



FAIR OAK & HORTON HEATH PARISH COUNCIL

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

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📺 @fairoakandhortonheathparishcouncil 📷 fairoakandhortonheath

SUMMONS

Dear Member

8 March 2022

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 14 March 2022 at 7.00pm*** at the **Parish Office, 2 Knowle Park Lane, Fair Oak**

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

Melanie Stephens

Melanie Stephens, Parish Clerk

PUBLIC PARTICIPATION: This meeting is open to members of the public. If you wish to speak at the meeting, you should submit a request by email to clerk@fairoak-pc.gov.uk by 4pm on Friday 11 March 2022.

AGENDA

PART I - PUBLIC SESSION

APOLOGIES

1. DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

2. MINUTES OF MEETINGS (PAPER A, PAGES 3-6)

- a) To approve the minutes of the Council meeting held on 21 February 2022 as a correct record.
- b) To note the planning delegated decisions of w/e 11 March 2022.

3. FINANCE REPORT (REPORT B, PAGES 7-15)

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

4. LAPSTONE PLAYING FIELDS DEVELOPMENT (REPORT C, PAGES 16-46)

To consider the proposal to redevelop Lapstone Playing Fields to enable the provision of a second cricket wicket.

5. CHANGE IN COUNCIL MEETING TIMES

RECOMMENDED:

That future Council meetings take place at 6.00pm effective from 21 April 2022.

6. WORK PROGRAMME (REPORT D, PAGE 47)

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

7. EXCLUSION OF THE PUBLIC AND THE PRESS

At the conclusion of this part of the Agenda, the Chairman will move the following resolution: -
“That, under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (commercial & staffing matters)”

PART II – PRIVATE SESSION

Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

8. SPLASHPAD TENDERS (REPORT E) (TO FOLLOW)

To consider the tenders received and award the contract.

9. STAFFING MATTERS

To receive a verbal report from the Clerk on the staff appraisal process.

To: Councillors

S Anderson
P Barrett
C Bird
N Couldrey
H Douglas (Chairman)
K Forfar
T Higby
M Marsh

Councillors (cont)

G Meech
H McGuinness
T Mignot
D Scott
M Smith
B Tennent
G Stupple

Officers:

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



**Minutes of the Full Council Meeting
held on Monday 21 February 2022 at 7.00 pm
at the Parish Office, 2 Knowle Park Lane, Fair Oak**

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

P	Cllr Anderson	P	Cllr Forfar	P	Cllr Mignot
Ap	Cllr Barrett	P	Cllr Higby	Ab	Cllr Scott
P	Cllr Bird	Ap	Cllr Marsh	P	Cllr Smith
Ap	Cllr Couldrey (Vice Chair)	P	Cllr Meech	P	Cllr Stuppel
P	Cllr Douglas (Chairman)	P	Cllr McGuinness	P	Cllr Tennent

Officers in attendance: Ms M Stephens, Clerk, Mrs L Greenslade/Mrs M Leadbitter-Allen, Deputy Clerk, & Mrs J Cahill, Responsible Finance Officer.

The Chairman praised the efforts of the Grounds Team following the recent storms, particularly Colin Hardwicke, who worked tirelessly over his weekend clearing up the Parish sites.

PUBLIC SESSION

There were no members of the public present.

99 DECLARATIONS OF INTEREST

None received.

100 MINUTES (PAPER A)

RESOLVED:

- That the minutes of the Full Council meeting held on 17 January 2022, be signed by the Chairman as a correct record; and
- That the delegated planning decisions of w/e 14 January & 4 February 2021 be noted.

101 FINANCE REPORT (REPORT B)

Members considered the report of the Responsible Finance Officer (RFO) who was present to answer any questions.

RESOLVED

- That the contents of the report be noted; and
- That the BACS payments be approved.

102 PLANNING

Members discussed the following planning applications: -

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

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

Description: Demolition of all existing buildings on site and erection of 35 residential dwellings with vehicular access from Allington Lane and associated infrastructure, hard and soft landscaping, open space and drainage.

Comments: Members raised concerns regarding safe access and egress from the development onto Allington Lane which is currently at capacity and remains a busy and dangerous highway for cyclists and pedestrians.

They requested that parking restrictions be put into place along the entrance road, ensuring sufficient access for emergency vehicles. This would in turn highlight to need for additional visitor parking spaces. Concerns were also raised regarding adequate turning provision for emergency and refuse vehicles. Members asked for this application to be referred to the LAC for further consideration.

Application No: [PN/22/92314](#)

Address: Cockpit Farm Barn Knowle Lane Horton Heath

Description: Change of use of part of agricultural buildings to Office Use (Class E(g)(1)) and for building operations reasonably necessary for the conversion.

Comments: Object. The site is inappropriate place for offices and Members questioned the need for extra offices. Previously, also along this country lane an application had been submitted for change of use from offices to dwellings due to insufficient demand. It was pointed out that there are also vacant sites within the Parish still for hire. Members asked for this application to be referred to the LAC for further consideration.

Application No: [PN/22/92315](#)

Address: Cockpit Farm Barn Knowle Lane Horton Heath

Description: Change of use from agricultural buildings to 5no. dwellinghouses (Class C3) and for building operations reasonably necessary for the conversion.

Comments: Members objected to this application and asked for the matter to be referred to the LAC for further consideration. The reasons being:-

- The site is outside the urban edge and contrary to Policy.
- The site forms part of the strategic gap between Horton Heath and Fair Oak.
- The Borough Council has its 5 year supply plan for homes therefore there is insufficient reason for additional dwellings.
- Road safety turning space (we support the findings of HCC with regard to the access)
- No architectural merit whatsoever. Not in keeping with the area.
- The development would urbanize this corner of a rural road.
- Question - Are the trees behind the chicken sheds to be protected?
- The nature of the dwellings being single storey would attract a senior clientele which would be totally unacceptable as there would be no easy access to shopping and no pavements.

Application No: [F/22/92278](#)

Address: Land to the South of Cockpit Barn, Knowle Lane, Horton Heath

Description: Erection of stables, addition of fencing, creation of hard-surfacing for parking provisions, and alterations to existing access from Knowle Lane (including associated works). **Comments:** Object, as follows:-

- The entrance is on a bend through a gateway that hasn't been used in history. Entrancing and existing the stables will be dangerous.
- We question that the land may not be large enough for the number of stables suggested – a horse needs a minimum of 2 acres each and often more.
- There is no bridleway close to this site so horses and roads are an added issue.
- Question - Are the trees behind the chicken sheds to be protected?
- Concerns raised over road safety turning space. We totally support the findings of HCC in their response to the access and egress issues.
- Members requested this application be referred to the LAC.

Application No: [F/22/92301](#)

Address: 4 Roker Way, Fair Oak, SO50 7LD

Description: Change of use of land to private garden and erection of 1.8m boundary fence

Comments: Members totally support their residents in objecting to this proposal. The fence would spoil the street scene and be out of keeping with the other public open spaces around the estate. Concerns were that if permitted, it could set a dangerous precedent. Concerns regarding obscuring line of site and posing road safety risks. Members asked for this to be referred to the LAC and a letter of objection sent to the Secretary of State over the sale of the land.

103 CLIMATE CHANGE TASK & FINISH GROUP (REPORT C)

Members considered the report updating them of the work the Climate Change Task & Finish Group and the recommendations to adopt the Climate Change Action Plan.

RESOLVED

- a) That the Council note the work already being undertaken to address Climate Change both within the Parish and the local community;
- b) That the Council commits as an organisation to becoming carbon neutral by 2035;
- c) That the Council adopt the Action Plan;
- d) That progress so far relating to the Greening Campaign be noted; and
- e) That six monthly reports be submitted to Full Council.

104 WEBSITE REPORT (REPORT D)

Members were asked to consider adopting the principles of the key corporate strategies of the Community Development Action Plan and Corporate Action Plan in providing local network services to our residents, community groups and local businesses and ultimately supporting the local economy. Proposals included the creation of a Virtual Noticeboard and Local Jobs Board on the Parish Council website.

RESOLVED

- a) That a Virtual Notice Board and Local Jobs Board be created; and
- b) That a nominal fee to local businesses of £10 per advert be charged and 'no-charge' to community/not-for profit groups be adopted.

105 COMMUNITY DEVELOPMENT DRAFT ACTION PLAN (REPORT E)

The Community Development Officer presented a report on progress made so far, as outlined in the report. Presentation attached (Appendix 1)

RESOLVED

- a) That the Community Development Action Plan be adopted.
- b) That the Action Plan be reviewed six monthly; and
- c) That annual surveys be undertaken, and data analysed.

106 WORK PROGRAMME(REPORT F)

RESOLVED

- a) That the work programme and amendments be noted;
- b) That a Dementia Friendly and a Community Gardening Task & Finish Groups, consisting of three members be adopted;
- c) That Cllrs Higby, Meech & Forfar be appointed to the Dementia Friendly Group; and
- d) That Cllrs Douglas & Stupple be appointed to the Community Gardening Group.

This was all the business and ended at 7.58 pm.

