Petty Cash	44.35
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	562,986.74

Receipts for Month 7

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 :		294,807.52					294,807.52	
Banked: 01/10/2023		56.00						
Mrs J		56.00			1500	500	56.00	Allotment
Banked: 02/10/2023		56.00						
Mr C		56.00			1500	500	56.00	Allotment a1
Banked: 02/10/2023		108.00						
trans Premier Account		108.00			210		108.00	Trans income
Banked: 02/10/2023		72.00						
Ms L		72.00			1200	250	72.00	Hall Hire
Banked: 03/10/2023		1,136.00						
Funeral Partners		1,136.00			1520	510	1,136.00	Burial
Banked: 03/10/2023		42.10						
Tennis		42.10			1550	100	42.10	tennis
Banked: 05/10/2023		216.00						
Sales Recpts Page 488		216.00	216.00		100			Sales Recpts Page 488
Banked: 06/10/2023		84.00						
wyvern college		84.00			1200	250	84.00	Hall Hire
Banked: 06/10/2023		769.50						
Mrs CW		769.50		128.25	1200	230	641.25	Hall Hire
Banked: 07/10/2023		16.00						
Mrs C		16.00			1500	500	16.00	Allotment CW
Banked: 10/10/2023		42.10						
Tennis		42.10			1550	100	42.10	Tennis
Banked: 11/10/2023		72.00						
Mr C		72.00			1200	250	72.00	Hall hire
Banked: 11/10/2023		493.92						
Fair Oak Squash		493.92			1900	100	493.92	Cleaning
Banked: 11/10/2023		16.00						
Mrs C		16.00			1500	500	16.00	Allotment
Banked: 12/10/2023		9.36						
tennis		9.36			1550	100	9.36	tennis
Banked: 12/10/2023		195.00						
Mrs C		195.00			1530	510	195.00	memorial
Banked: 12/10/2023		144.00						
Mrs C		144.00			1530	510	144.00	Memorial
Banked: 12/10/2023		192.00						
Mrs A		192.00			1530	510	192.00	Memorial

Continued on Page 2

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Banked: 14/10/2023		144.00						
	Mrs B	144.00			1530	510	144.00	Mmeorial
Banked: 16/10/2023		48.00						
	L M	48.00			1530	510	48.00	Memorial
Banked: 17/10/2023		-53.50						
	Mrs L	-53.50			1500	500	-53.50	Allotment refund
Banked: 20/10/2023		90.00						
	R C	90.00			1200	250	90.00	Hall hire
Banked: 23/10/2023		3,696.00						
	Hiscox	3,696.00			4055	110	3,696.00	Insurance claim - office barr
Banked: 25/10/2023		78.00						
	A R	78.00			1200	230	78.00	Hall hire
Banked: 25/10/2023		718.00						
	R S	718.00			1520	510	718.00	Burial
Banked: 25/10/2023		144.00						
	Mrs B	144.00			1530	510	144.00	Memorial
Banked: 26/10/2023		18,000.00						
	EBC	18,000.00			1900	100	18,000.00	Grant payment - brookfield car
					399		18,000.00	Grant payment - brookfield car
					6001	100	-18,000.00	Grant payment - brookfield car
Banked: 26/10/2023		9.36						
	stripe	9.36			1550	100	9.36	tennis
Banked: 30/10/2023		1,624.00						
	Sales Recpts Page 489	1,624.00	1,624.00		100			Sales Recpts Page 489
Banked: 31/10/2023		60.00						
	Hall hire	60.00			1200	250	60.00	Hall hire
Banked: 31/10/2023		54.00						
	Mrs L	54.00			1200	250	54.00	Hall Hire
Total Receipts for Month		28,331.84	1,840.00	128.25			26,363.59	
Cashbook Totals		323,139.36	1,840.00	128.25			321,171.11	

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
2/10/2023	bt	DD	1.87		0.31	4120 110	1.56	Tel and boradband
2/10/2023	screwfix	DD	191.87		31.98	4540 290	159.89	Materials
2/10/2023	hg3	DD	21.95		3.66	4125 110	18.29	Mobile
3/10/2023	Octpus Energy	DD	1,900.26		316.71	4405 150	1,583.55	Electricity Parish office
3/10/2023	BT	DD	22.92		3.82	4120 250	19.10	Tel and broadband
6/10/2023	SSE Gas	DD	536.24		89.37	4400 230	446.87	Gas - woodlands
6/10/2023	Hillier Gardens	VISA	184.74		30.79	4837 550	153.95	Cemetery trees
9/10/2023	Allstar	DD	86.96		14.49	4305 210	72.47	Fuel
9/10/2023	One education	VISA	29.98		5.00	4105 110	24.98	Training course
9/10/2023	allstar	DD	309.70		51.62	4305 210	258.08	Fuel
9/10/2023	Crocus .co.uk	VISA	86.96		14.49	5016 900	72.47	Twynhams planting
						325 0	-72.47	Twynhams planting
						6000 900	72.47	Twynhams planting
9/10/2023	naturescape	VISA	106.79		17.80	5016 900	88.99	Twynhams planting
						325 0	-88.99	Twynhams planting
						6000 900	88.99	Twynhams planting
1/10/2023	Peninsula	DD	23.11		3.85	4030 110	19.26	employer eap
2/10/2023	o2	DD	21.95		3.66	4125 110	18.29	Mobile phones
3/10/2023	hampshire pensions	BILL	6,456.19			4010 110	6,456.19	pensions
3/10/2023	hmrc	BILL	6,201.66			4000 110	6,201.66	paye
3/10/2023	payroll	BILL	21,355.68			4000 110	21,355.68	payroll
3/10/2023	SP Sensory education	VISA	-254.95		-42.49	4875 600	-212.46	refund
6/10/2023	overline	DD	51.42		8.57	4120 110	42.85	tel and broadband
6/10/2023	bt group	DD	52.54		8.76	4120 110	43.78	tel and broadband
6/10/2023	overline	DD	99.40		16.57	4120 230	82.83	tel and broadband
6/10/2023	Peninsula	DD	381.46		63.58	4070 110	317.88	employer services
7/10/2023	sage payroll	DD	34.80		5.80	4132 110	29.00	sage payroll
7/10/2023	Peninsula	DD	41.76		6.96	4030 110	34.80	Employee EAP
7/10/2023	Tesco	VISA	64.00		10.67	4305 210	53.33	Fuel
7/10/2023	agilico	BILL	86.48		14.41	4085 110	72.07	printer consumables
7/10/2023	canva	VISA	23.59		3.93	4132 110	19.66	canva
9/10/2023	SE gas	DD	78.62		13.10	4400 230	65.52	woodland Gas
9/10/2023	idealuksolutions	VISA	55.00			4875 600	55.00	D Day celebrations - lamp
1/10/2023	hsbc	CHG	5.00			4095 110	5.00	Bank charges
3/10/2023	southern electric	DD	483.54		80.59	4405 230	402.95	electricity woodlands
3/10/2023	sse gas	DD	61.66		10.28	4400 230	51.38	gas - woodlands
3/10/2023	MR H	BILL	58.54		9.76	4540 290	48.78	Staff claim -- Fuel
5/10/2023	british gas	DD	93.24		15.54	4400 150	77.70	gas -PO
5/10/2023	Vodafone	DD	68.64		11.44	4133 110	57.20	gigicube
6/10/2023	halfords	VISA	175.00		29.17	4315 210	145.83	van light
7/10/2023	EBC	DD	273.00		45.50	4680 230	227.50	Bin emptying
7/10/2023	Mrs S	BILL	11.97			5006 900	11.97	Milage claim
						317 0	-11.97	Milage claim
						6000 900	11.97	Milage claim
0/10/2023	VISION DB	8	31,715.30	31,715.30		500		cafe construction
0/10/2023	ACELIFTAWAY	100305	102.85	102.85		500		allotment toilets
0/10/2023	BDO	100306	2,520.00	2,520.00		500		External audit fee
0/10/2023	CARTERS OF SWANWICK	100307	280.14	280.14		500		materials and protective gloves

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
0/10/2023	COMPACT FORK TRUCKS	100308	610.52	610.52		500		equipment servicing
0/10/2023	eastleigh services	100309	132.00	132.00		500		boiler maintainenace
0/10/2023	EBC	100310	141.76	141.76		500		Mot Vans
0/10/2023	FIRECARE &SECURITY	100311	1,804.80	1,804.80		500		maintenance of fire detection
0/10/2023	PAUL FREEMAN TREE SERVICES	100312	384.00	384.00		500		emergency treework HH comm cen
0/10/2023	PLAY INSPECTION COMPANY	100313	567.00	567.00		500		outdoor annual inspeection
0/10/2023	WESSEX WOODLAND MANAGEMENT	100314	768.00	768.00		500		Chainsaw Maint course
0/10/2023	ARCO	2690	136.78	136.78		500		work boots
0/10/2023	AGILICO	50320	66.95	66.95		500		printer consumables
0/10/2023	ARCADIAN ecology and consultin	50321	559.93	559.93		500		Twynhams biodiversity action p
0/10/2023	DAVID BOWEN	50322	780.00	780.00		500		advice crowdhill playarea
0/10/2023	KERNOCK park plants	50323	537.24	537.24		500		community cafe landscaping pla
0/10/2023	SOURCE SUPPLIES	50324	94.44	94.44		500		cleaning supplies
0/10/2023	wildwood machinery	50325	785.64	785.64		500		oil, break cleaner
0/10/2023	COMPLETE WEED CONTROL	8378	403.20	403.20		500		weed control
0/10/2023	HOSTED	721	505.37	505.37		500		pc extension lead
0/10/2023	B MILLER&SONS	3380	13,894.00	13,894.00		500		Digger and trailer
0/10/2023	Paribas leasing	DD	251.94		41.99	4090 110	209.95	Copier rental
0/10/2023	bt group	DD	1.87		0.31	4120 110	1.56	tel and broadband
0/10/2023	protek security	BILL	2,367.60		394.60	4415 150	1,973.00	Barrier repair
0/10/2023	sse	BILL	326.81		54.47	5003 900	272.34	electricity -splashpad
1/10/2023	H3G	DD	21.95		3.66	5006 900	18.29	Mobile phone
						316 0	-18.29	Mobile phone
						6000 900	18.29	Mobile phone
1/10/2023	Ms S	BILL	9.98			5006 900	9.98	Milage claim
						316 0	-9.98	Milage claim
						6000 900	9.98	Milage claim
1/10/2023	Rhinox	VISA	392.40		65.40	4530 290	327.00	Digging bucket for digger
1/10/2023	TRADEUK	VISA	0.30		0.05	4540 290	0.25	Materials
Total Payments for Month			99,646.31	56,789.92	1,460.17		41,396.22	
Balance Carried Fwd			223,493.05					
Cashbook Totals			323,139.36	56,789.92	1,460.17		264,889.27	

