



## FAIR OAK & HORTON HEATH PARISH COUNCIL

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### **Minutes of the Full Council Meeting held on Monday 18 March 2024 at 6.00 pm at the Parish Office, 2 Knowle Park Lane, Fair Oak**

**Present:** Cllrs Anderson, Barrett, Bird, Broomfield, Couldrey, Douglas (Chair), Forfar, Higby, Meech & Tennent

**Absent:** Cllrs Chivuchi, Smith & Scott

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**Officers in attendance:** Michelle Leadbitter-Allen, Deputy Clerk; Jo Cahill, Finance Officer & Linda Greenslade, Admin Officer.

**Apologies:** Cllrs Marsh & Stupple.

#### **116 PUBLIC SESSION**

Two members of the public were present to observe and did not wish to speak.

Ryan Goodyear from Fair Oak Cricket Club – Minute item 121.

#### **117 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **118 MINUTES (PAPER A)**

##### **RESOLVED:**

- (a) That the minutes of the Full Council meeting held on 19 February 2024, be signed by the Chairman as a correct.
- (b) That the delegated planning decisions from w/e 9 February 2024 be noted.

#### **119 CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements.

#### **120 CLERK'S UPDATE**

The Deputy Clerk presented the Clerk's update attached at Appendix 1 to these minutes.

#### **121 PROPOSAL TO REFURBISH THE PAVILION CLUB ROOM (REPORT B)**

Ryan Goodyear from the Fair Oak Cricket Club address the Council and highlighted the Club's proposals for a refurbishment on the clubroom at the pavilion, at no expense to the Council. The intention was for the Cricket Club to carry out most of the work "in-house".

The Parish Council had £30,000 held in ear marked reserves for the Pavilion, of which

£25,000 had been allocated for shower refurbishment, leaving potentially £5,000 available to support the project. However, Ryan was confident that this would not be needed.

The Council would incur legal fees of approximately £1,200 for the execution of the license to occupy. Arrangements for access by other service users, and the Council outside the cricket season would be outlined in the license to occupy, ensuring equitable use of the facilities.

Members expressed their support for the project which would further support the growth and success of the Club, as such it was:

**RESOLVED:**

That the proposal submitted by Fair Oak Cricket Club to undertake complete refurbishment works at the club room in the Pavilion, Lapstone Playing Fields be approved;

- (a) That the Clerk be given the delegated authority, in consultation with the Chairman, to commence the project with the Club's designated Project Manager, and
- (b) That a detailed project plan and programme be submitted to the Council, along with necessary statutory undertakings at the April Council meeting for final approval.

**Action:** M Stephens

## **122 FINANCE REPORT (REPORT C)**

The Finance Officer reported on the larger receipts and payments during March. Members had no questions and as such, it was:

**RESOLVED:**

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

**Action:** J Cahill

## **123 CAFÉ BIKE RACK INSTALLATION (REPORT D)**

The Council considered the proposal for a "cupcake" theme bike rack installation at the Community Café funded through Public Art ear marked reserve fund.

Cllr Broomfield queried the longevity of the design as it could incur a heavy "bashing" with bikes being put in and taken out. The Deputy Clerk was instructed to speak to the contractor for reassurances and report back.

Subject to a guarantee from the contractor on the robustness of the rack, it was:

**RESOLVED:**

- (a) That the Council agreed the allocation of £4,500 from the Public Art ear marked reserve for the installation of bike racks;
- (b) That Colin Philips Designer Blacksmith be the appointed contractor;
- (c) That the design as set out in Appendix 1 be agreed; and
- (d) That the Council delegates authority to the Clerk to commission the bike racks and oversee the installation.

**Action:** M Stephens

**124 EASTLEIGH BOROUGH COUNCIL BIODIVERSITY STRATEGY 2024-2034 (REPORT E)**

In the absence of the Clerk it was;

**RESOLVED:**

That the Clerk & Deputy Clerk be authorised to prepare a draft response for Members' approval via email, prior to submission to Eastleigh Borough Council.

**125 WORK PROGRAMME (REPORT F)**

The Council considered the work programme.

**RESOLVED:**

That the work programme be agreed.

Signed ..... Chairman.