Signed Chairman

Financial Statement Summary

- Total cash held across all bank accounts as at 28th February is £763,286
- Total receipts for February into the current account totalled £12,029
£7,176 relates income from Rainbows preschool.
- Total current account payments for February totalled £64,928
Significant payments included £19,296 to Shawyers to tree planting. Funds from Lapstone Earmarked reserve fund.
- Total BACS invoice payments outstanding is £10,768
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 March 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

		0.00	
28/02/2022	Current Account	116,897.17	
28/02/2022	Premier Account	337,606.24	
28/02/2022	Public Sector Deposit Fund	308,780.97	
28/02/2022	Petty Cash	1.48	
			763,285.86

Receipts not on Bank Statement

0.00

Closing Balance

763,285.86

All Cash & Bank Accounts

1	Current Account	116,897.17
2	Premier Account	337,606.24
3	Public Sector Deposit Fund	308,780.97
4	Petty Cash	1.48
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	763,285.86

Invoices Due for Payment by 31 March 2022

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]								
28/02/2022	88701		<i>Allotment Toilet</i>		21/03/2022	96.00		96.00
Total of Invoices Due (ACE001)						96.00	0.00	96.00
AGILICO [AGILI]								
28/02/2022	998411		<i>Printer consumables</i>		28/03/2022	47.50		47.50
Total of Invoices Due (AGILI)						47.50	0.00	47.50
APPLETON SIGNS [APP001]								
24/02/2022	128083		<i>Bench signs</i>		24/03/2022	43.20		43.20
Total of Invoices Due (APP001)						43.20	0.00	43.20
colin philips [COLIN]								
18/02/2022	5250		<i>Final stage artwork roadsigns</i>		18/03/2022	1,200.00		1,200.00
Total of Invoices Due (COLIN)						1,200.00	0.00	1,200.00
CWM AGGREGATES [CWM001]								
15/02/2022	16140		<i>Gravel for path</i>		15/03/2022	60.00		60.00
15/02/2022	16144		<i>Gravel for path</i>		15/03/2022	60.00		60.00
16/02/2022	16288		<i>Grit</i>		16/03/2022	40.20		40.20
Total of Invoices Due (CWM001)						160.20	0.00	160.20
eastleigh services [EAST]								
11/02/2022	91674		<i>Boiler service - PO</i>		11/02/2022	110.40		110.40
11/02/2022	91676		<i>Boiler service - Pav</i>		11/03/2022	155.40		155.40
11/02/2022	91675		<i>Boiler service - woodlands</i>		11/03/2022	200.40		200.40
23/02/2022	91915		<i>Boiler service</i>		23/03/2022	799.80		799.80
Total of Invoices Due (EAST)						1,266.00	0.00	1,266.00
EBC [EBC001]								
12/01/2022	01957		<i>Trade recycle - woodlands</i>		09/02/2022	34.98		34.98
01/03/2022	11316		<i>Dog bins - feb</i>		29/03/2022	28.42		28.42
Total of Invoices Due (EBC001)						63.40	0.00	63.40
hambrook garden [HAMB]								
23/02/2022	030934		<i>Top soil</i>		23/02/2022	49.99		49.99
Total of Invoices Due (HAMB)						49.99	0.00	49.99
HEDGE END TOWN COUNCIL [HEDGE]								

Invoices Due for Payment by 31 March 2022

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
23/02/2022	23705		<i>First aid training courses</i>		23/03/2022	40.00		40.00
Total of Invoices Due (HEDGE)						40.00	0.00	40.00
PARISH ONLINE [PARISH]								
25/02/2022	0002		<i>Parish online - annual subs</i>		27/03/2022	480.00		480.00
Total of Invoices Due (PARISH)						480.00	0.00	480.00
PAUL FREEMAN TREE SERVICES [PAUL]								
04/03/2022	969		<i>Treework</i>		18/03/2022	270.00		270.00
Total of Invoices Due (PAUL)						270.00	0.00	270.00
PROTEK								
01/03/2022	0052		<i>replacement car park barrier</i>		29/03/2022	1,579.80		1,579.80
Total of Invoices Due (PROTEK)						1,579.80	0.00	1,579.80
REALTIS BUSINESS SOLUTIONS [REAL001]								
07/03/2022	25169		<i>Software support and Maint</i>		21/03/2022	807.60		807.60
Total of Invoices Due (REAL001)						807.60	0.00	807.60
SMART MARKETING [SMAR001]								
28/01/2022	1797		<i>marketing support</i>		25/02/2022	78.00		78.00
Total of Invoices Due (SMAR001)						78.00	0.00	78.00
SOILS LTD [SOILS]								
14/02/2022	21904		<i>Interpretive report</i>		07/03/2022	3,886.80		3,886.80
Total of Invoices Due (SOILS)						3,886.80	0.00	3,886.80
SOURCE SUPPLIES [SOUR001]								
14/02/2022	257975		<i>Cleaning products</i>		14/03/2022	309.74		309.74
Total of Invoices Due (SOUR001)						309.74	0.00	309.74
SURREY HILLS [SURRE001]								
18/02/2022	6530		<i>legal advice - scouts lease</i>		18/03/2022	150.00		150.00
18/02/2022	6531		<i>professional charges - upper b</i>		18/03/2022	150.00		150.00
18/02/2022	6532		<i>Professional charges</i>		18/03/2022	90.00		90.00
Total of Invoices Due (SURRE001)						390.00	0.00	390.00
Total of Invoices Due (Creditors)						10,768.23	0.00	10,768.23
TOTAL OF INVOICES DUE (ALL LEDGERS)						10,768.23	0.00	10,768.23

Receipts for Month 11

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 :	169,796.19					169,796.19	
Banked: 01/02/2022		198.50						
	The co operative	198.50			1520	510	198.50	Burial
Banked: 01/02/2022		90.00						
	Mr H	90.00			1200	250	90.00	Room Hire
Banked: 01/02/2022		133.00						
	Mr B	133.00			1530	510	133.00	Memorial
Banked: 01/02/2022		68.46						
	Tennis income	68.46			1900	100	68.46	Tennis income
Banked: 01/02/2022		117.00						
	Sales Recpts Page 241	117.00	117.00		100			Sales Recpts Page 241
Banked: 01/02/2022		29.25						
	Sales Recpts Page 246	29.25	29.25		100			Sales Recpts Page 246
Banked: 04/02/2022		133.00						
	Mr T	133.00			1530	510	133.00	Memorial
Banked: 04/02/2022		34.23						
	Tennis	34.23			1900	100	34.23	Tennis
Banked: 04/02/2022		12.00						
	Matalan	12.00			1900	100	12.00	Refund - drinking glasses
Banked: 05/02/2022		28.00						
	Sales Recpts Page 230	28.00	28.00		100			Sales Recpts Page 230
Banked: 05/02/2022		84.00						
	Sales Recpts Page 231	84.00	84.00		100			Sales Recpts Page 231
Banked: 05/02/2022		84.00						
	Sales Recpts Page 232	84.00	84.00		100			Sales Recpts Page 232
Banked: 05/02/2022		28.00						
	Sales Recpts Page 233	28.00	28.00		100			Sales Recpts Page 233
Banked: 05/02/2022		196.00						
	Sales Recpts Page 234	196.00	196.00		100			Sales Recpts Page 234
Banked: 05/02/2022		84.00						
	Sales Recpts Page 235	84.00	84.00		100			Sales Recpts Page 235
Banked: 05/02/2022		28.00						
	Sales Recpts Page 236	28.00	28.00		100			Sales Recpts Page 236
Banked: 05/02/2022		124.00						
	Sales Recpts Page 237	124.00	124.00		100			Sales Recpts Page 237
Banked: 05/02/2022		56.00						
	Sales Recpts Page 238	56.00	56.00		100			Sales Recpts Page 238

Continued on Page 2

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked: 07/02/2022		51.50						
Mr P		51.50			1500	500	51.50	ALLOTMENT PLOT B1
Banked: 08/02/2022		34.23						
Tennis		34.23			1900	100	34.23	Tennis
Banked: 08/02/2022		4.00						
Matalan		4.00			1900	100	4.00	Refund - drinking glasses
Banked: 09/02/2022		11.29						
Stripe Payments		11.29			1900	100	11.29	Tennis
Banked: 11/02/2022		784.00						
Johnson Funeral direc		784.00			1520	510	784.00	Burial
Banked: 14/02/2022		7,176.00						
Sales Recpts Page 239		7,176.00	7,176.00		100			Sales Recpts Page 239
Banked: 14/02/2022		117.00						
Sales Recpts Page 240		117.00	117.00		100			Sales Recpts Page 240
Banked: 15/02/2022		78.00						
Mr C		78.00			1200	250	78.00	Hall Hire
Banked: 15/02/2022		34.23						
Tennis		34.23			1900	100	34.23	Tennis
Banked: 15/02/2022		163.80						
Sales Recpts Page 242		163.80	163.80		100			Sales Recpts Page 242
Banked: 16/02/2022		60.00						
Mrs V		60.00			1200	250	60.00	Hall Hire
Banked: 17/02/2022		133.00						
Mrs L		133.00			1530	510	133.00	Memorial
Banked: 17/02/2022		30.00						
Sales Recpts Page 245		30.00	30.00		100			Sales Recpts Page 245
Banked: 18/02/2022		54.00						
Mrs M		54.00			1200	250	54.00	Hall Hire - HH
Banked: 21/02/2022		113.75						
Sales Recpts Page 243		113.75	113.75		100			Sales Recpts Page 243
Banked: 25/02/2022		1,008.00						
Sales Recpts Page 244		1,008.00	1,008.00		100			Sales Recpts Page 244
Banked: 27/02/2022		45.00						
Mrs T		45.00			1200	250	45.00	Hall hire
Banked: 28/02/2022		280.00						
Hiscox		280.00			1900	100	280.00	Insuranace refund