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Fair Oak & Horton Heath Parish Council

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Invoices Due for Payment by 13 November 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]								
13/11/2023	100888		<i>allotment toilet</i>		13/11/2023	106.28		106.28
13/11/2023	889		<i>toilets - splaspad</i>		13/11/2023	202.39		202.39
Total of Invoices Due (ACE001)						308.67	0.00	308.67
AMBEROL								
13/11/2023	3835		<i>Self watering cup and baskets</i>		13/11/2023	633.80		633.80
Total of Invoices Due (AMBEROL)						633.80	0.00	633.80
APPLETON SIGNS [APP001]								
13/11/2023	2250		<i>remembrance banners</i>		13/11/2023	147.22		147.22
Total of Invoices Due (APP001)						147.22	0.00	147.22
BREWERS								
13/11/2023	4244		<i>materials</i>		13/11/2023	79.06		79.06
Total of Invoices Due (BREWERS)						79.06	0.00	79.06
CARDINUS								
13/11/2023	863		<i>Reinstatement Cost assessment</i>		13/11/2023	168.00		168.00
Total of Invoices Due (CARDINUS)						168.00	0.00	168.00
CARTERS OF SWANWICK [CART]								
13/11/2023	7507		<i>saw chain</i>		13/11/2023	46.26		46.26
Total of Invoices Due (CART)						46.26	0.00	46.26
CIA FIRECARE AND SECURITY [CIA]								
13/11/2023	481		<i>Smart access gate to tennis co</i>		13/11/2023	800.40		800.40
Total of Invoices Due (CIA)						800.40	0.00	800.40
COMPLETE WEED CONTROL [COMPL]								
07/08/2023	8301		<i>Corntol of weeds/ grasses</i>		07/08/2023	494.54		494.54
Total of Invoices Due (COMPL)						494.54	0.00	494.54
EBC [EBC001]								
29/03/2023	0799		<i>key cut</i>		26/04/2023	84.00		84.00
13/11/2023	3656		<i>Dog Bins</i>		13/11/2023	40.08		40.08
Total of Invoices Due (EBC001)						124.08	0.00	124.08
FOCUS GREEN [FOCUS]								

Invoices Due for Payment by 13 November 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
01/09/2023	1155		Building energy assessment -WO		01/09/2023	1,794.00		1,794.00
Total of Invoices Due (FOCUS)						1,794.00	0.00	1,794.00
FOX'S CLEANING [FOX001]								
13/11/2023	4828		window cleaning		13/11/2023	234.00		234.00
Total of Invoices Due (FOX001)						234.00	0.00	234.00
GOLDWATER								
13/11/2023	61239		Install solar DC cable - cafe		13/11/2023	95.40		95.40
Total of Invoices Due (GOLDWATER)						95.40	0.00	95.40
HOSTED								
08/09/2023	0533		LCD moniter		08/09/2023	149.99		149.99
08/09/2023	0538		Port switch, Firewall		08/09/2023	2,580.00		2,580.00
08/09/2023	0571		block time agreement,BACK UP		08/09/2023	348.60		348.60
13/11/2023	0841		Hosted - spam protection		13/11/2023	288.00		288.00
13/11/2023	0881		back up, blocktime agreement		13/11/2023	432.60		432.60
Total of Invoices Due (HOSTED)						3,799.19	0.00	3,799.19
ICTHUS EVENT SOLUTIONS [ICTHUS]								
13/11/2023	0774		Xmas lights installation		13/11/2023	2,544.00		2,544.00
Total of Invoices Due (ICTHUS)						2,544.00	0.00	2,544.00
MALCOLM MACNEISH [MALC]								
13/11/2023	0950		Office light repair		13/11/2023	100.00		100.00
Total of Invoices Due (MALC)						100.00	0.00	100.00
PPL								
13/11/2023	5064		Music licence - woodlands		13/11/2023	969.86		969.86
Total of Invoices Due (PPL)						969.86	0.00	969.86
QIC systems [QIC]								
19/07/2023	5727		mothly licence		19/07/2023	1,100.52		1,100.52
Total of Invoices Due (QIC)						1,100.52	0.00	1,100.52
SECTION23								
13/11/2023	3.8		security officer -KP		13/11/2023	546.00		546.00
13/11/2023	3.9		Security officer - KP Oct		13/11/2023	364.00		364.00
Total of Invoices Due (SECTION23)						910.00	0.00	910.00

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Fair Oak & Horton Heath Parish Council

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Invoices Due for Payment by 13 November 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
SMART MARKETING [SMAR001]								
13/11/2023	2738		marketing support		13/11/2023	78.00		78.00
Total of Invoices Due (SMAR001)						78.00	0.00	78.00
SOURCE SUPPLIES [SOUR001]								
13/11/2023	850		cleaning products		13/11/2023	361.04		361.04
Total of Invoices Due (SOUR001)						361.04	0.00	361.04
TH WHITE								
13/11/2023	3099		machinery repairs		13/11/2023	328.80		328.80
Total of Invoices Due (TH WHITE)						328.80	0.00	328.80
Travis perkins [TRAV]								
13/11/2023	133		security fence Panel cafe		13/11/2023	437.21		437.21
13/11/2023	833		Fencing cafe		13/11/2023	235.94		235.94
13/11/2023	464		security fence - Cafe		13/11/2023	546.50		546.50
13/11/2023	588		Barrier Tape		13/11/2023	26.38		26.38
Total of Invoices Due (TRAV)						1,246.03	0.00	1,246.03
USTIGATE								
13/11/2023	3821		Off winterisation - splashpad		13/11/2023	1,278.00		1,278.00
Total of Invoices Due (USTIGATE)						1,278.00	0.00	1,278.00
WildFlower Turf [WILDFLOWER]								
12/04/2023	15767		enriched turf		12/04/2023	1,286.40		1,286.40
12/04/2023	15766		Turf		12/04/2023	547.20		547.20
Total of Invoices Due (WILDFLOWER)						1,833.60	0.00	1,833.60
wildwood machinery [WILDWOOD]								
13/11/2023	50785		labour for machinery repair		13/11/2023	128.70		128.70
Total of Invoices Due (WILDWOOD)						128.70	0.00	128.70
Total of Invoices Due (Creditors)						19,603.17	0.00	19,603.17
TOTAL OF INVOICES DUE (ALL LEDGERS)						19,603.17	0.00	19,603.17

CLLR NAME: _____

CLLR NAME: _____

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____

FULL COUNCIL – 20 NOVEMBER 2023**FAIR OAK CEMETERY ACCESS PATH****1 RECOMMENDATIONS:**

- 1.1 That the Council notes the contents of the report and approves Option 2 to improve the condition of the Cemetery access path, Fair Oak.
- 1.2 That the Council considers options available to them regarding the cemetery fence and, if necessary, allocates funds to support any future works.

2 PURPOSE

- 2.1. To consider the options set out below and approve the relevant budget request for the works.

3 INTRODUCTION

- 3.1. The Gov.uk website states that Public Rights of Way landowner responsibilities as the owner or occupier of land with a public right of way across it, you must keep the route visible and not obstruct or endanger users.
- 3.2. The Council have the right to improve the surface of a path (as an example our footpath also serves as a driveway), however, Hampshire County Council consent must be obtained prior to any works being undertaken.

4 BACKGROUND

- 4.1. In November 2019 the Parish Council was informed of Wyvern Technology College's security improvements works to their campus. This included the erection of additional fencing and closing gates which would limit access to the school.
- 4.2. Following notification, the Parish Council undertook a review of the amount of usage of the access path, to determine whether this has had a direct impact on the number of users and whether this, has in turn, increased the risk or likelihood of an accident occurring here.

5 IMPACT OF WYVERN SECURITY WORKS

- 5.1 Prior to access being limited to the school campus, via the school entrance adjacent to Fair Oak Cemetery, both students and parents of Fair Oak Infant and Junior schools were able to enter their respective schools via a link access through Wyvern School grounds, with these security works taking place this has restricted access to Wyvern students only.
- 5.2 The direct result of this is those infant and junior school students and parents who use this access route now find themselves in the position of having to walk along the access road to enter the school site via the entrance on Botley Road. Several parents and residents have raised their concerns regarding the safety of

pedestrians using the access road considering the access changes made by Wyvern College.