This was all the business and the meeting closed at 6.25 pm.

**Appendix 1: Clerks Update Presentation**



# Clerk's Update

March 2024



# This Month at a Glance

These are goals we've been working on since the February Council Meeting

01



## Staffing

2 Ground Operatives start 2 April 2024

02



## Engaging the Community

CDO activities plus Thermal Imaging Surveys for residents

03



## Event Planning

Cafe Launch  
Annual Parish Assembly/Earth Day Celebration - Planet vs Plastic

# Staffing

Two new Grounds Operatives - 1 x 22.5 per week and 1 x 37 per week (seasonal) start on 2nd April

Some reductions in staff due to short and long term sickness.

# Engaging the Community

## **Twynams Event 13th April**

The CDO and Clerk will be hosting a seed sowing and weeding session on Saturday 13th April for residents to come and help with the Twynam's field project. Going forward there will be monthly community events throughout the year.

## **Tree Planting**

Unfortunately due to the rainfall in Feb, the ground conditions have been too wet to plant any tree saplings, so upon taking expert advice, Parish staff will temporarily pot the saplings up to make sure they can establish a good root system first, these will then be planted out at a later date. Further details will be announced in April.

## **Endangered Species Day 17 May**

Initial plans had been made with 'featherheads' artists for a display raising awareness for endangered British wildlife. Investigations into moving this event to coincide with the Fountain official launch event on Saturday 4 May.

# Community development updates

## **Digital skills sessions:**

Solent Mind is running a free 8-week digital skills course for residents at the Parish Office starting on 27th March. The sessions are designed to build confidence and help anyone brush up on digital skills

## **Community café:**

The Clerk and CDO have applied for a grant towards a community pantry and edible planting. We hope to hear the outcomes very soon. Community groups have visited the café including Reachout Care, St Thomas lunch group and Health Walks for a trial run so that volunteers can hone their barista & customer service skills, before the official opening. A separate session was also arranged for nearby residents to come along and speak to the Café Directors and the Clerk about all things positive and any concerns they had.

## **Litter picking**

Due to weather conditions and staff resources, the Fair Oak Infant litter picking sessions with 150 pupils is now postponed until April. This will be the start of our monthly campaign to invite local groups and residents to an allocated area around the villages to help tackle littering and to promote togetherness.



# Community development updates cont ...

## **The Orchard**

Good progress has been made at the Orchard so far this year, all of the Apple trees in the Orchard have now been pruned and the remaining 9 Pear trees will be pruned next week by a member of the grounds team and the CDO. This is part of a series of works planned to restore the orchard. Works to look at creating a new orchard in the area will be looked at in late spring.

## **Bee and Tree Corridor**

Waiting for an update since the initial site visits that took place at the end of January 24.

## **Youth Options**

The CDO recently attended a youth contract workshop hosted by EBC to review the service that Youth Options is currently providing for the Parish, along with other local partners. It was a good chance to air concerns and collaborate with others on how to get the best out of our current provision for young people.

The findings of the workshop will be circulated soon, with short-term steps forward such as raising awareness of the services that are available for young people and then with the aim of a longer-term strategy to be developed.

# Event Planning

- Annual Parish Assembly - Earth Day 22 April **Planet vs Plastic** = Alongside showcasing the annual video, officers are working on displays to showcase the sustainable activities of the Council & ideas for the future. Councillors are asked to attend from 4:30 pm. Local community groups will be invited to attend.
- Endangered Species Day - 17 May = investigating whether this can be combined with the official cafe launch and opening of the 2024 splashpad season.