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 28/02/2022	324.00						
	Sales Recpts Page 247	324.00	324.00		100			Sales Recpts Page 247
Total Receipts for Month		12,029.24	9,790.80	0.00			2,238.44	
Cashbook Totals		<u>181,825.43</u>	<u>9,790.80</u>	<u>0.00</u>			<u>172,034.63</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/01/2022	HSS Hire	87484	-95.90	-95.90		500			power digger hire-reverse
01/02/2022	southern electric	DD	53.00		8.83	4405	240	44.17	Electricity - Pavilion
01/02/2022	Matalan	VISA	40.00			4450	230	40.00	Drinking glasses -woodlands
01/02/2022	ACELIFTAWAY	88063	102.85	102.85		500			allotment toilet
01/02/2022	AGILICO	88064	29.36	29.36		500			Printer consumables
01/02/2022	APPLETON SIGNS	88065	382.80	382.80		500			Bee/tree corridor sign
01/02/2022	BHIB INSURANCE BROKERS	88066	607.81	607.81		500			Insurance premium
01/02/2022	BROXAP	88067	19.20	19.20		500			Bolts for Goals
01/02/2022	DYNAMIKA UK	88068	768.00	768.00		500			water sample visit
01/02/2022	EBC	88069	863.43	863.43		500			Dog Bins - Jan 22
01/02/2022	GALLAGHER	88070	28.00	28.00		500			Motor insurance
01/02/2022	HCC	88071	320.10	320.10		500			Litter pickers
01/02/2022	JRB Enterprise	88072	63.66	63.66		500			Dog dispesner bags
01/02/2022	Media training	88073	429.60	429.60		500			Media Training
01/02/2022		88074	378.00	378.00		500			Barrier repair
01/02/2022	QIC systems	88075	672.06	672.06		500			Monthly Licence
01/02/2022	SHAWYERS	88076	19,295.94	19,295.94		500			Tree planting
01/02/2022	SMART MARKETING	88077	78.00	78.00		500			Marketing support
01/02/2022	SOILS LTD	88078	2,950.80	2,950.80		500			sampling and saftey test
01/02/2022	SURREY HILLS	88079	816.00	816.00		500			services - village centre envi
01/02/2022	Travis perkins	88080	197.85	197.85		500			Excavator
01/02/2022	vitaplay	88081	4,140.00	4,140.00		500			Playarea improvement
02/02/2022	Matalan	VISA	12.00			4450	230	12.00	Drinking glasses -woodlands
03/02/2022	IN- EXCESS	VISA	155.20			4595	480	155.20	Treated timber andscrews
04/02/2022	Survey monkey	VISA	384.00			4090	110	384.00	Survey monkey
07/02/2022	Trade UK	DD	160.71			4540	290	160.71	Misc Materials
07/02/2022	Allstar	DD	185.57		30.93	4305	210	154.64	Fuel
07/02/2022	Photobox	VISA	51.98			4994	900	51.98	Canvas photos
						340	0	-51.98	Canvas photos
						6000	900	51.98	Canvas photos
08/02/2022	amazon	VISA	128.94			4450	230	128.94	Woodland internal equipment
10/02/2022	b&m	VISA	33.92			5004	900	33.92	Tree pole and tree tie
11/02/2022	o2	DD	33.31		5.55	4125	110	27.76	Mobile phone
11/02/2022	Post Office	VISA	150.00			4080	110	150.00	Stationary - envelopes
11/02/2022	Vistaprint	VISA	49.30			4994	900	49.30	Canvas photos
						340	0	-49.30	Canvas photos
						6000	900	49.30	Canvas photos
14/02/2022	Overline	VISA	226.36		37.73	4120	110	188.63	Tel and broadband Office
14/02/2022	Overline	DD	77.58		12.93	4120	230	64.65	Tel and broadband - woodlands
14/02/2022	adobe	VISA	12.64		2.11	4132	110	10.53	adobe
15/02/2022	Cricket club	BACS	500.00			4850	600	500.00	Grant - cricket club
15/02/2022	street pastors	BACS	700.00			4855	600	700.00	street pastors
15/02/2022	Hampshire pensions	BILL	4,863.90			4010	110	4,863.90	Pensions
15/02/2022	HMRC	BILL	4,049.19			4000	110	4,049.19	PAYE
15/02/2022	Mrs Giles	BILL	16.43			4080	110	16.43	Stationary refund
15/02/2022	Mrs ML	BILL	72.00			4030	110	72.00	WFH allowance (dec- Feb)
15/02/2022	MS LG	BILL	72.00			4030	110	72.00	WFH allowance (Dec- Feb)
15/02/2022	Mrs CG	BILL	72.00			4030	110	72.00	WFH allowance (Dec- Feb)

Continued on Page 5

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
15/02/2022	Mrs JC	BILL	192.00			4030	110	192.00	WFH allowance (July- Feb)
15/02/2022	takepayments	DD	18.00		3.00	4140	110	15.00	takepayments
15/02/2022	British Gas	DD	108.90		18.15	4400	150	90.75	Gas - Parish office
15/02/2022	British Gas	DD	523.99		87.33	4400	250	436.66	Gas - HH
15/02/2022	payroll	BACS	17,007.77			4000	110	17,007.77	payroll
16/02/2022	BT	DD	112.56		18.76	4120	250	93.80	Tel and broadband -HH
16/02/2022	Peninsula	DD	356.50		59.42	4070	110	297.08	employer services
16/02/2022	Brambridge park garden	VISA	300.00			4595	490	300.00	library garden peices
17/02/2022	sage payroll	DD	20.40		3.40	4132	110	17.00	sage payroll
17/02/2022	in excess	VISA	32.67		5.44	4540	290	27.23	Misc materials
17/02/2022	Canva Ltd	VISA	10.99			4132	110	10.99	Canva Ltd - subscription
17/02/2022	photobox	VISA	60.98			4994	900	60.98	Canvas photos
						340	0	-60.98	Canvas photos
						6000	900	60.98	Canvas photos
17/02/2022	photobox	VISA	60.98			4994	900	60.98	photobox
17/02/2022	asda	VISA	4.79			4990	150	4.79	Kettle descaler - office
17/02/2022	United Arts	VISA	26.00			4994	900	26.00	Canvas photos
						340	0	-26.00	Canvas photos
						6000	900	26.00	Canvas photos
18/02/2022	SE Gas	DD	344.06		57.34	4400	230	286.72	Gas
21/02/2022	Bank charges	CHG	5.00			4095	110	5.00	Bank charges
21/02/2022	Mrs W	BILL	1,105.65			1900	100	1,105.65	Memorial refund
21/02/2022	SE Gas	DD	117.73		19.62	4400	240	98.11	SE Gas
23/02/2022	BT Group	DD	107.76		17.96	4120	250	89.80	Tel and broadband
24/02/2022	Vodafone	DD	60.00		10.00	4133	110	50.00	Gigicube
28/02/2022	BNP Paribas	DD	203.94		33.99	4090	110	169.95	telephone handsets rental
Total Payments for Month			64,928.26	32,047.56	432.49			32,448.21	
Balance Carried Fwd			116,897.17						
Cashbook Totals			181,825.43	32,047.56	432.49			149,345.38	

FULL COUNCIL – 14 MARCH 2022

LAPSTONE PLAYING FIELDS 2nd CRICKET PITCH PROJECT PROPOSAL

1. RECOMMENDATIONS

11.8. That the Council:

- a) Considers the contents of the report and the project initial document attached at **Appendix 1**; and
- b) Considers and agrees the options set out in paragraph 7.1 below.

2. INTRODUCTION

- 2.1. This report sets out the proposal of Eastleigh Borough Council to fund the provision of a second cricket wicket at Lapstone Playing Fields as well as improving existing footpaths and the provision of a new footpath linking the existing site/village to the One Horton Heath Development.
- 2.2. As landowner and managers of the site, it is for the Parish Council to consider the proposal and determine whether it wishes to work in partnership with the Borough to implement the project.

3. BACKGROUND

- 3.1. In 2017 Eastleigh Borough Council (EBC) published its Playing Pitch Strategy which identified the need for additional cricket provision to meet the growing demand in the Borough and Fair Oak Cricket Club as a growing and successful Borough team. EBC therefore identified the provision of a second wicket at Lapstone Playing Fields as a priority to support the growth and sustainability of Cricket in the Borough. The proposal being aligned to key strategic objectives at Borough level.
- 3.2. At a local 'grass routes' level, the proposal would meet the long-standing aspiration for a second cricket wicket for Fair Oak Cricket Club, as supported by the Sports England and English Cricket Board.
- 3.3. EBC committed, through its adopted Playing Pitch Strategy and Sports Needs Assessment, section 106 funding to support the above, and have held early discussions, with the Parish Council (through the Chairman and Clerk), as landowner, on the impact this would have on current service users (particularly football), maintenance and running of the site and also the Parish's view on the long term sports provision in the parish given the growth of the local area, most notably through the One Horton Heath Development (OHH) which borders the site.
- 3.4. Due to the proximity of the site to the OHH development, the project also proposes improvements to existing footpaths and the creation of a new footpath to the northwest corner of the playing fields (near to the current boardwalk) ensuring the connectivity of the existing and new communities. This would also link to Wyvern Meadow and Quobleigh Woods, creating improved pathway links around the parish.

3.5. As part of these initial discussions, the Parish has made clear that the project should ensure the continuity of football provision on the site and minimal impact on other users of the wider site and nearby neighbours.

4. FEASIBILITY STUDY/DUE DILLIGENCE

11.9. The Borough Council has already undertaken a feasibility study and due diligence checks to support the project delivery. These include a project initiation document, financial feasibility study and arboricultural impact assessment.

5. CONSULTATION WITH SERVICE USERS

11.10. Football – The Bishopstoke, Fair Oak & Horton Heath Local Area Manager has held initial discussions with Wyvern Football Club (as the main service user) regarding the impact the proposed project could have on football provision. During discussions it was made clear to the club that the project will not progress without first ensuring continuity for existing football users. Service users would not be displaced without first securing alternative pitch provision in the local area. It was also made clear to the Club that two pitches would be retained. Should teams currently using the third pitch need to be moved (having alternative provision secured) would affect the 2023/24 season. The proposed new football facilities at the OHH site were also discussed with the Club and their input in this assured.

11.11. Cricket – the Chairman of the Council, Parish Clerk and EBC's Sports Development Officer are due to meet with representatives of Fair Oak Cricket Club shortly to discuss the project scope and the subsequent need to review the current service level agreement in place. The aim of the meeting is to ensure a sustainable way forward including the fees paid to the Parish Council. A verbal update on the outcome of this report will be given at the Council meeting.