- 5.3 Initial assessments show that the access road is used by pedestrians and vehicles alike with no pedestrian/vehicle segregation in place. There is no lighting, and the condition of the surface is poor in places with sporadic root heave having taken place, in places breaking through the surface course of the access road and creating an ever-increasing number of trip hazards.
- 5.4 The width of the access road limits the options available when considering vehicle and pedestrian segregation. Currently, the access has a maximum clear opening width of 2.8m. There is a verge running parallel with the road on the northern boundary that has a minimum width of 1.4m. Depending on ownership status, this verge could be suitable for the construction of a separate raised footway, which would ensure pedestrian and vehicle segregation is achieved.
- 5.5 Consideration needs to be given to pedestrians with buggies, pushchairs and wheelchair users. These users would have great difficulty in giving way to vehicles should they encounter each other along this road. Drivers have limited space to move either side of the route with vehicles typically being in the region of 2.0m wide (allowing for side mirrors) this would leave just 800mm of hard standing for a wheelchair user – barely enough room to pass each other. Wheelchairs have an approximate width of between 550-650mm.
- 5.6 Root heave is likely to be an ongoing problem in the area with several large trees being present. This in turn creates the ongoing problem of removing the trip hazards created by the trees or putting other control measures in place to direct pedestrians away from trip hazards.

6 OPTIONS FOR CONSIDERATION

- 6.1 To mitigate the impact of the changes to the access arrangements at Wyvern, and to reduce the heightened risk of trip hazard accidents the Parish Council might wish to consider the following options: - All options would require a temporary closure notice from HCC which costs £2,225.00 and their agreement on the reinstatement standard. Heras fencing, barriers and signage will be erected as required to ensure public segregation under CDM.

- **Option 1: £45,519.00 +VAT**

165m long and 3.2m wide - excavate to a depth of 300mm and muck away arisings. Lay Terram full width of the road root barrier to the northern boundary. Place type 1 in 2 x 100mm layers. Re-lay the road 100mm thick in 20mm binder course (as surface course) with tie-ins cut as required on either end. This will be laid with a paver.

- **Option 2: £28,848.00 + VAT**

165m long and 3.2m wide - remove tarmac and excavate root-heaved areas. refill root heaved areas with type 1 on top of Terram, re-roll formation and place 100mm

of Hamer Warren self-binding path gravel on top. Create a tarmac path at the school entrance with edgings, 70mm binder and 30mm 6mm surface course.

- Option 3: £34,629.00 + VAT

165m long and 3.2m wide - excavate root-heavy areas to a depth of 300mm and re-fill with type 1 compacted-in layers. Place root barrier in these sections to the perimeter. Patch tarmac in these areas using 20mm binder and overlay the whole road with 45mm SMA surface course. Tie-ins are cut as required. the existing surface will be tack-coated.

- 6.2 Officers recommend that Option 2 be used in this instance, with a yearly review and report of the road condition being submitted to Full Council. Using Hamer Warren path gravel would allow Council Operations Staff to carry out quick repairs as required eliminating any discrepancies in the surfacing filling in potholes as they appear and grading out any future root heave problems. This option would also ensure the safety of the existing trees along the access path.

7 TREES

- 7.1. Root pruning is a procedure best suited to be carried out on trees at a younger age, pruning larger diameter roots of semi-mature trees could have the potential to affect the trees' health and stability.
- 7.2. It should be expected that the roots would react very much like pruning the in the canopy above ground, ideally the smaller the pruning wound the better, allowing the tree to adjust accordingly.
- 7.3. Any root pruning to allow full-depth re-instating of the pathway/roadway at this location would include cutting the roots very close to the stem (due to the location of stems adjacent to the roadway), leaving little to no stabilising root system on that side, this could potentially compromise the stability of the tree.
- 7.4. Best practice is to only remove 1 root per tree per year.

8 CEMETERY FENCING

- 8.1. The 6ft chain link fencing along the southern boundary of Fair Oak Cemetery has fallen into disrepair and needs replacing. Previous attempts to patch repair the fence are now failing, and it is no longer viable to continue to repair the fence this way as much of the fence is now suffering from rust damage and is eroded.
- 8.2. The fence acts as a boundary between the Cemetery and the public footpath that runs adjacent to the site. The fence restricts access to both people and wildlife, recently deer have been seen within the Cemetery. They eat the flowers left by visitors and damage newly planted trees.
- 8.3. Local school children have been seen entering the Cemetery via the broken fencing and using the site as a smoking area. Having multiple access/egress points to the site is undesirable from a maintenance/upkeep perspective.

- 8.4. A like-for-like replacement is recommended. Approximately 125 linear meters of 1800mm high x 50 x 50 x 3.15/2.24mm green PVC coated chain-link fencing clipped onto 3 No line wires, supported on 45 x 45 x 5mm angle iron intermediate posts concreted 600mm approximately into the ground at 3m centres and strained between 50 x 50 x 6mm angle iron end/two-way posts.
- 8.5. The Council could consider other options, such as no replacement or planting of natural barriers such as hedgerows.

9 FINANCIAL IMPLICATIONS

- 9.1 The costs associated with the access path project are set out in the table below: -

Cost of works	28,848.0
10% contingency	2,884.8
Footpath closure	<u>2,225.0</u>
Total	<u>33,957.8</u>

- 9.2 The cost associated with the replacement post and rail fencing along the west side of the cemetery is £6,500.
- 9.3 The Budget Task & Finish Group has recommended that the costs of the access path be met through the Lapstone Ear Marked Reserve so as not to burden the taxpayer in setting the tax base next year.
- 9.4 The Group has asked the Council to consider whether it wishes to go ahead with replacement fencing and how this should be funded.

10 CLIMATE/ENVIRONMENT IMPLICATIONS

- 10.1 Should the Council consider Options 1 and 3 the following implications arise:
- 10.2 Asphalt is a petroleum-based product. Concrete requires rock, sand, and a fabricated cement component to strengthen the material and hold the pavement together. Drilling, mining, processing and applying these materials to the roadway are resource-intensive processes.
- 10.3 Petroleum-based asphalt is a high-VOC (volatile organic compound) substance. As the product is converted to asphalt, significant quantities of harmful gases are released into the atmosphere. Likewise, the process of producing cement for concrete requires high levels of heat and generates substantial VOC (Volatile Organic Compound) emissions.
- 10.4 Asphalt-related products emit substantial and diverse mixtures of organic compounds into the air, with a strong dependence on temperature and other environmental conditions.
- 10.5 After some time, the emissions at summer temperatures level out, but they persist at a steady rate. That suggests there are long-term, continued emissions from asphalt in real-world conditions.

- 10.6 These can lead to secondary organic aerosol (SOA), a major contributor of PM2.5—an important regulated air pollutant comprising particles smaller than 2.5 micrometres in diameter—that have significant effects on public health.
- 10.7 Option 2 will ensure the longevity of the trees whilst also providing a permeable surface which will reduce the risk of flooding/pooling on the path by allowing rainwater to seep into the substrate. This is considered the most sustainable option.

11 CRIME & DISORDER IMPLICATIONS

- 11.1. None directly arising from this report.

12 EQUALITY & DIVERSITY IMPLICATIONS

- 12.1. The material used to pave the access path has been chosen to ensure that it is fully accessible by all including those with limited mobility and wheelchair access.

13 CONCLUSION

- 13.1. That the Council approves works to repair the cemetery access road using Option 2 as the preferred construction specification. And give consideration to the fencing replacement at the cemetery.

Further information:

Martin Johnson, Operations Manager
grounds@fairoak-pc.gov.uk

FULL COUNCIL – 20 NOVEMBER 2023

COMMUNICATIONS AND EVENTS TASK & FINISH GROUP

RECOMMENDATIONS REPORT

1. RECOMMENDATIONS

- 1.1. That the Council:
- 1.2. Notes the contents of the report;
- 1.3. Agrees the arrangements regarding the provision of the village Christmas tree as set out in paragraph 5.1 below;
- 1.4. Approves to the calendar of corporate events for 2024/25 and the allocated budget, as set out in **Appendix 1**;
- 1.5. Notes the social media/website statistics as set out in **Appendix 2**; and
- 1.6. Note the event and workshop safe space promise at **Appendix 3**.

2. INTRODUCTION

- 2.1 The purpose of the report is to provide the recommendations of the Communications & Events Task & Finish Group on the 2024/25 event delivery programme and arrangements for the provision of a village Christmas tree.

3. BACKGROUND

- 3.1. The Council's Communications and Events Task & Finish Group consists of the following members:

- Cllr Douglas (Chair),
- Cllr Meech,
- Cllr Stupple,

Supported by the Clerk, Communications and Events Officer and the Council's Admin Officer.

- 3.2. The Group last met on 18 October 2023 at which it discussed the 2024/25 calendar of events, associated budgets, awareness days, social media statistics and arrangements for the provision of the village Christmas tree.

4. CORPORATE EVENTS CALENDAR

- 4.1. The Council has historically hosted several events free of charge to residents as an effective method of marketing and communication. The events provide a positive

platform for the Council to: -

- Engage with the community in innovative/diverse ways,
- Provide a valuable outreach tool for increased participation,
- Support the local economy; and
- Raise the Council's profile amongst residents.

4.2. The provision of events allows the Council to meet its core strategic objectives of planet, people and place, adding community value by bringing the community together, fostering relationships and building community spirit.

4.3. As well as delivering a specific event objective, events also provide an opportunity for Council Officers to discuss other council activities, provide advice on service delivery and encourage volunteer opportunities.