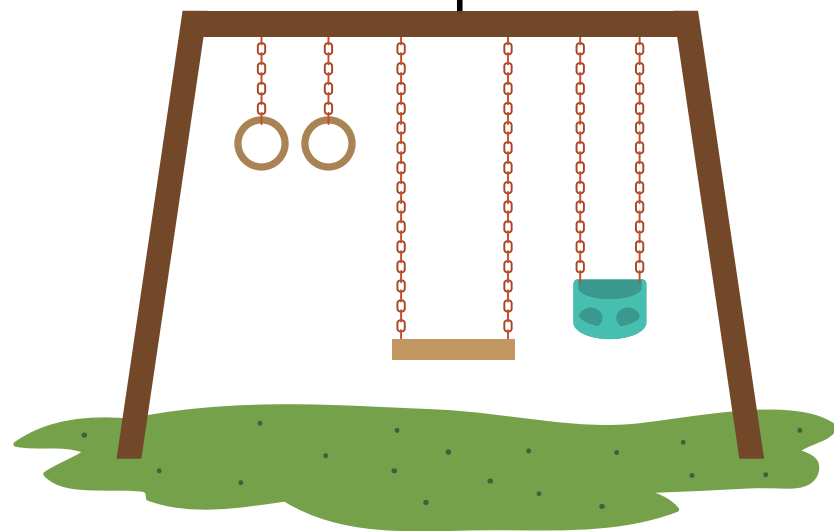
# Corporate Updates

## 2nd Cricket Wicket

- Contractors have removed the Goat Willow trees around the culvert which had been deemed of low ecological value by EBC ecologist. Letters were issued to residents ahead of this. Better timing of social media posts needed in the the future.
- The Contractor is preparing the ground to undertake the next stage of civil works

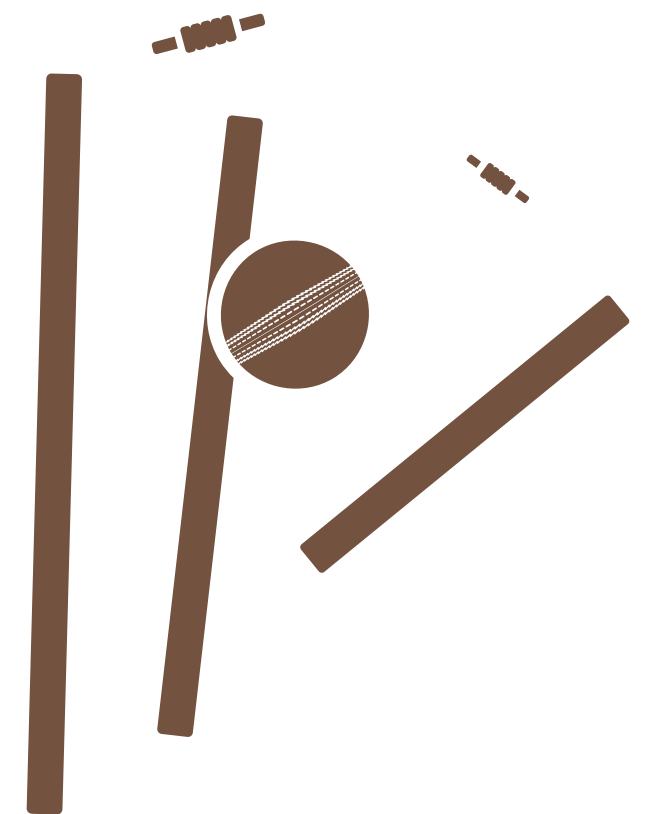
## Upper Barn Copse Play Area

- The Grounds Team continue to remove the dangerous equipment
- The playarea will be reopened once this work is complete
- CDO and Clerk to attend a 'face to face' session with residents mid-April
- Final report for member decision in May



## Knowle Park Pathways

Reinstatement of pathways to resume in April



# Corporate Updates continued...

## Cafe

- Internal works completed.
- Residents local to the cafe were treated to a hot drink and cake and a look around the site on Saturday 9th March.
- A pre-opening event with councillors, staff, community groups and companies involved in making the project, thanking them for their efforts and involvement was held on Wednesday 13th March.
- Soft landscaping works have been hampered by the wet weather. As soon as the weather is good enough the soil will be put in place for raking and seeding.
- It is hoped that the cafe will be able to open to the public this week.
- Some initial teething problems with the cafe alarm being resolved.
- Planting at the front of the cafe will commence in April.