11.12. Nearby residents – should the project be agreed by the Parish, residents would be made aware of the proposal formally via the planning application and also via joint communications from EBC/Parish. These communications would stress that there were no proposals for flood lights, improvements in footpaths, replanting of trees along boundary edges as sight/potential noise buffers and maintaining of the status quo with regards to the use of the car park. Consultation will need to be undertaken with memorial bench owners.

11.13. The indicative layout of the proposal is set out in Appendix 2. This shows the proposed sites for the two cricket wickets.

6. KEY PROJECT TIMESCALES/RISK REGISTER

6.1. Full details of the project timescales are set out in the draft project/programme plan attached at Appendix 3. Proposed key dates include: -

Submission of planning/planning determination – June – October 2022

Preparation of tender documents – September – October 2022

Turf works including cut and fill and drainage – April – June 2023

Outfield Maintenance – July – December 2023

Cricket square construction – July – August 2023

12 months maintenance cricket square – August 2023 -August 2024

Cricket pitch(s) ready for play – August 2024

6.2. The full project risk register is set out in Appendix 4. This sets out the risks to the project. Risks to the Parish as to the wider options are set out below.

7. OPTIONS APPRASIAL

11.14. The Council is asked to consider the following options in determining the way forward:

Option 1	Approve project in its entirety
Explanation	Allows the Council to make environmental enhancements to its land and in partnership with Eastleigh Borough Council.
Risks	Reliant on successful partnership working to bring forward and sustain the project. Interruption to football provision if alternative pitch cannot be found in place of pitch 2 which will be lost from the 2023/24 season.
Benefits	Delivers 2 nd wicket facility whilst retaining two grass football pitches; enhances access to the site for wider community including new OHH community, EBC financing (through Section 106) improvement of parish facility for wider community sports use which will benefit a successful growing local cricket team.
Option 2	Amendments to the proposal
Explanation	Allows the Council to make amendments to the proposal as it feels appropriate to current service provision and maintenance regime and costs.
Risks	Amendments might not fall in line with the Borough's sports strategy and financial investment could be lost. Amendments may well suit one cohort of users but not others. Amending wider strategic vision could impact on long term sports provision for a growing community.
Benefits	Parish has sole control over the provision at the site and could maintain status quo.
Option 3	Refuse proposal
Explanation	As landowner the Council could refuse the creation of a second wicket and the footpath improvements.
Risks	Loosing significant investment and infrastructure in site. Growing sports will seek provision elsewhere in the Borough. Meaning residents and visitors will not invest in the local economy. Lose footpath connection to One Horton Heath development which will further isolate the new cohort of residents with the existing community.
Benefits	Status quo in service provision for both main service users (football and cricket) retained.

8. FINANCIAL IMPLICATIONS

- 8.1. EBC – the total cost of the project, including the footpath works is £650,000. The section 106 contributions (One Horton Heath, Stoneham Lane & Pembers Hill Drive) have already been approved and allocated to this project.
- 8.2. Parish – whilst every effort will be made to ensure continuity of football provision on the site. The location of the additional wicket will mean the loss of pitch 2. EBC, working with Wyvern Football Club will find alternative provision for the 2023/24 season until provision at OHH becomes available. The hire of both adult pitches (we are unable to separate the two) brought £662 income in the 2021/22 financial year (as at 3 March 22). This is negligible given the significant investment in the site. The Parish will need to negotiate appropriate terms and fees with the Cricket Club moving forward. Additionally, the Parish has £62,417 in Ear Marked Reserves for the Pavilion improvements.
- 8.3. Ongoing maintenance costs associated with two wicket facility would be approximately £7-9,000 per annum. The current budget for winter cricket maintenance costs is £800 with general pitch maintenance (for benefit of both football and cricket) is £6,500 giving a total cost for maintenance (minus football) at £7,300. The current income from cricket alone is £2,500.

9. ENVIRONMENTAL IMPLICATIONS

- 9.1. In order to install the two-wicket facility, the culvert at the northern boundary of the site will need to be fill in and extended. This will mean the removal of several goat willow trees. These trees do not have preservation orders placed on them. The Arborculturalist does not deem these trees to have any ecology or amenity value. EBC have also adopted the Parish Council's 3-to-1 tree planting pledge. Meaning for every tree felled, three will be planted in their place. Tree removal would also take place outside of the bird nesting season.
- 9.2. Dormouse habitat surveys and Great Crested Newt (GCN) were undertaken and whilst the area of vegetation to be removed found no evidence of these species present, it is considered suitable habitat and the surrounding vegetation did have evidence of these species being present. Accordingly, licence applications will be submitted to Natural England should planning approval be achieved.
- 9.3. Working with the Borough, and in line with the Parish's Climate Change Action Plan, both authorities will ensure ecological mitigation measures enhancements of surrounding ecological habitat for dormice, great crested newts, insects, bats, birds, trees and pollinators ensuring the scheme delivers a biodiversity net-gain.

10. CRIME & DISORDER IMPLICATIONS

- 10.1. Greater use of the site could mean the site becomes self-regulating with potential benefits to low level antisocial behaviour which currently exists on the site.

11. EQUALITY & DIVERSITY IMPLICATIONS

- 11.1. Growth of sports available to all residents encourages participation levels and has a positive impact on the health and wellbeing of individuals.

12. CONCLUSION

- 12.1. In considering whether to support the project proposal members might wish to consider the overall project objectives (enhancing the provision of community sport in a growing parish to reduce physical inactivity) against the changes in the current provision for all users of the playing fields in the context of the wider strategic vision of the council and the OHH development.

For further information contact:

Melanie Stephens

Parish Clerk

Email: clerk@fairoak-pc.gov.uk

Appendix 1

Project Initiation Document

Project Details	
Project Name	Lapstone Playing Fields – Cricket Pitch Project
Programme Board	Community Projects Board
Project Manager	Harry Lee
Project Sponsor	Andrew Thompson
Date Approved	

Document Details			
Version	Status (draft or approved)	Date	Details of change
1.0	DRAFT	01/02/22	
1.1	DRAFT	04/02/22	Incorporated comments from Sponsor (ATh) and Senior Supplier (RW)
1.2	DRAFT	07/02/22	Incorporated comments from FOPC Clerk
1.3	DRAFT	22/02/22	Updates following board initiation meeting

Essential Consultees (must have read and feedback on the PID before submission)

Name	Title	Date Reviewed	Approved (Y / N)
Tom Andrews	Senior Accountant		
Jackie Baxter	Lead Asset Manager	Not required?	
Diccon Bright	Strategic Planning Manager		
Angela Taylor	Senior Corporate Project Manager		
Helen Deveraux	Legal Services Manager		
James Battle	Head of IT	Not required?	
Louise O’Driscoll	Executive Head – Customer Care	Not required?	
Damian Biles	PMO Manager		
Lewis Goad	Resource Manager		
Andrew Thompson	BIFOHH Local Area Manager		
Richard Wood	Leisure Services Manager		
Mel Stephens/Helen Douglas	Clerk & Chairman, FOPC		

Eastleigh Borough Council Project Initiation Document

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1. Introduction

1.1. Background

The project has originated from the Eastleigh Playing Pitch Strategy (2017), which has identified the need for additional cricket pitch provision to meet demand from an additional 5 adult teams and 6 junior teams in the borough within the local plan period up to 2036, with an additional cricket wicket in BIFOHH to meet the requirements of Fair Oak Cricket Club the main priority for cricket in the borough. The club currently has over 200 playing members, consisting of 4 men's teams, 1 women's team and a large junior section of over 120 members from U7 to U19s, including a girl's team formed in 2021. Teams from the senior and junior cricket sections currently have to try and find facilities outside of the borough due to a lack of available facilities within the borough.

In 2017, the S106 agreement for North Stoneham Housing Development secured £220,000 for a 'replacement cricket wicket' defined as "the provision of one cricket pitch and associated pavilion to replace the Doncaster Farm Cricket Pitch either as part of the Hampshire County Council Sports Land Works or such other scheme as may be agreed in consultation with the England and Wales Cricket Board (ECB) and Sport England." The cricket wicket at Hardmoor Sports Ground was renovated alongside a new 2 changing room cricket pavilion as part of the 'Sports Pitch Relocation Project', meeting the local need of displaced teams. The 'Sports Pitch Relocation Project' also funded 2 new non turf wickets at Wide Lane (2020) to support the provision of community cricket in the ELAC area. However these collective works were not deemed to satisfy the requirements for a replacement wicket by Sport England and the ECB.

Following extensive discussions with Sport England, the ECB and Hampshire Cricket Board (HCB) it was agreed that there was not a strategic need for another cricket wicket within ELAC with a sustainable operational model and that their preference was for the borough to ring fence this money towards delivery of a second cricket wicket for Fair Oak CC. Following extensive feasibility work, a second cricket wicket adjacent to the clubs existing facilities at Lapstone Playing Fields was considered the most viable and sustainable solution. However, a funding shortfall remained which would need to be, and now has been met by other allocated developers contributions, enabling the initiation of this project.

2. Project Definition

2.1. Purpose

Eastleigh Borough Council Project Initiation Document

The purpose of the project is to support our communities and improve lives through the provision of sport and recreation facilities that align with our strategic objectives to support resident's health and wellbeing. The project deliverables align with the recommendations for provision in this area as detailed in the Councils Playing Pitch Policy (PPS) and Sports Facilities Needs Assessment (2017) and will be complimentary to existing sports provision within the borough to meet evidenced existing and future demand rather than create unnecessary competition.

The desired result is to provide a second cricket wicket on the Parish Council owned, Lapstone Playing Fields, Fair Oak, to meet long standing aspiration for a second cricket wicket for Fair Oak CC, as supported by the ECB, Sport England and the methodology of the Eastleigh PPS. This is to be achieved whilst protecting the continuity of provision for football teams who also currently use the site, as well as continuity of access for community users of the site (such as tennis, runners, dog walkers etc) wherever possible.