4.4. Alongside corporate events, the Council's Community Development Officer will also arrange and support small community-based activities and project-specific events. These will be reported to the Council via each individual project such as Twynams Field and the Community Orchard enhancements. These have not been listed on the corporate calendar as they are largely adhoc and sometimes reactionary depending on the needs of specific community groups.

4.5. The Task & Finish Group agreed the annual calendar of corporate events with associated budgets, this is attached at Appendix 1.

4.6. The suggested calendar has been put forward with a variety of factors in mind such as seasonal holidays (Easter/Christmas), need to showcase a new facility (community café), national events (D-Day landings anniversary) and opportunities to gather/celebrate the local community as well as highlighting issues important to the Council such as nature recovery.

4.7. Events are very resource-intensive and require significant officer planning work and coordination. It is usual for two officers to lead on the delivery of events, however, other officers provide on-the-day event support. Whilst Councillors do support events where they can, officers provide the bulk of the support with some members of the community (usually staff family members) assisting.

4.8. Whilst the commitment to volunteering is above average in our community, more could be done to increase participation, and this is something which the Community Development Officer is actively working on. Volunteers are essential to the smooth running of events as well as provide an opportunity to take part in event provision.

4.9. With that in mind, some events suggested for next year will be provided in partnership with other partners. Usually, this will mean that the Council has all the insurance liabilities and retains overall control of health and safety.

4.10 Well-planned events should be fun and a great way of engaging and reaching as many

residents as possible. Event planning needs to be imaginative, well marketed and manned. This ensures a good level of participation, health and safety/risk analysis and staff support.

5. CHRISTMAS TREE PROVISION

5.1 At their meeting on 18 October 2023, the Group discussed the Parish Council's village Christmas tree provision. Due to recent supply and delivery issues, Officers suggested that members consider review of the provision, giving various alternative options and costings, namely: -

- Option 1: Purchase artificial tree (£3.5K)
- Option 2: Public art sustainable tree project (£2k)
- Option 3: No tree (£0)
- Option 4: Purchase LED tree (£1K)
- Option 5: Series of potted trees which then get planted (£1K)

5.2 Members could not justify the additional costs associated with the alternative provision and recommend that the status quo be maintained i.e., a real locally/sustainably sourced tree be provided.

6. DIGITAL COMMUNICATIONS

6.1. The Council's Communications and Events Officer has made great strides in establishing a greater presence on the Council's social media channels with statistics showing a rising number of engagements and followers. In order to highlight the value of utilising digital platforms for resident engagement, an annual key performance indicator report would be presented to Council. The current statistics are set out in Appendix 2.

6.2. It is being increasingly clear that the Council receive more engagement through its digital channels and this will continue to grow. To ensure that the Council maintains a link with its younger audience, the Communications and Events Officer will explore the benefits of creating a Tiktok and LinkedIn profile for the Council once she has completed relevant training.

6.3. The Council has over the past five years, through its social media channels made effort to acknowledge either through simple posts or linked community engagement activity, national and international awareness days particularly those related to nature and the environment. The awareness days for 2024/25 are set out in Appendix 1 and where relevant this is linked to an agreed corporate event.

6.4. To reach its diverse demographic, the Council will continue with blended engagement, with mix methods of communication. However, it is clear, through recent community surveys and engagement, that most residents expect dialogue through digital channels.

7. FINANCIAL IMPLICATIONS

- 7.1. The community events budget proposed for 2024/25 is £4,500. This includes £1,200 for the Christmas tree and lights.

8. CLIMATE/ENVIRONMENT IMPLICATIONS

- 8.1. As one of the Council's corporate priorities, planet, most events are themed around the environment and nature recovery. Other themed events will be organised with sustainable delivery methods in mind.

9. CRIME & DISORDER IMPLICATIONS

- 9.1. None directly arising from this report.

10. QUALITY & DIVERSITY IMPLICATIONS

- 10.1 To ensure a positive and rewarding experience for event attendees, events will be organised to that are they are safe, inclusive, and respectful for all participants. With this in mind, an event and workshop safe space promise has been developed and is attached at **Appendix 3**.

FOR FURTHER INFORMATION CONTACT:

Melanie Stephens, Parish Clerk

Email: clerk@fairoak.gov.uk

Appendix 1: Events and Awareness Days

1	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Event Name	Remembrance	Xmas Pallet Trail	Café welcomes Community	Café launch event	Great British Spring Clean
Description	Annual event	Annual festive pallet trail	Local neighbour invited to taster session & show around new café	Formal VIP launch event of café	Litter pick event with Infant School
Date/time	Sun 12 November	15-29 December	WB 15 January	25 Jan/1 Feb	20-Mar
Venue	Village square	New Century Park	Fountain Café, NCP	Fountain Café, NCP	Laptone Playing Fields
CAP Objective	People	People, Planet & Place	People & Place	People & Place	Planet
Coms Plan	socials, ebulletins & posters	Socials, e-bulletin & posters	Special invite	Special invite	Special invite
Officer Lead	Linda Greenslade/Carly Giles	Carly Giles/Kirsty Evans	Mel Stephens/Siobhan Strand	Mel Stephens/Siobhan Strand	Siobhan Strand/Kirsty Evar
Member Lead	Helen Douglas	Gary Stupple	Gary Stupple	Helen Douglas	
Budget	£50	£150	£150	£500	£0

1	Apr-24	May-24	Jun-24	Jul-24	Aug-24
Event Name	Spring Trail	When you where Me	D-Day 80th Anniversary	Love Parks Week	Cycle to Work Day
Description	Pallet spring trail/find the Easter bunny	Local Wyvern History Project	Commemorate 80th anniversary of the D-Day landings	Celebrate local parks	Cycle to pop-up bike repair shop
Date/time	1 -15 April	07-May	Thursday 6 June	24-Jul	08-Aug
Venue	Knowle Park	Wyvern College	Café - info boards. Lantern lit on memorial	New Century Park	Fountain café
CAP Objective	People & Planet	People & Place	People & Place	People & Place	People, Planet & Place
Coms Plan	Socials, e-bulletin & banners	Special invite	Socials, e-bulletin & posters	Socials, e-bulletin & posters	Socials, e-bulletin & posters
Officer Lead	Carly Giles/Kirsty Evans	Mel Stephens/Siobhan Strand	Siobhan Strand/Linda Greenslade	Siobhan Strand/Carly Giles	Siobhan Strand/Carly Giles
Member Lead		Helen Douglas	Helen Douglas		
Budget	£0	£0	£50	£0	£150
2	Apr-24	May-24	Jun-24	Jul-24	Aug-24
Event Name	Annual Parish/Earth Day	Endangered Species Day	Volunteers Week		
Description	Earth/Climate themed annual parish event	Public Art trail showing british wildlife on the red	Celebration & giving of thanks to local volunteers		
Date/time	22-Apr	17-May	01-Jun		
Venue	Fountain Café	Knowle Park	Fountain Café		
CAP Objective	Planet & People	Planet			
Coms Plan	Socials, e-bulletin & posters	Socials, e-bulletin & posters			
Officer Lead	Mel/Michelle	Mel/Michelle/Siobhan			
Member Lead	Helen/Michelle	Gary & Michelle			
Budget	£500	£1,000	£400		
	£500	£1,000	£450	£0	£150

1	Sep-24	Oct-24	Nov-24	Dec-24
Event Name	National Food Bank Day	N o e v e n t s	Remembrance	Xmas Pallet Trail w
Description	NATIONAL FOOD BANK DAY - September 6, 2024 - National Today		Annual event	Annual festive pallet trail with jumper swap shop on first day?
Date/time	06-Sep		Sun 11 November	Dec school holidays 24
Venue	Fountain café		Village square	New Century Park/Café
CAP Objective	People & Planet		People	People, Planet & Place
Coms Plan	Socials, e-bulletin & posters			Socials, e-bulletin & posters
Officer Lead	Carly Giles/Michelle L-Allen		Linda Greenslade/Carly Giles	Carly Giles/Kirsty Evans
Member Lead	Michelle Marsh		Helen Douglas	Gary Stupple
Budget	£150		£50	£0
2	Sep-24	Oct-24	Nov-24	Dec-24
Event Name		N o e v e n t s	Christmas tree & lights	Christmas Lantern Parade
Description			Install Xmas tree & lights in parish	Lantern parade to celebrate Xmas with local community
Date/time			TBC	TBC
Venue			Various	Fountain Café/NCP
CAP Objective			Place & People	Place & People
Coms Plan			Socials, e-bulletin & posters	Socials, e-bulletin & posters
Officer Lead			Martin Johnson	Kirsty Evans/Linda Greenslad
Member Lead				Gary Stupple
Budget			£1,200	£1,000
	£150		£1,250	£1,000

1	Jan-25	Feb-25	Mar-25	Apr-25
Event Name	N o e v e n t s	N o e v e n t s	Great British Spring Clean	Spring Trail
Description			Litter pick event with Infant School	Pallet spring trail/find the Easter bunny
Date/time			TBC	Easter Sch holiday
Venue			Laptone Playing Fields	Knowle Park
CAP Objective			Planet	People & Planet
Coms Plan			Special invite	Socials, e-bulletin & banner
Officer Lead			Siobhan Strand/Kirsty Evar	Carly Giles/Kirsty Evans
Member Lead				
Budget			£0	£0
2	Jan-25	Feb-25	Mar-25	Apr-25
Event Name	N o e v e n t s	N o e v e n t s		Annual Parish
Description				Community themed parish event
Date/time				TBC
Venue				Fountain Café
CAP Objective				People
Coms Plan				Socials, e-bulletin & posters
Officer Lead				Mel/Siobhan
Member Lead				Helen/Michelle
Budget				£250
			£0	£4,500
24/25 allocate £4.5k				