## Thermal Imaging Surveys

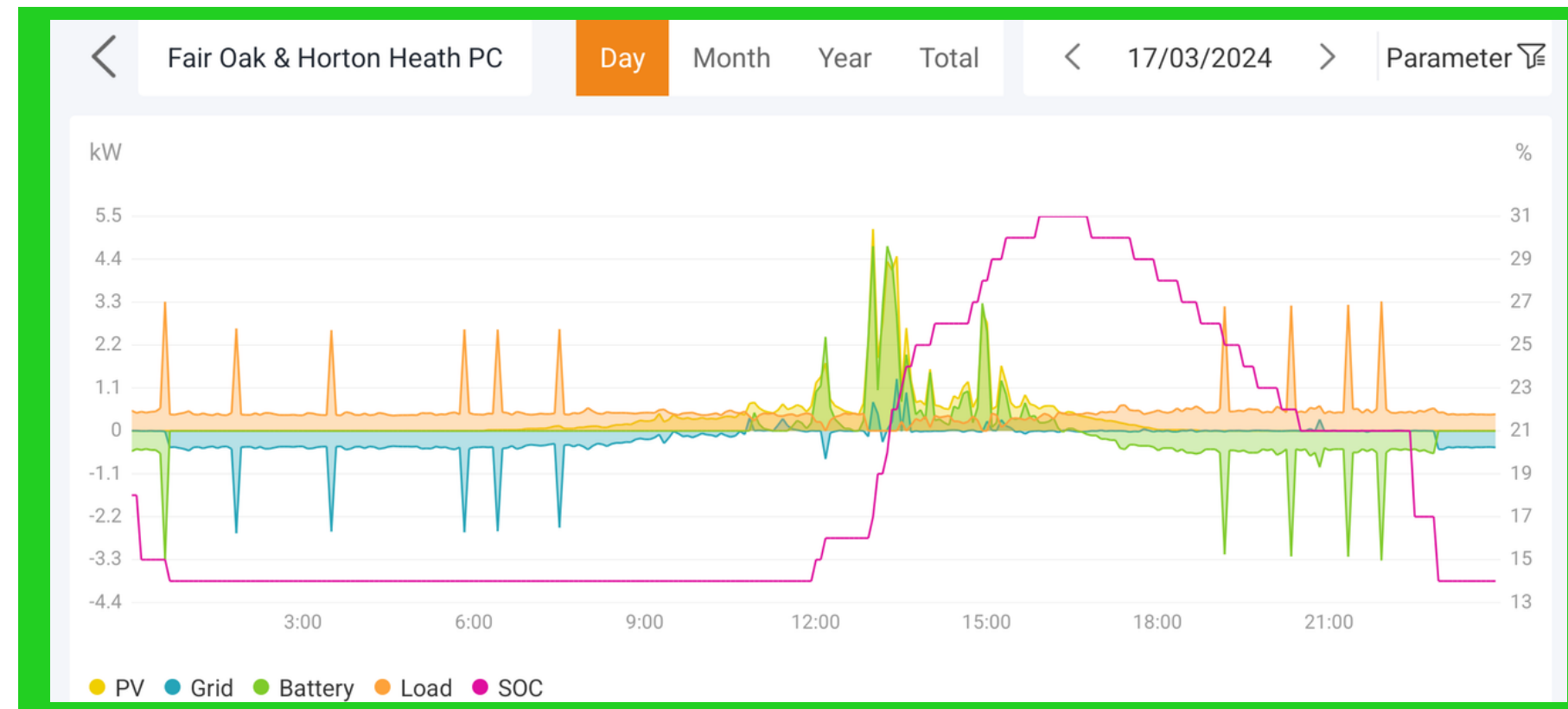
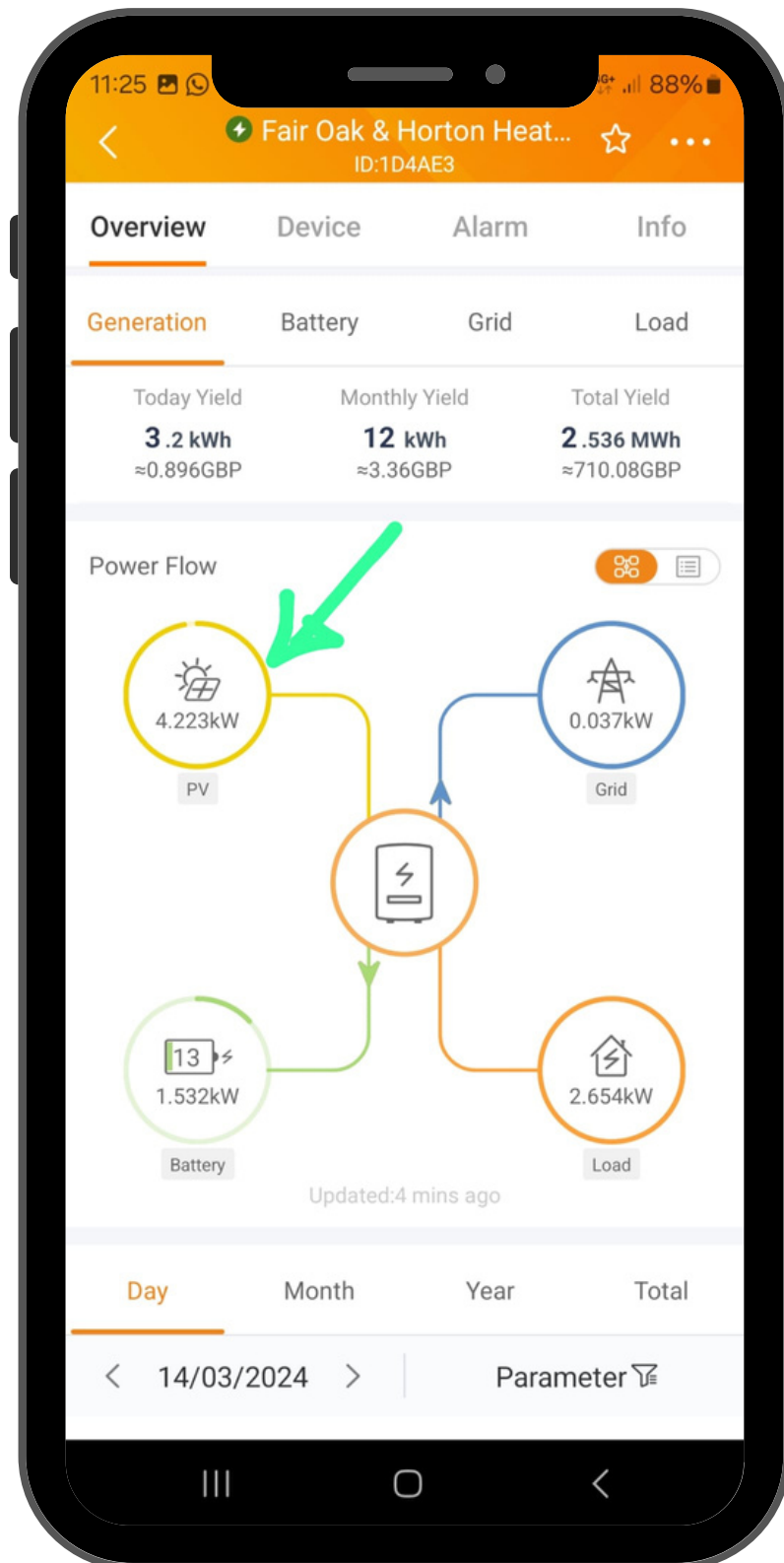
- Although in great demand, due to staffing restrictions, only 4 surveys were completed.
- Another round of surveys will be offered to waitlisted residents and the wider public in the Autumn



# Corporate Updates continued...

Parish Council Solar Installation is now complete.

4.2 kW system, Battery Storage 10.2 kW In addition to existing 1 kW system



- Quotes for Cafe Solar received. A report will be compiled and brought to FC to choose a provider, followed by an application to the Lottery Fund
- To ensure we are making full use of the available solar power, the Deputy Clerk and Operations Manager will complete an Energy Audit of the Parish Council Offices and Workshop.
- A full report with recommendations will be discussed with staff at our team day on 10 April which will be shared with Councillors. If appropriate, energy audits will be performed across other council sites.



# Action Items for Next Month

**These are (some of!!) the projects/workstreams that the team will be commencing next month**

Preparation of end of year accounts

More tree planting around the parish, community planting bulbs and edibles at Cafe

Staff workshop/annual report videos