2.2. Project Objectives

- To enhance the provision of community sport and seek to reduce physical inactivity across a varied demographic, aligned to the objectives in the Sport & Active Lifestyles Strategy.
- Provide formal cricket playing pitch provision for local residents to drive health and wellbeing opportunities through the provision of playing pitches.
- More specifically provide a new facility to meet the match play and training requirements for all teams of Fair Oak Cricket Club.
- Ensure continuity of pitch provision for cricket and football hirers of Lapstone Playing Fields, either through retention on site or alternative or temporary arrangements during construction.
- Agree management and maintenance arrangements between Fair Oak PC and Fair Oak CC to ensure sustainability and security of tenure to protect club and community access to the facilities in the medium to long term.
- Carry out the project with regard to Council objectives relating to tackling climate change.
- To and enhance the natural and local environment by minimising impacts on and providing net gains for biodiversity.

2.3. Project Scope

- Consultation with key stakeholders and end users to inform a design brief that meets end users' needs whilst functioning both

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operationally and sustainably with Fair Oak Parish Council (FOPC). This is to include all items detailed in '2.4 project deliverables'

- Procurement of specialist natural turf pitches consultants to undertake design work and support planning submission.
- Appointment of the necessary specialist services and surveys to advise on the planning application and any mitigation strategies required (Topographical surveys, GIRs, Ecologist, Arborist etc).
- Submission of planning application to Eastleigh Borough Council.
- Ensure continuity of pitch provision for cricket and football hirers of Lapstone Playing Fields, through alternative or temporary arrangements during construction, as well as continuity of access for community users of the site (such as tennis, runners, dog walkers etc) wherever possible.
- Procurement of specialist natural turf pitches contractor to provide natural turf pitches to ECB approved performance specification along with any other agreed ancillary provision.
- Construction and 12 month maintenance of the pitches.
- Undertake scoping exercise and consider of delivery of new footpath across Lapstone Playing Fields as part of the project to provide a pedestrian route connecting the new OHH development to the south, to the Fair Oak Junior and Wyvern Secondary School to the north. The footpath proposal shall be included in the planning application and a decision then made as to whether its delivered in line with the construction programme, or at a later, more appropriate date based on the OHH programme.

2.4. Project deliverables (Products)

- Relocate existing natural turf 10-wicket cricket pitch to ECB performance quality standards (PQSs) to facilitate provision of second cricket wicket.
- Relocation of the cricket 'hut' adjacent to the relocated cricket wicket (only if deemed an ECB or HCL requirement)
- Deliver second natural turf 10-wicket cricket pitch to ECB PQSs, to include extension of existing culvert, levelling of the land and drainage to create the pitch outfield.
- Replacement of any trees lost on a minimum 3 to 1 ratio.
- Mitigation for any habitat loss by creating new and enhancing existing habitat for dormice, great crested newts, insects, bats and birds and pollinators.
- Delivery of 2nr non-turf cricket wickets to ECB PQS adjacent to the 2 new natural turf cricket pitches.

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- Removal and Re-provision of 2-lane artificial cricket nets to an appropriate location to facilitate second cricket wicket, or an alternative practice solution for FOCC.
- Ancillary equipment to include: 2nr sight screens, boundary ropes/flags, stumps.
- Ensure continuity of pitch provision for cricket and football hirers of Lapstone Playing Fields, through retention, alternative or temporary arrangements during construction. It is expected that 2 of the 3 football pitches on site will be retained, with alternative provision found as mitigation for the third.
- Delivery of new pedestrian footpath across Lapstone Playing Fields providing connectivity to the OHH development (subject to scoping exercise)

2.5. Exclusions

- Any enhancements to the existing Pavilion. Whilst FOPC are considering enhancements to the pavilion with allocated DC's, this will not form part of the initial scope for this project and will be treated as a separate package of works.
- Any adjustments to the existing car parking provision, which is deemed to have adequate capacity and not be materially affected by the project proposals.
- The existing boardwalk to the south of Lapstone Playing Fields will form part of the new footpath route, however no repair or remediation works are within the scope of this scheme as this is an existing asset which FOPC already have a budget to undertake repair works.
- Provision of any additional pitch maintenance equipment.
- In the first instance, alternative football arrangements will look to seek capacity on existing sites in the near vicinity. Future football provision at OHH is a project interface but excluded from the scope of this scheme.

2.6. Post Implementation

Lapstone Playing Fields is owned, managed and maintained by FOPC who have existing hire, management and maintenance arrangements with Fair Oak CC for the use of the cricket facilities at the site. These arrangements will be extended to incorporate the new cricket wicket.

Ongoing arrangements shall be overseen by the BIFOHH LAM and the Leisure Services Manager.

Eastleigh Borough Council Project Initiation Document

Usage and sports development outcomes shall be monitored against the baseline (See 3.2 Benefits)

2.7. Constraints

2.7.1. Priority

The project plan / programme needs to be carefully considered due to the need to provide continuity of use for existing users of the facilities and the seasonal nature of a number of work packages, including:

Civils work: The construction period will be constrained to the summer months, when drier ground conditions will be experienced April – September.

Arboriculture Works: Tree removal should take place outside of bird nesting season (March-August), and tree planting should take place between November – March.

Ecological Works: Dormouse habitat surveys and Great Crested Newt (GCN) were undertaken and whilst the area of vegetation to be removed found no evidence of these species present, it is considered suitable habitat and the surrounding vegetation did have evidence of these species being present. Accordingly, licence applications will need to be submitted to Natural England (which have a 60 day determination period) after planning approval is gained.

2.7.2. Timescale

Stage	Target Date
Start Up – PIM, Project Team	Feb 2022
Project approval from FOPC	14 th March 2022
Initiation – PID, Design Brief, Procure Design Team	March – April 22
Surveys, Concept Design & Formal Pre-App	May – June 22
Developed Design & Planning Application	June – Oct 22
Technical Design, Contractor Procurement, Natural England Licence Applications, vegetation removal and planting, where viable.	Nov 22 – March 23
Construction (Civils)	April – August 2023
Maintenance Period	August 2023
Handover and in Use	April 2025

Eastleigh Borough Council Project Initiation Document

Closure	May 2025
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2.7.3. Dependencies

- FOPC Full Council approval of the proposals
- Sport England and ECB approval of the proposals.
- Planning Approval
- Successful European Protected Species Licence application.
- Cabinet / OHH Committee approval to forward fund the 'Off-Site Sports Contribution' of £219,000 from the OHH development in advance of receipt of all allocated S106 contribution, to achieve the timelines stated above. This has not yet been approved.

2.7.4. Interfaces to other projects

- The provision of football pitches and changing facilities at OHH to replace any pitches that may be displaced at Lapstone Playing Fields to accommodate the cricket wickets.
- The OHH development and the connecting footpath from the north west corner of the OHH site.
- Interfaces with Pembers Hill and North Stoneham due to the Developers Contributions being used to fund the scheme and the obligations to provide an additional cricket wicket in the borough.

2.7.5. Planning Considerations *(delete if not applicable)*

Key planning considerations were identified at Feasibility Stage and are summarised below along with the resulting actions taken. The implications on the project plan are outlined in 2.7.1 and 2.7.2:

- The fundamental planning sensitivity is the requirements to fill in and extend a drainage culvert to enable two pitches to be delivered on site. Accordingly a Tree Survey and Arboricultural Impact Assessment (AIA) were undertaken as part of the feasibility stage, as well as a Preliminary Ecological Assessment (PEA). The AIA identified that the trees which would be lost (Goat Willow) to deliver the project were not subject to TPO's or forming part of a conservation area their loss could be more than compensated for by the associated planting scheme which will enhance the arboricultural interest of the playing fields, providing a richer and more diverse range of species for the benefit of biodiversity which will also be more aesthetically pleasing for local residents. The PEA identified possible Great Crested Newt and Dormouse Habitat within the culvert to be filled in. Subsequent GCN surveys and Dormouse Surveys were therefore undertaken and mitigation measures proposed to ensure replacement and

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enhancement of habitat in the surrounding area. These will include the requirement for licences from natural England before work can be carried out.

- The feasibility study assessed boundary dimensions, proximity to neighbouring infrastructure and indicative ball strike regions. Whilst these are considered to be safe and appropriate, additional ball-strike risk assessments will be undertaken to prove this and identify if any additional protective infrastructure should be provided (E.G ball stop netting) in any areas, in particular the tennis courts.
- Potential loss of football pitches in advance of their formal replacement being contrary to paragraph 97 of the National Planning Policy Framework (NPPF) and Sport England's 'Playing Fields Policy'. Whilst playing field space is not being lost in this instance its change of use will need to be suitably justified.

2.8. Assumptions

- Support of FOPC Full Council
- Successful planning application
- Stability in the construction industry and the cost of delivery.
- Programme assumed on no further Covid disruption.
- Committee approval to allocate S106 funds and forward fund those funds still outstanding from future DC's
- Successful completion of the OHH scheme to trigger receipt of the OHH 'Off-Site Sport Pitch Contribution'

3. Business Case

3.1. Initial Business Case

The project is to be entirely funded via S106 contributions which have already been identified and secured based on the projects indicative cost estimate from the feasibility studies undertaken (see 3.3 Budget). The business case for the site will therefore focus on revenue and management, maintenance and lifecycle costs for the pitches. The facilities will be owned, and operated by, Fair Oak Parish Council, therefore it is important FOPC do their own due diligence on the business case as well. However, EBC will undertake a headline business case for the maintenance of the facilities to ensure a sustainable facility in the long term. The project proposal is an extension of the existing management and operational arrangements in place already between FOPC and FOCC so accurate existing costs can be determined to work from.

Headline revenue costs were outlined in the feasibility study and are detailed in 3.3. Budget.