Month	Awareness Day	Action	Lead Officer
Nov-23	Movember - About Us - Our Story	Social post	Carly Giles
Dec-23	7 Dec Christmas Jumper Day	Council photo/collection/post	Carly Giles
Jan-24	17-23 January Big Energy Savings Week	Social post	Michelle/Carly
Feb-24	2 Feb Time to Talk Day 17 Feb Random Acts of Kindness	Social post	Carly Giles
Mar-24	3rd World Wildlife Day 7th World Book Day Food Waste Action Wk	Social post	Carly /Michelle
Apr-24	22 April Earth Day	Annual Parish Assembly/Post	Mel/Michelle
May-24	13rd MH Awareness Week 17th Endangered Species Day 13-17 Walk to Week 20th World Bee Day	Social Post & Event	Carly/Mel/Kirsty
Jun-24	Pride Month 5th World Environment Day 16th World Refill Day 22th Rainforest Day	Social Post/Artwork in bus shelters	Carly/Mel/Kirsty/Michelle
Jul-24	Love Parks Week 24 July	Social Post & Event	Carly Giles
Aug-24	12 August Afternoon Tea Week (promo café)	Social post	Carly Giles
Sep-24	6 Sept - National Food Bank Day 16-22 Sept Jeans 4 Genes FSC Forest Week	Social Post & Event	Carly Giles
Oct-24	5 Oct - World Teachers Day & 14-22 Oct Recycle Week (Big Recycle Hunt with School)	Social post	Carly Giles
Nov-24	13 Nov - World Kindness Day	Social Post & Event	Carly Giles
Dec-24	4 Dec - Wildlife Conservation Day	Social post	Carly Giles



Communications Output

Social Media

Appendix 2: Communications Output

175 new Facebook
followers since Oct
2022



current total
is 2,528

69 new Instagram
followers since Oct
2022



current total
is 356

Popular Facebook Posts since October 2022 to date

Kings Coronation Event - 6 May 23

Post reach 6,787

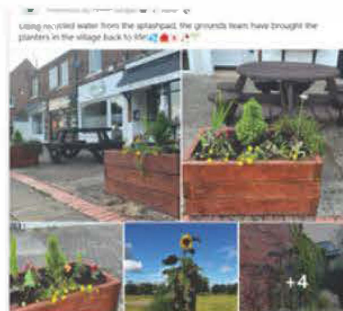
Post engagement 2,583



Recycling Water from Splashpad - 30 June 23

Post reach 5,197

Post Engagement 749



Library Re-opens - 16 July 23

Post reach 5,269

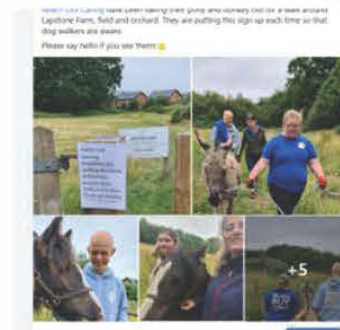
Post engagement 1,112



Reach Out Caring Pony & Donkey Walk - 3 July 23

Post reach 2,800

Post engagement 1,228





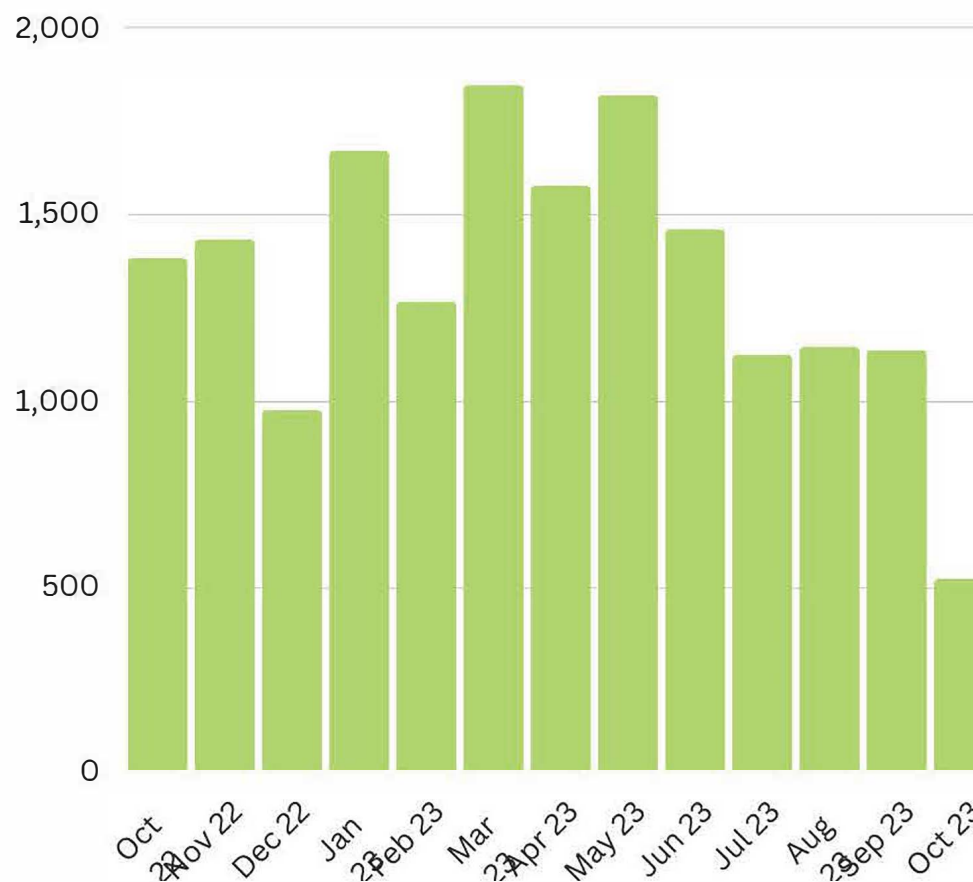
Communications Output

Fair Oak & Horton Heath Parish Council Website

Top 5 visited pages (between Oct 22 and Oct 23)

- Knowle Park
- Woodlands Oak Hall
- Useful Contacts
- Horton Heath Main Hall
- Recreational Facilities

Website Hits per month from Oct 22 to date



“Google has changed the way it counts website visitors

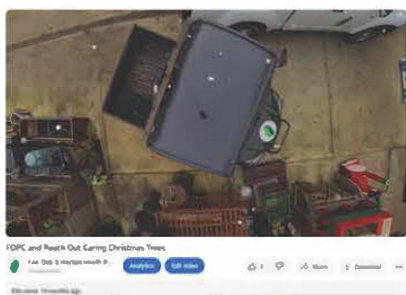
From July 23, Universal Analytics (UA) by Google has migrated to GA4, an updated analytics tool. GA4 counts users differently than UA, focusing on Active Users instead of Total Users. This means that website hits and organic hits may look much lower than when they were measured using UA. You can find out more about the differences between UA and GA4 here: <https://support.google.com/analytics/answer/11986666?hl=en#zippy=%2Cin-this-article>.”



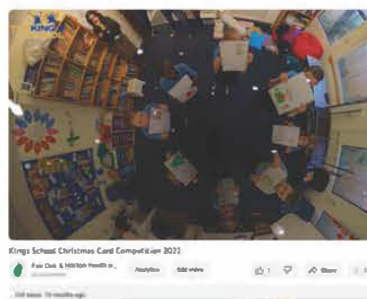
Communications Output

Popular videos on our You Tube Channel

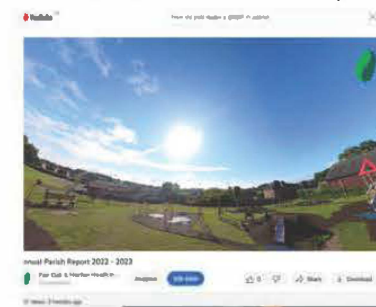
530 views - 3 Dec 2022
Reach Out Xmas Trees



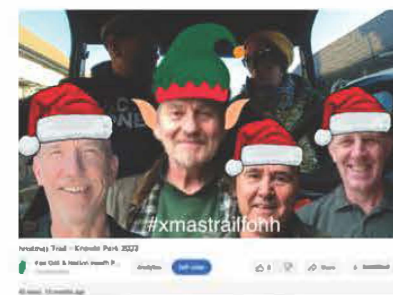
107 views - 24 Nov 2022
Kings School Xmas Cards



52 views - 24 April 2023
Annual Parish Report

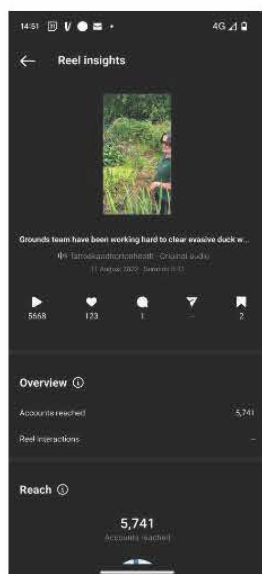


45 views - 16 Dec 2022
Annual Parish Report

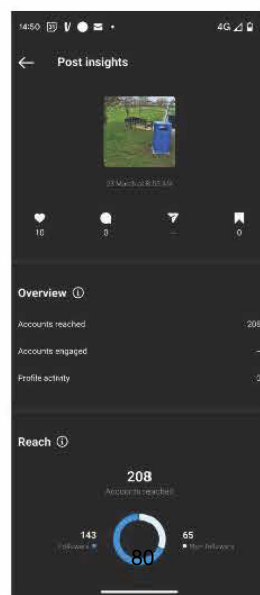


Popular Instagram Posts

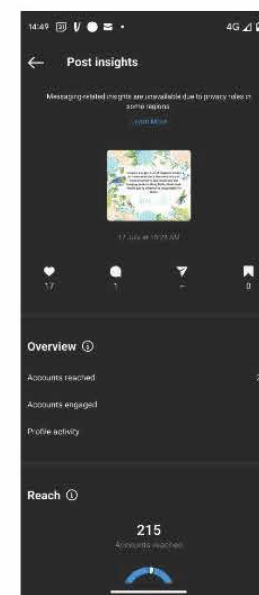
5,741 views
on this video of
Kirsty and Colin
Pond dipping



208 views
of the new bins
at NCP



215 views
of this thank you
message from
a resident
about the
hanging baskets



EVENT/WORKSHOP SAFE SPACES PROMISE

Welcome to our workshop. As a Council, we commit to establishing spaces that are safe, inclusive, and respectful for all participants. To ensure a positive and rewarding experience for everyone, we ask that you adhere to the following Safe Spaces Promise:

➤ **RESPECT FOR ALL:**

Treat every participant with kindness, respect and consideration, regardless of their background, identity, or beliefs. Be mindful of your language and actions and avoid engaging in discriminatory or offensive behaviour.