Eastleigh Borough Council Project Initiation Document

3.2. Benefits

Benefits the project intends to achieve	Benefit Owner	How will the Benefit be measured	Baseline: Where are we now	Target	Benefit Delivery Date
Health & Wellbeing					
<i>To enable health and wellbeing</i>					
<p>Additional grass cricket pitch and non-turf cricket pitch = Increased capacity for senior and junior fixtures and a reduction in cancelled fixtures due to wet weather and more continuity of physical activity and more positive playing experience – enforcing positive habits.</p> <p>Increase in available pitch hire in BiFOHH area for local teams, reducing travel time and enhancing experiences</p>	EBC then FOPC	Fixtures	Comparison to current facilities and matches played per annum	Increase on baseline position (tbc with FOPC)	12months from 1 st usage and ongoing
Green Borough					
<i>Excellent Environment for All</i>					
<p>Safe, clean, accessible, well maintained open space that encourage every day physical activity and promote social cohesion enables communities to have a sense of pride, place and identity, shaped by the local environment.</p> <p><i>Tackling Climate Change</i> Achieve biodiversity net gain through delivery of scheme and enhancement of surrounding ecological habitat.</p>	EBC – PM	Community feedback	Club play at train at multiple venues across borough and struggle for space.	A single destination for HER to call home.	1 and 5 years post completion
	EBC – Project Board	Ecological Assessment		Minimum 10% biodiversity net gain	
Prosperous Place					
<i>Ensuring new developments have appropriate supporting infrastructure.</i>					
	EBC	Delivery of facilities in line with	Insufficient pitch provision to meet match play	1 x natural turf cricket pitch	Project Completion (Aug 2025)

Eastleigh Borough Council Project Initiation Document

High quality sports and recreation facilities to encourage healthy lifestyles and make Eastleigh an attractive place to work and live.		strategic need as defined in the PPS (2017) action plan.	and training requirements of BiFOHH clubs meaning they are travelling outside the borough for fixtures. Additional capacity required to accommodate rising populations from local housing schemes including Pembers Hill and OHH.	2 x new artificial cricket pitch Meet all FOCC match play and training requirements + other club/community demand.	

3.3. Budget

The project is to be funded from the following developer's contributions:

Projected Income	Amount	Status
'Replacement Cricket Wicket Contribution' (North Stoneham Housing Development)	£168,000	Received and Allocated
Off-Site Public Open Space District Park/Playing Field Contribution (Pembers Hill Farm)	£270,000	Received and to be allocated at 9 th March 2022 BIFOHH Committee
'Off-Site Sports Contribution' (One Horton Heath)	£219,000 (+RPIX)	Not yet received. Triggers to be agreed
TOTAL	£657,000	

The indicative cost estimate below outlines anticipated costs following initial feasibility work undertaken by TGMS. This may vary following detailed design and as the result of any scope creep. It should also be noted that no feasibility or scoping work has been undertaken by the PM regards the footpath requirements, this cost estimate was an indicative figure provided by countryside services during the S106 negotiations for One Horton Heath. The project cost estimate is £656,190.70.

Budget Items	Cost Estimate	Notes
2 cricket wicket facility		

Eastleigh Borough Council Project Initiation Document

Earthworks Construction	£185,255.46	See TGMS Feasibility for breakdown
Earthworks Maintenance	£4,850.00	See TGMS Feasibility for breakdown
Cricket squares and ancillary items - Construction	£187,731.50	See TGMS Feasibility for breakdown
Cricket squares maintenance	£16,700.00	See TGMS Feasibility for breakdown
Ecological Mitigation (Dormice and crested newts)	£15,000.00	Surveys undertaken Summer 2021 following recommendations of the PEA
Project Manager and Professional Fees	£25,000.00	
Planning Fees & Surveys	£11,000.00	
Communication Plan and Signage	£1,000	
Footways		
Footway across Lapstone connecting OHH development to fields and schools to north	£150,000.00	
Contingency @ 10%	£59,653.70	
Total Project Spend	£656,190.66	

There is scope to seek external grant funding towards this project from the ECB, however at the time of writing it is deemed that there is sufficient budget available and due to the additional grant conditions, specification requirements and extended project programme that would result, along with a maximum contribution of 20% of total project costs, this is not considered the best route to take.

As referred to in 2.7 and 2.8, this project will require some forward funding in advance of S106 receipts allocated to the project. 66% of the project budget is already been received and allocated, with the £219,000 (+RPIX) from the OHH development yet to be received. This S106 contribution is index linked to RPIX and therefore will increase over-time. The project budget however has used the S106 contribution figures and not forecast for the increased receipts EBC will receive as a result of indexation. Accordingly, any interest incurred from borrowing as a result of forward funding will be off-set by the indexation received upon receipt of the S106 contributions. A cashflow forecast shall be completed with the Senior Accountant for submission to the BIFOHH Local Area Committee and Cabinet for approval to forward fund this proportion of the budget. It should be noted however that there remains a risk of S106 contributions not being received if the OHH housing project does not progress to the relevant trigger points which release the contributions.

Eastleigh Borough Council Project Initiation Document

With regards to ongoing revenue costs, there should be none for EBC as the asset will be owned by Fair Oak Parish Council. However, the following costs provide a cost estimate for maintenance of the additional cricket wicket. The existing SLA held between FOPC and FOCC shall be extended to incorporate rates and responsibilities for the second cricket wicket and ensure a sustainable arrangement for both parties. The revenue budget details below are the indicative total annual costs which will be met between FOPC and FOCC.

Revenue Budget Item	Cost Estimate	Funding Source	Notes
Annual Sand Top Dressing	£2600		
Sand Groove Replacement Sinking fund (p/annum)	£400		
Cricket pitch annual maintenance budget	£2k-£3k per pitch		
Total Ongoing Costs	£7-9000 p/annum		

3.4. Council Priorities

This project will build towards achievement of the following Council Strategic priorities:

- A Healthy Community (enabling healthier lifestyles/well-being)
- A Green Borough (Excellent Environment for All including addressing Climate Change)

[\(Click here for an explanation of our Strategic Priorities\)](#)

As highlighted in 1.1 and 1.2, this project aligns with the deliverables of the Council's PPS (2017), for additional cricket pitch provision to meet existing and future demand, helping to contribute to the Council's Healthy Community strategic priorities. The project also aims to contribute towards the Council's Excellent Environment For All, by creating a clean and attractive environment that provides for local peoples recreational needs.

The project has also been devised with Financial sustainability in mind. Due to the financial climate, local authority cricket provision is in a vulnerable position, with local authorities having less time, resource and expertise to provide good quality grass cricket wickets for local communities, and provide the level of subsidy previously afforded in offering this provision.

Eastleigh Borough Council Project Initiation Document

To secure continued use the borough Council and HCB are actively encouraging ensuring security of tenure for cricket clubs at local grounds, and encouraging clubs to take responsibility for their own pitch maintenance where possible. This project looks to support the largest and best established cricket club in the borough by building on the already established relationship between Fair Oak CC and Fair Oak PC, in which maintenance responsibilities for cricket wickets at Lapstone Playing Fields are shared via an SLA, to ensure an acceptable standard of pitch provision is achieved in a sustainable manner.

4. IT Prioritisation

This section is designed for IT projects, to help prioritise their ranking within the IT workplan. An adapted version for use with other forms of projects is in development – please speak to the PMO for more information.

Please score each element for your project below and provide a reason for each. The bracketed numbers indicate the maximum potential score for each section, so please allocate a score accordingly.

	Project Name	Customer Impact (10)	Non-Cashable Impact (always FTE) (15)	Potential £ Savings (Capital and Revenue) (10)	Implementation and Running Cost £ (Capital and Revenue) (10)	IT Input (15)	Risks if not done (20)	Critical Timescale (10)	Political Ambition (100)	Score (total)
Score										
Description										

5. Project Organisation

4.1. Project Organisation Structure

	Officer Name & Service Unit	Estimated no. hours required	Confirmed
Project Board Roles			
<i>Project Sponsor</i>	Andrew Thompson (Local Area Manager)	40hr	Yes
<i>Senior Supplier(s)</i>	Richard Wood (Leisure Services Manager, Health and Wellbeing)	40hr	Yes
<i>Senior User (who will own the end product once project has been delivered)</i>	Mel Stephens – Parish Clerk, Fair Oak PC	30hr	Yes
<i>Project Manager</i>	Harry Lee, Corporate Project Manager	1 day p/week for 2 years	Yes
<i>End User</i>	Tony Oxley, Chairman, Fair Oak CC		Yes
<i>Member Representation</i>	Helen Douglas, Chair, FOPC	20hrs	Yes
Project Team Roles			
<i>Legal Specialist (Approval of construction contracts, works licence on PC land)</i>	To be allocated upon raising a case	10hrs	
<i>Finance (Approval of budgets, sign off of committee/cabinet reports)</i>	Tom Andrews	10hrs	
<i>Comms</i>	TBC	10hrs	

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4.2. Role Profiles

Role	Role Profile
Project Sponsor	<ul style="list-style-type: none"> • Is accountable for the project • Makes the business decisions for the project • Makes user resources available • Approves work products
Project Board Project Sponsor Senior User Senior Supplier	<ul style="list-style-type: none"> • Approves and signs off the PID to enable the project to start • Provides guidance on issue / change requests • Effective decision making • Commits project resources • Provides overall direction on the project • Approves the Project End Report
Project Manager / Client role (CDM Regs 2015)	<ul style="list-style-type: none"> • Receives or creates the Project Initiation Matrix with information from the Sponsor • Creates the PID • Reports progress to the Project Board • Directs the Project Team • Plans and monitors the project plan • Plans and monitors project budget • Maintains the Risk, Issue and Change Registers (using the Project Workbook) • Prepares Highlight Reports • Prepares Issue / Change Reports as necessary • Prepares the Project End Report • Confirms project completion <p>Delete if n/a: Further responsibilities for the Project Manager when acting as the 'Client' can be found on the HSE Website.</p>
Project Team	<ul style="list-style-type: none"> • Reports to the Project Manager • Has responsibility for delivering the project and creating or delivery of the products

Eastleigh Borough Council Project Initiation Document

5. Project Plan

5.1. Project Plan

The plan in the project workbook shows how and when activities of the project will occur, what resources they require and the dependencies between activities. The Project Manager will regularly review and update the Project Plan to check progress and ensure that the activities are on target.