➤ **LISTENING & EMPATHY:**

Practice active listening and try to understand others' perspectives, even if they differ from your own. Show empathy and support to those who may share personal experiences or challenges during discussions.

➤ **NO ASSUMPTIONS:**

Avoid making assumptions about the opinions, experiences, or identities of other participants. Instead, ask questions and engage in respectful inquiry.

➤ **INCLUSIVE LANGUAGE:**

Use inclusive language whenever possible to make all attendees feel welcome and respected.

➤ **MUTUAL RESPECT:**

Foster a spirit of mutual respect where everyone's contributions and ideas are valued.

➤ **REPORTING CONCERNS:**

If you witness or experience any behaviour that violates this agreement, please report it to our Clerk or event support staff. We are here to support you.

➤ **CONSENT:**

Respect personal boundaries and obtain explicit consent before initiating any physical contact or crossing personal boundaries.

➤ **OPEN DIALOGUE:**

Encourage open and constructive discussions. If you disagree with someone, do so respectfully and engage in meaningful dialogue rather than engaging in personal attacks.

➤ **FEEDBACK:**

If you have any feedback on how we can enhance this agreement, please let one of the Council's staff know.

By attending this workshop, you agree to abide by this Safe Space Promise. Our goal is to create an atmosphere where collaboration can flourish.

Thank you.

COMMUNITY INVESTMENT PROGRAMME (CIP)

1. RECOMMENDATION

- 1.1 That the Council review the draft Community Investment Programme (CIP) attached at **Appendix 1** and make recommendations for any alternations prior to submission to Bishopstoke, Fair Oak and Horton Heath Local Area Committee for their consideration.

2. BACKGROUND

- 2.1 The Community Investment Programme for Fair Oak and Horton Heath is a rolling programme which identifies areas requiring investment within the local community using Section 106 Developers' contributions.
- 2.2 The CIP is an important tool used to identify projects which help to support neighbourhoods and enhance the lives of local people. This could be achieved by delivering new community assets or ensuring that current assets are modernised, repaired and adequately maintained.

3. SECTION 106 DEVELOPERS' CONTRIBUTIONS

- 3.1 New development must be supported by physical, social, and green infrastructure. Section 106 developers' contributions are collected to make new developments acceptable in planning terms, providing mitigation to serves to minimize the impacts on the local community and infrastructure. 106 monies provide a funding stream for this infrastructure.
- 3.2 Section 106 funds can be used to fund a broad range of facilities and infrastructure including transport, schools, hospitals, play facilities, public art, green infrastructure and much more.

4. THE COMMUNITY INVESTMENT PROGRAMME

- 4.1 The CIP list is a process where the Parishes highlight priorities/projects for receipt of the Section 106 funds. The projects currently listed in **Appendix 1**, are based on local need which has been identified by the Officers after regular review of various community surveys undertaken throughout the year as well as communication with key stakeholders. This Council is requested to approve the priorities which accord with the principles of the Council's Corporate Plan Priorities, that of Planet, People & Place.
- 4.2 The CIP priorities were reviewed and agreed by the Council approximately 12 months ago. Some of these priorities have been achieved and delivered by the Parish and it is therefore timely to update these priorities and to include new projects.
- 4.3 CIP priority lists are used by the Borough in negotiations with developers to secure appropriate and justifiable developers' contributions which must be linked directly to the impact of any local development.
- 4.4 Members are reminded that where developers' contributions are not spent in the prescribed timescale and for their intended purpose (as per the legal section 106 document) the funds revert to the developer. It is therefore vitally important that the projects identified on the list are completed in good time once funds are released, to prevent this from happening. This is

particularly vital in this parish, where residents and our natural landscape have been impacted by large-scale development.

5. FINANCIAL IMPLICATIONS

- 5.1 An updated and evidence-based CIP list is essential to justify requests for developers' contributions. Investment in the local infrastructure and amenities would be severely restricted if not permanently lost, without this list.

6. EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 The Equality Act is not relevant to the decision in this report as the decision does not relate to eliminating discrimination, advancing equality of opportunity, or fostering good relations between different people. The equality and diversity implications will be assessed when funding is allocated.

7. ENVIRONMENTAL IMPLICATIONS

- 7.1 Priorities identified for the inclusion in the report where possible directly relate to the actions set out in the Council's Climate Change Action Plan.

8. CRIME AND DISORDER IMPLICATIONS

- 8.1 None arising directly from this report.

9. CONCLUSION

- 9.1 The Community Investment Programme is an important reference document to assist both the Borough and the Parish in delivering essential community infrastructure to support a growing and thriving community.

For Further Information Please Contact:

Melanie Stephens, Clerk clerk@fairoak-pc.gov.uk

Appendix 1 Community Infrastructure Itemised and Completed List

BIFOHH CIP LIST - FAIR OAK & HORTON HEATH

Cost Allocation		Priority	When	Size					
	Already allocated/Project not yet started	L=Low	S=Short	S=Small					
	Short-term priority for future allocation - subject to LAC approval	M=Medium	M=Medium	M=Medium					
	Longer-term priority	H=High	L=Long	L=Large					
Project/location	Proposal	Priority (L-M-H)	When (S-M-L)	Size (S-M-L)	Feasibility / Cost exercise Total Project Cost	Allocated DCs	Short-term allocation required (estimate if no Feasibility)	Long-term allocation required (estimate if no Feasibility)	Justification/comment
CS Objective – Green Borough – Developing green infrastructure									
Open space/Local First									
Living Wall & pollinator planters	Installation of a living wall and community planters at the Fountain Café	H	M	M	Yes				Included within wider DC contributio to the Café project
Wildflower swathes	To plant wildflower swathes in public amenity spaces	H	S	S				10,000	Wildflower planting, using a variety of methods has mixed results, however using wildflower turf has proved very succesful at Meadowsweet Way. Using this fool proofed methods, to increase pollinator plants in the Parish to increase BNG
Green sun sails with rain water harvesting	To provide shade for splashpad users at NCP and increase BNG on site	H	S	M				25-30,000	Using public art funds to source an innovative sunshade/sail in the shape of a tree/flower with the shade elements being living and collect rain water
Rain Water Harvesting	To install large capacity water butts with planters at public buildings	H	S	M	No		£450 per 375litre butt		<ul style="list-style-type: none"> Provide sustainable integrated water management for the building. Reduce pressure on public water utilities and infrastructure Ensure wider park site is more resilient to the effects of climate change Provide sustainable water to support new and existing planting schemes across the parish
Urban green projects	To increase biodiversity in the Parish, small scale projects needed to include: green roofs for buses, vertical wall planting, tree & bee corridors	H	S	S					Fair Oak has been subject to large scale development which has caused the loss of natural habitats for wildlife and reduction in green spaces. To mitigate this, greening projects are suggested to increase biodiversity as well as improve health and wellbeing of residents. The Parish has funded its own Bee & Tree Project completed in 2022. EBC approached in 2021 to jointly deliver a bee bus stop.
Bird/bat boxes	Fix bird/bat boxes in key locations across the villages	M	S	S	No			1,000	To mitigate the adverse effect of development on local ecology and biodiversity.
Walk signs	All weather markers indicating residents walking time to key routes/attractions in the villages	L	S	S				2,000	To promote health and wellbeing of residents, encourage walking, reduce use of vehicles on the roads, increase awareness of key attractions/points of interest in the villages. The Parish has already delivered its own steps waymarkers using recycled materials. More materials and locations needed.
Solar panels	solar panels on community centres and community owned buildings (where cost effective)	M	L	M	No			100,000	To ensure the future sustainability of the centres which are of value to the wider community. Reduce carbon footprint. The Parish Council has precepted for installation of Woodland Community Centre. Needs support for insallation of panels at the Community Cafe & Library. DC's received as part of the wider cafe contribution to support solar installation at the cafe

Project/location	Proposal	Priority (L-M-H)	When (S-M-L)	Size (S-M-L)	Feasibility / Cost exercise Total Project Cost	Allocated DCs	Short-term allocation required (estimate if no Feasibility)	Long-term allocation required (estimate if no Feasibility)	Justification/comment
LAP Objective – Green Borough – community facilities/community development									
Stoke Park Farm Co-design	To ensure that the public & key partners have opportunity to codesign facilities at SPF, commission a series of collaborative workshops and report of findings through external provider as impartial/critical friend	H	S	M	No			25,000	Ensure that the facilities at SPF are codesigned with the public and key partners to get greater buy-in and support. TO ensure the approach is fully collaborative and successful and unbiased third party (such as Dialogue Matters for example) should be commissioned to oversee this. The consultation approach undertaken to date is outdated and shows poor commitment to collaboration and partnership.
Outside games tables	Fixed outside games tables in Y-Zone & KP - table tennis additional provision for older children in the village.	M	S	S	No			10,000	Play equipment in both villages is predominately geared for younger children. The only offer for older children is the skate park. Need to enhance provision for older children. Improve the health and wellbeing.
Community Fridge	Installation of community fridge	M	M	S	No			2,000	Set up a community fridge at the new community café. Reduce food waste and supply food to those in need. Fridge already sourced by the café. Cost will help support set, volunteer training etc
Y Zone Youth Centre (1)	Sustainability enhancements - rain water harvesting and living wall	M	M	S-M	No				
Y Zone Youth Centre (2)	Replacement/Improvement/Extension of equipment and facilities.	M	M	S-M	No			40,000	Replacement/ Improvement/Extension of equipment and facilities. Current facility is 'tired' and not a good offer for our Young People. Recommended programme to commence from 2016. Increased housing puts pressure on this facility which serves all 3 villages.
Outside book of remembrance	Provision of outside book of remembrance	L	M	S	No			10,000	vandal proof book of remembrance near the memorial and vandal proof containing details of service men who have died.