Show the project stages and high level tasks with start and finish dates here:

Stage / High Level Tasks/ Milestones	Start	Finish	Duration
<i>Start Up – PIM, Project Team</i>	Feb 2022	Feb 2022	1mnth
<i>Initiation – PID, Design Brief, Procure Design Team</i>	March 22	April 22	2mnths
<i>Surveys, Concept Design & Formal Pre-App</i>	May 22	June 22	2mnths
<i>Developed Design & Planning Application</i>	July 22	Oct 22	4mnths
<i>Technical Design, Contractor Procurement</i>	Nov 22	March 23	4mnths
<i>Construction</i>	April 23	August 23	4mnths
<i>Maintenance Period</i>	August 2023	April 25	18 months
<i>Handover and in Use</i>	April 2025		1month
<i>Closure</i>	May 2025		
Predicted project timescale	Feb 2022	April 2025	3yrs 2 mnths

5.2. Communications Plan

The Communications Plan identifies all the parties with an interest in the project and the means and frequency of communication between them and the project. This plan should specifically set out how the Councils involvement in and support for the project will be promoted and specifically state what signage and branding will be placed on project facilities and literature. This should be discussed and agreed with the Corporate Communications team, and costs / budget agreed.

Who	What / How	When
Internal		
Programme Board	Update on project status – Highlight Report	Monthly
BIFOHH Committee	Update on Project status	Quarterly or as Sponsor see's fit
Project Board (inc FOPC and End User)	Information on the project, staff briefing as required through different project stages	At project initiation and monthly meetings

Eastleigh Borough Council Project Initiation Document

External		
Fair Oak CC	Design consultation on end user requirements & progress updates.	Quarterly
Local Community	Pre app consultations providing the wider community the opportunity to comment and inform design.	Prior to planning application
Sport England, England and Wales Cricket Board and Hampshire Cricket Board	Design consultation	Design brief, Prior to planning application and as required.
Borough News/ EBC Social Media	To be discussed with Comms teams and proposal to be defined via a joint comms plan with FOPC	To be agreed

Include information on ensuring all persons involved cooperate and coordinate with each other including adjacent sites.

5.3. Procurement

In this section, the procurement approach should be detailed, including any information about the tender process, types of contract, and how the Contract Standard Orders are being complied with.

Eastleigh Borough Council Project Initiation Document

It is expected that this project will take a traditional procurement route, appointing a multidisciplinary design team for RIBA stages 0-7, inclusive of a specialist natural turf pitch consultant, followed by procurement of a natural turf pitch contractor on a JCT Intermediate or Minor Works contract for stages 5-7. If considered to be more cost-effective and facilitate improved programme delivery, without compromising quality, then a Design and Build procurement approach with a specialist natural turf pitch contractor may be pursued.

The above appointments shall be procured via an ITT through the Proactis South East Business Portal.

To ensure best value is achieved, 3 quotes shall be sought for any goods or services procured between the £10,000 - £75,000 threshold which are not detailed above.

5.4. Branding Plan

The Councils 'Investing in our Community' corporate branding shall be used during the construction and maintenance period and has been included in the project budget.

An appropriate comms plan shall be produced with the Comms team, in consultation with FOPC to ensure the project is appropriately communicated to local residents and its alignment with FOPC corporate priorities.

6. Project Controls

This section will detail how the project will be managed and controlled:

- Quarterly Board Meetings or more regularly as required or decisions gained remotely as required to enable timely progress
- A monthly Highlight Report will be completed for the Community Projects Board and PMO, with project board members copied in.
- The project workbook will be completed and monitored throughout the project (this includes the project plan, risk, issues and dependencies.)
- Project tolerances will be followed as documented in section 6.1
- Budget actuals and forecasts produced for each financial period
- Exceptions to be escalated as documented in section 6.3

Eastleigh Borough Council Project Initiation Document

6.1. Tolerances

Due to the nature of the project, and the PMs background and previous experience in successfully delivering projects of a similar scale and nature it is recommended the PM has the following tolerances:

Overall project cost increase: 0% tolerance as defined S106 amount

Time: 15% Tolerance

Quality: Minor changes to brief and design only.

Anything above the tolerances listed above must be notified as an exception to project board for a decision or escalation to Programme board.

Delegated authority of Project Manager

- Any professional appointments up to £50,000.
- Project spend up to £50,000

All day to day decisions and approvals to enable timely progress and delivery of the project.

6.2. Method of approach

The overall management of the Project shall be managed using PRINCE2 principles and standard EBC project documentation for documenting and reporting purposes.

See 'Procurement' section for details on procurement approach but all decision making within thresholds will come through the PM to ensure full monitoring and decision making on cost control and change control procedures.

6.3. Exception Process

The Project Manager will frequently review and report on project progress. If the Project Manager feels that any of the tolerances agreed for the project are likely to be exceeded they will report the matter to the Programme Board / Project Board / Sponsor by means of a Project Exception Report. This will provide analysis, options and a recommendation for the way forward for discussion by the Programme Board / Project Board / Sponsor.

6.4. Initial Risk Log and Mitigations

Eastleigh Borough Council Project Initiation Document

A risk log template is held within the Project Workbook. It contains a risk analysis for all known risks associated with the project and any of its dependencies. It includes mitigations and / or contingency plans. The Project Manager will actively manage the risks by regularly reviewing and updating the Risk Log. Reviewing the risk log should be a regular part of the Board agenda, to ensure the Board are aware of the steps being taken and/or the risk level being tolerated.

7. IT and Data Security

N/A

8. Training

None identified

9. Equality / Diversity

Equality Impact Assessment attached.

Key item: In light of the recent spotlight shone on the ECB and a culture of racial discrimination within some institutions within the sport of cricket, the project board shall seek assurance from the HCB and the club that suitable governance is in place to ensure equality of opportunity for all within cricket clubs in Hampshire and specifically at Fair Oak Cricket Club.

10. Data Protection (applies to all projects)

Confirm Data Protection Impact Assessment (DPIA) Stage 1 has been completed and sent to the data protection officer at dp@eastleigh.gov.uk

Full DPIA required?

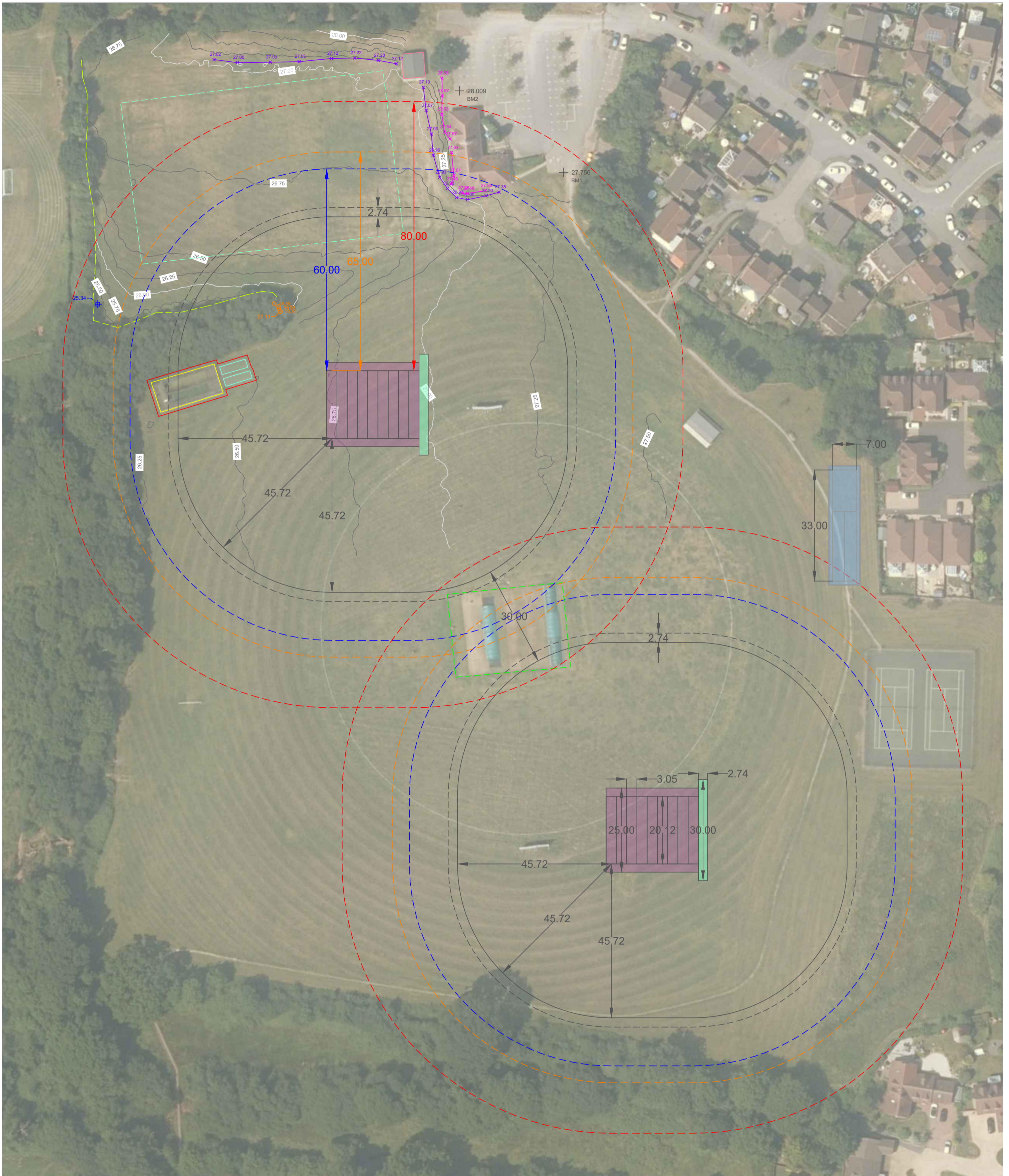
No

If yes, please send completed full DPIA to DPO at dp@eastleigh.gov.uk

11. Construction Information

Not at this stage.