Project/location	Proposal	Priority (L-M-H)	When (S-M-L)	Size (S-M-L)	Feasibility / Cost exercise Total Project Cost	Allocated DCs	Short-term allocation required (estimate if no Feasibility)	Long-term allocation required (estimate if no Feasibility)	Justification/comment
LAP Objective – Green Borough – quality public realm									
Electric car charge points in village centre	As with Eastleigh town centre, provide electric car charge points	M	M	S	No			50,000	As electric cars become increasingly popular and to meet Government targets to reduce carbon emissions and improve air quality
Charging points at bus shelters	Bus shelters with charging points for phones etc, to enable people to charge electronic devices and sit outside.	M	M	S	No			20,000	Modern facility - keeping up with bus and rail travel who offer free charging points (could be powered by solar panels on roof of the shelters)
CS Objective – Prosperous Place – Reinvigorating town and local centres									
Fair Oak Village Centre	Full upgrade and enhancement of the village centre to enable new and existing residents to be part of the community by maintaining a vibrant, effective hub. Include planters, landscaping, waymarkers and public art	H	M	L	No (but def needed)			100,000 - 5,000,000	Currently the village centre has become tired and lacks the capacity to meet the needs of an increasing population. Investment is needed to ensure a vibrant local hub is available to maintain community cohesion an attractive environment, the health, wellbeing and economic sustainability of the population.
Solar powered bins	To provide solar powered bins to reduce carbon footprint of refuse vehicles	L	M	M	No			12,000	New Forest District Council, in trying to reduce the number of unnecessary visits to bins in their town and village centres, have installed solar bins which indicate when they are at capacity. To lower carbon emissions in the Borough and improve air quality the same is suggested in the Borough - using Fair Oak as a pilot scheme
Village WIFI	A centralised WIFI for the village	M	M	M	No			55,000	Like Eastleigh Town Central to provide free WIFI in the village centre
Electric Vehicle Charging points	Electric vehicle charging points in both villages at an appropriate locations.	M	M	L	Yes			50,000	Assist EBC in its targets of becoming carbon neutral, reduce CO2 emissions and improve air quality. See recent report considered by NFDC Cabinet to introduce this in the New Forest.
Makers market or carboots in village square. Increase street trading.	Increase commercial activity in the village centre, would increase footfall in the village which requires economical development	M	M	S	No			10,000	Help Parish Council facilitate street trading, road closures, marketing etc to increase economic activity in the village centre which will in turn attract more commercial activity.
Digital "smart benches"/Public art	Smart benches which provide residents with local info when charging their devices, could be linked to public art to communicate better with our residents. Two benches already installed.	H	S-M	S	No			20,000	Enhance the experience of those visiting the area, providing information to residents quickly - no paper therefore promoting the environment. Parish has already funded two benches in the 22/23 precept

Project/location	Proposal	Priority (L-M-H)	When (S-M-L)	Size (S-M-L)	Feasibility / Cost exercise Total Project Cost	Allocated DCs	Short-term allocation required (estimate if no Feasibility)	Long-term allocation required (estimate if no Feasibility)	Justification/comment
LAP Objective – Green Borough – community facilities/community development									
Mobile pop up shop	In order to support SME's/Start ups, a mobile pop up shop to be made available for hire at a reduced rate. Mobile meaning that business could be taken across parish and offers flexibility	M	M	L				50,000	Mobile pop up shops particularly benefit those who are disadvantaged by lack of personal transport, limited physical mobility, and those seeking employment or volunteer opportunities. They engage large numbers of the community and stimulate social activity and community cohesion. As well as provide low cost venues for new businesses.
Installation of Solar Bins	Installation of solar bins around the parish (successfully piloted by New Forest District Council). The bins 'notify' the waste carrier when they are full, meaning less trips to go and empty therefore reducing carbon footprint. Each bin £66k	M	S	S	Yes		35,000		They work off an app and notify the operative when they need emptying, the company sets all that up and you can track for data purposes levels of waste. They compact in the 240ltrs up to a 1000ltrs of waste. This then should mean less visits and so therefore reduce down fuel used and labour spent on visits. So reducing down the carbon footprint.
Bike shelters with solar lighting	Installation of bike shelters with integrated solar lighting (panels on top of shelter) to encourage residents to use greener forms of transport	L	M	S	Yes		10,000		Encouraging residents to use greener forms of transport thus reducing carbon footprint
Existing Horton Heath Community Centre	Improve the existing building - including ensuring it is DDA compliant and the floor is replaced for all sporting use.	H	S	M	No		90,000		Building was formally taken over by the Parish Council in Nov 18, this is an old being requirement modernisation. The Parish Council has already installed a new kitchen in the centre, however further internal work needed eg replacement toilet facilities.
Public art	mobile public art - for use to capture community feeling (white cube/giant blackboard)	M	M	S	No			8,000	Innovative way to engage with residents
Interactive wildlife information boards/art	Install interactive wildlife information boards to educate residents (esp children) in the local wildlife, their importance and how to care/protect them.	S	S-M	S	No			30,000	Install in Knowle Park, Lapstone Park and Crowdhill Green (link to Stoke Park Woods).
Community food garden	community food garden, similar to the community orchard already in place. Possible at Dean Road.	M	M	S	no			40,000	To enhance open spaces for the wellbeing of the community, particularly those with limited income. Also promotes healthier lifestyles, improves mental health and wellbeing.
Community Cinema	Purchase of key cinematic and audio equipment, licenses etc to enable Horton Heath Community Centre to host community cinema events.	L	M	L	No			100,000	Nearest cinema in Eastleigh - can be costly for those on lower incomes, less traffic on the roads, better for environment. Also reaches out to those most vulnerable and isolated.
Total						1866000	135000	112000	

Project/location	Proposal	Priority (L-M-H)	When (S-M-L)	Size (S-M-L)	Feasibility / Cost exercise Total Project Cost	Allocated DCs	Short-term allocation required (estimate if no Feasibility)	Long-term allocation required (estimate if no Feasibility)	Justification/comment
ONE HORTON HEATH									
Lapstone Playing Fields	Extra changing rooms for the Pavilion at Lapstone playing fields. Increase demand as Woman's football increasing.	H	S	L	255,000	50,000			Two team changing rooms plus official's space. The new changing rooms are to enable more girls to be accommodated as users. Girls remain under represented in football and cricket.
Satellite Depot	Second depot for the grounds maintenance staff, located in Horton Heath area.	H	S-M	L	No			200,000	Expanding Parish Council means current facilities for storing equipment will soon become too small. Need additional site to store grounds maintenance equipment. Needs to be situation near new Horton Heath Development provision at both ends of the Parish.
ATP's	Artificial Training Pitches to be included as part of any new recreation ground (West of HH) to enable possibility of a revenue income and support local teams for training.	M	M-L	L	No			300,000	Football demand is increasing particularly amongst ladies teams. Football provides income for the Council whose grants are reducing. Need to improve provision.
Changing rooms	Changing rooms	M	M-L	L	No			150,000	Changing rooms to service either all weather football pitches or second cricket wicket at the West of Horton Heath Development
Skate park horton heath	skate park horton heath as part of the new development	M	M-L	M	No			150,000	To provide additional facilities for young people
New Allotments	Allotments	H	M-L	M				300,000	Allotments need to firstly service new residents at the West of Horton Heath Development as well as meeting current demand. The Parish Council has a long waiting list. Owning an allotment promotes health and wellbeing.
New Community Centre as part of West of Horton Heath Development	To build a new community centre as part of the 2 x housing developments that form the West of Horton Heath Development.	M	M-L	L	No	1,600,000			Original 106 details this community centre to be part of the development and provided by the developer. Following the recent changes and delay, further detailed master planning is required. This provides an opportunity for the Council and the FOPC to further influence this facility.
Community development worker(s) as part of OHH	2 Community development workers employed for three-six years	H	S-M			250,000			Provision of staff to enable the engagement and integration of new with existing residents and create sustainable communities and create activities and facilities that enhance Health and wellbeing. To help launch, market and manage the new community centres and ensure each community facility speaks to the other. The £100k contribution for a dev worker is still contained within the S106 legal agreement for the West of HH scheme. The timescales for this are linked set out within the 106 agreement and are phased payments aligned with development stages on site.

	Project completed								
	Project near completion								
	Parished delivered using own precepted funds								
Project/location	Proposal	Priority (L-M-H)	When (S-M-L)	Size (S-M-L)	Feasibility / Cost exercise Total Project Cost	Allocated DCs	Short-term allocation required (estimate if no Feasibility)	Long-term allocation required (estimate if no Feasibility)	Justification/comment
Hotbins at Parish owned buildings	To help with waste reduction in the Borough the installation of Hotbin composters at all parish owned buildings with high footfall. Food waste is quickly and easily turned into compost which would be used in grounds maintenance and planting.	H	S	S	Yes		1200		https://youtu.be/OExeBM-1s5U
Splash pad facility in NCP	Recent surveys shown this is something the residents really want. Would link up with the NCP improvements such as Café and landscapign. Destination area for the village centre.	M	M-L	L	No			200,000	To provide family leisure facility in the village - linking up a splash park with public art. The Parish has already some EMR for this project which would link up to the new Shorts Road Café and NCP improvements
Fair Oak Squash Club	Assist in the Clubs extension proposals	M	M	M	No			50000	Growing club are growing out of their current space.
Fair Oak library	Either extend existing library or have small facility in new WHH centre - to meet the needs of expanding population.	M	M	L	No			60000	New facility to meet MLA space standards. Space at existing library falls below MLA space standards when taking into account projected increase in future population. HCC to advise further in light of proposals at Horton Heath.
Living Art	Willow art structures in Knowle Park & NCP - crown shape to commemorate the Queen's Platinum Jubilee	M	S-M	S	Yes		1,500		To commemorate the Queen's Platinum Jubilee whilst increasing planting and areas for reflection for residents.

	Project completed								
	Project near completion								
	Parished delivered using own precepted funds								
Project/location	Proposal	Priority (L-M-H)	When (S-M-L)	Size (S-M-L)	Feasibility / exercise Total Project Cost	Allocated DCs	Short-term allocation required (estimate if no Feasibility)	Long-term allocation required (estimate if no Feasibility)	Justification/comment
New Century Park/Community Café	Demolition of scout hut and replacement community café along with public art and sustainability elements such as rain water harvesting & living walls	H	S	M	No	TFI	157,000		The Scout troop have now been re-housed in the Crowdhill (Woodland) Community Centre. Following extensive survey work, the Community requested and supportive of a brand new community café on the site to include courtyard with smaller outbuildings for outreach work such as art therapy, repair shops etc. A planning application has now been submitted to EBC for approval. The current funds allocated, along with funds from the Parish fall short of the costs of the building and the environmental enhancements needed. Request further additaional allocation to complete project.
Lapstone Playing Fields	2nd Wicket	H	S	L	255,000	255,000			Fair Oak Cricket Club is bucking the trend with grass roots participation. The club has gone from strength to strength and requires a 2nd cricket square to meet its needs. The clubs preference is for a 2nd wicket at Lapstone Farm, though there are still many unknowns regarding this proposal, also, as land owner the final decision will lie with the Parish Council. Should this not be viable, a second wicket within the Parish is still required to help the club meet the needs of is local players.

	Project completed								
	Project near completion								
	Parished delivered using own precepted funds								
Project/location	Proposal	Priority (L-M-H)	When (S-M-L)	Size (S-M-L)	Feasibility / Cost exercise Total Project Cost	Allocated DCs	Short-term allocation required (estimate if no Feasibility)	Long-term allocation required (estimate if no Feasibility)	Justification/comment
Bottle filling stations/drinking fountains	Install bottle filling stations/water fountains at key locations across the villages such as at the playing fields & Knowle Park.	H	S	L	No	20,000			Encourage reduction of plastic usage, provide a basic need facility - provision of water for residents. Promote health, whilst also reducing use of plastics. Parish Council delivered this project through its own precept. Across three key locations in the village. Parish funded these in the 21/22 preceptt
Defibrilators	The Parish Council has installed defibs at the two community centres, playing fields and assisted with installation outside the squash club. Need defib at Parish Office & any new compound	M	S-M	S				15,000	To promote the health and wellbeing of those on new development through life-saving equipment. Parish Council has delivered this via its own funds.
Bulb planting	To mitigate the adverse impact of developments - enhance verges near to these and introduce bulb planting.	H	S	S				5,000	Bulb planting near new developments such as corner of Knowle Lane/Mortimers Lane to improve visual asthetics of the roads sides/verges which have been damanged due to building work. Parish Council has delivered this via its own funds. However, more areas could be planted (to include wildflower rivers on all sites).
Flowers	Hanging baskets & floral displays at key locations in the villages	M	S-M	S				15,000	To enhance the look of the village(s). Parish Council delivered this via its own funds.
Replacement Bin/street furniture project	Update, replace and keep fresh bins and street furniture around bishopstoke	H	S	S	Yes	10,000			As the area grows, so does the need for more bins and dual use bins to accommodate dog waste. Other small pieces of street furniture fall into this category.
Cemetery Road	To improve access along the access road to FO cemetery	H	M	L	Yes			70 - 100000	Since Wyvern changed access to their site, greater numbers of school children and their parents are using the cemetery access road to get to school. There is considerable root heave, causing trip hazards. The path isnt lit so can be hazzardous in the dark. The access road needs to be resurfaced to provide safe access to school.

MEMBERSHIP OF COMMITTEES & OUTSIDE BODIES 2023/24

Asset Committee (8 Members)

Cllr S Anderson
 Cllr C Bird (Vice-Chairman)
 Cllr S Broomfield
 Cllr H Douglas
 Cllr K Forfar Cllr
 G Meech
 Cllr D Scott (Chairman) Cllr
 M Smith

Finance Committee (8 Members)

Cllr P Barrett
 Cllr H Douglas (Chairman) Cllr
 N Couldrey
 Cllr W Chivuchi
 Cllr K Forfar
 Cllr T Higby
 Cllr M Marsh
 Cllr B Tennent

Task & Finish Groups (standing groups) Budget

Councillors: Couldrey, Douglas (Chairman) & Chivuchi
 Officers: Mel Stephens (Clerk) & Jo Cahill (RFO)

Climate Change

Councillors: Marsh (Chairman), Forfar & Bird
 External: Bruce Mitchell & Christopher Chester, Zoe Wild
 Officers: Mel Stephens (Clerk) & Michelle Leadbitter-Allen (Deputy Clerk)

Communication & Events

Councillors: Douglas (Chairman), Meech & Stupple
 Officers: Mel Stephens (Clerk), Linda Greenslade (Deputy Clerk), Carly Giles (Communications & Events Officer)

Community Café

Councillors: Forfar (Chairman), Higby & Stupple
 Officers: Mel Stephens (Clerk), Carly Giles (Comms & Events Officer)

NB: Planning applications dealt with under officers delegated authority and where appropriate (over 10 units or contentious) referred to Full Council for consideration.

OUTSIDE BODIES REPRESENTATIVES 2023/24

ORGANISATION	Representatives
Allotment Association	Cllr Forfar
Eastleigh District Association of Local Councils	Alternate between members
Fair Oak Village Hall Management Committee	Vacancy
Fair Oak Squash Club	Cllr Douglas
Twynams Trustees	Vacancy
Street Pastors	Cllr Bird
Y-Zone Management Committee	Cllr Douglas & Clerk

Last updated: 25 July 2023

NOVEMBER 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Communications & Events T&F Grp	To receive recommendations from the Group	Presentation	Clerk/Comms Officer
Community Investment Programme	To agree the CIP list	Report	Clerk
Café Progress Report	To consider the progress of the café project	Presentation	Clerk
DECEMBER 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Splashpad review	To review the first season and improvements for next year	Presentation	Clerk/Operations Manager
Café Progress Report	To consider the progress of the café project	Report	Clerk
Staff salaries 24/25	To agree salaries for the forthcoming financial year	Report	Finance Officer
Upper Barn Copse Play Area	To consider the level of play provision at Upper Barn Copse Play Area	Report	Clerk/Operations Manager
Budget/Precept	To agree the budget and precept for the forthcoming financial year	Report	Finance Officer/Clerk
JANUARY 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Crowdhill Green - Nature trail using remainder PA monies	To consider project proposal	Report	Clerk
Bee & Tree Corridor Project	To agree a project proposal for a cross boundary bee and tree project	Report	Clerk
Meeting dates	To agree meeting dates for 24/25	Report	Clerk

Wildlife Audit Assessments	To receive the HIOWWT wildlife audit and recommendations	Report	Clerk
Community Development Update	To receive a presentation from the Community Development Officer on proposed projects	Presentation	CDO/Clerk
FEBRUARY 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Green Flag Award Status for KP & NCP	To consider steps needed to achieve GF award status at KP	Report	Clerk/Operations Manager
Café Post Project Evaluation	To review the café project including the budget	Report	Clerk
Information Policy	To review the current document	Report	Deputy Clerk
OHH	To consider the Open Spaces at OHH	Presentaiton	OHH Team
Play Strategy	To consider the development of a Play Strategy	Report	Clerk
Access to Information Policy	To review the current document	Report	Deputy Clerk
Data Protection/GDPR Policy	To review the current document	Report	Clerk/Deputy 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
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 Audit	To receive the audit	Report	Clerk
Public Art	To note public art project proposal for Pembers Hill Farm	Report	Clerk
Allotment tenancy review	To consider changes to tenancy agreements	Report	Clerk/Admin Officer
Review of Memorial Bench Policy	To review the current policy and determine whether the Council should continue this service.	Report	Clerk/Admin Officer
Youth Options	To review the Youth Options contract	Report	Clerk