11.1. CDM 2015



LEGEND		Proposed Features	
	Major Contours - 1m Intervals		ECB Recommended Cricket Pitch
	Minor Contours - 25cm Intervals		Boundary & 2.74m Safety Margin
	Benchmark		Proposed Artificial Pitch
	Inspection Chamber		60m Ball Strike Zone
	Headwall		65m Ball Strike Zone
	Top Bank Level		80m Ball Strike Zone
	Bottom Bank Level		Dimensions (m)
	Vegetation Edge		Proposed Cricket Nets
	Top of Bank		
	Bottom of Bank		
	Indicative Football Pitch		
	Building		
	Cricket Nets		
	Synthetic Area		
	Cricket Pitch		

TGMS Sports Surface Consultants

TGMS, 4 Doolittle Mill, Froghall Road, Amptill, Bedfordshire, MK45 2ND
 Tel: 01525 307060
 Web: www.tgms.co.uk
 Email: enquires@tgms.co.uk

TGMS and PSD Agronomy are trading names of Professional Sports Turf Design (NW) Ltd.
 Company Number: 01957538.
 Registered Office: Sherrock House, 1 Faraday Court, Fulwood, Preston, Lancashire, PR2 9NB.
 Directors: Charles Henderson, Aurélien Le Blan.

Revisions				
Rev	Date	Description	Drawn By	Checked By
1	27/10/2020	Ball Strike areas added.	OM	MY

Notes:

Drawing Title		
Indicative Layout		<small>INDICATIVE ONLY</small>
Project : Lapstone Playing Fields		
Client : Eastleigh Borough Council		
Consultant : Matt Young		
Date : 14/10/2020	Drawing Status : Feasibility	
Scale : 1:750	Paper Size : A2	
Drawn by : OM	Checked by : MY	Approved by : MY
Drawing Number		Revision
TGMS1111.7-1		1

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Appendix 4

Last Updated : 07/03/2022		Project Risk Register																		
Updated By: Harry Lee		Lapstone Playing Fields - Cricket Pitch Project																		
Project Sponsor: Andrew Thompson																				
Project Manager: Harry Lee																				
Unique identifier number	This is the programme/ project/ division/ etc	The primary risk outcome/ impact relates to Schedule, Cost, Quality, Reputation, People or Political	Short title for reference	Description of the risk, including: the cause (what might happen) and the effect (what is the impact)	Name of risk owner	Impact (5 is high)	Likelihood (5 is high)	Severity= Impact x Likelihood	Transfer, tolerate, treat or terminate	Estimate the expense of putting it right if the worst happens		What are the mitigation actions required, who owns each action and when is it due?		Deadline for the next mitigation action or risk review point	Impact (5 is high)	Likelihood (5 is high)	Severity= Impact x Likelihood	If the risk materialises, what is the contingency plan? Not always necessary to populate this column but useful for high severity risks	Open or closed status	What date was the risk closed
						Pre mitigated: current risk exposure assuming risk is accepted with no specific actions in response			Financial Impact						Post mitigated: current risk exposure assuming that specific authorised actions will be implemented					
Risk ID	Project/ Domain	Risk Impact Category	Risk Title (short title)	Risk Cause and Effect (What might happen? What is the expected impact?)	Risk Owner	Impact (1-5)	Likelihood (1-5)	Overall Severity (1-25)	Risk response	Lowest Cost Estimate	Highest Cost Estimate	Mitigations Action (against owner and due date for each action)		Next review due date	Impact (1-5)	Likelihood (1-5)2	Overall Severity (1-25)	Contingency plan	Status	Date closed
R1		Political	Fair Oak PC approval	Project will require FOPC approval as Lapstone Playing Fields is their land	PM and Senior User	5	2	10	Tolerate	N/A	N/A	Take project proposal to FOPC meeting on 14th March to seek early approval prior to project initiation.		14/03/2022			0			
R2		Financial	Forward Funding approval of OHH £219,000	Project requires an element of forward funding from the OHH 'Off-site Sports Field Contribution' of £219,000	Sponsor	5	2	10	Treat	£219,000	£219,000	Take proposal to OHH board meeting on 15th March for forward funding under Council infrastructure first policy. Follow up with Cabinet paper if approval given.		15/03/2022			0			
R3		Financial	Allocation of Pembers Hill Off Site Playing Fields Contribution from BIFOHH	£271,000 Pembers Hill Off Site Playing Fields Contribution from BIFOHH requires allocation by BIFOHH towards the project.		5	1	5	Treat	£271,000	£271,000	Sponsor to take financial papewr ot BIFOHH Committee on 9th March to seek formal allocation of funding (previously agreed in principle)		09/03/2022			0			
R4		People	Resident complaints	Neighbouring residents may complain about the change in use and any disruption caused during construction. This could lead to objections at planning stage.	Project Board	4	4	16	Tolerate			Undertake public consultation prior to application to ensure resident views are heard. Keep residents suitably informed (via parish comms)					0			
R5		Financial	Footpath delivery	The extent or specification of the footpath was not scoped prior to securing project budget and is therefore an estimate yet to be fully costed.	PM	3	3	9	Tolerate	£0,000	£50,000	£150,000 has been allocated for footpath delivery. Scoping and costing exercise will be undertaken early and identified as a risk if the allocation is not considered to be adequate. Scope to reduce specification to deliver within budget or request additional DC's.					0			
R6		Schedule	Ecological Habitat removal	Dormouse and GCN within vscinity, so seasonal clearance required under Natural Engalnd EPS licence.	PM	4	3	12	Treat	10,000	15,000	PEA and resultant habitat surveys undertaken, mitigation proposals provided by an ecologist and requirement for EPS Licence from Natural England factored into project cost and programme.					0			
R7		Reputation	Planning refusal due to tree removal	Removal of goat willows to extend culvert to facilitate second wicket may lead to planning refusal or reputational impact	PM and Arborist	5	2	10	Treat	5,000	£10,000	Tree Survey and AIA undertaken along with mitigaion planting proposals at 3 to 1, which are considered to more than compensate for those lost. TPO check undertaken and no TPO's on the goat willow to be removed.					0			
R8		Quality	Planning refusal due to loss of 1 football pitch	Loss of 1 football pitch to facilitate additional cricket wicket	PM / Senior Supplier	3	5	15	Treat	£0,000	£7,500	Find suitable local alternative provision for football users. Communicatæ early with users and with Hampshire FA and Sport England.					0			
R9		People	Relocation of Memorial Benches	Requirement to relocate 1 or 2 memorial benches on site to facilitate new pitches	FOPC	2	4	8	Tolerate	£1,000	£2,000	Engagement to inform (not ask) residents in advance. Opportunity to offer new replacement benches if welcomed.					0			
R10		Schedule	Seasonal works	There are a number fo seasonal works required in relation to tree and vegetation removal, and civils works which all need to happen at certain times of year and in order. If any of these are missed then it could casue a 12 month delay on project programme.	PM	5	3	15	Treat			Project Plan established, with key tmeframes acknowledged and will be shared with Project team.					0			
R11		Quality	Culvert extension	The existing culvert will need filling in and extending to create the outfield. Specilast advice is required to understand the cost implications of this and any additional watercourse permissions which may be required.	PM	4	4	16	Treat			Appoint specilast consultant early in project to better understand implications, design solutions and approvals.					0			
R12								0									0			
R13								0									0			
R14								0									0			
R15								0									0			
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R44								0									0			

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APRIL 2022			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Environmental Projects Update	Updates on key projects including tree planting, bee & tree corridor, village enhancements, wildflower and blub planting	Presentation	Clerk/Deputy Clerk/Operations Manager
Community Development	Agreement of community action plan	Report	Community Development Officer
Internal Auditor Report	To receive the internal auditor's report and approve the audit action plan	Report	Finance Officer/Clerk
Cllr Handbook	To adopt Councillor handbook for all new members	Report	Deputy Clerk
Wellbeing Initiative	To consider results of wellbeing survey and local initiatives	Report	CDO/Deputy Clerk
Corporate Action Plan	Monitoring progress against the action plan	Report	Clerk
ANNUAL COUNCIL MAY 22			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
MEMBERSHIP OF COMMITTEES	To appoint members to Committees, Sub-Committee and standing Task & Finish Group	Report	Clerk
FINAL ACCOUNTS	To approve the final accounts for the year ending March 2022, to note the internal auditor's comments and complete the annual return	Report	RFO
ANNUAL GOVERNANCE RETURN	To approve the Annual Governance & Accountability Return 2021/22	Report	RFO
CONSTITUTION	To review/approve the adoption of the Council's constitution including SO	Report	Clerk
JUNE 2022			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Data Protection Annual Audit	To receive the annual audit	Report	Clerk
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer

UNALLOCATED ITEMS			
Cemetery Road	To consider options appraisal	Report	Operations Manager
Street Trading Policy	To consider adopting a policy	Report	Deputy Clerk
Rewilding Twynhams Field	To consider rewilding project proposal plans for Twynhams Field	Presentation/Report	Operations Manager
Public Art	To note public art projects for inclusion in the BIFOH Public Art Strategy	Report	Clerk
One Horton Heath	To note progress and consider asset transfer proposals including community & pitch facilities	Report	Clerk/OHH Team
Events update	Progress report	Report	Communications & Events Officer
Woodland Community Centre	To discuss reinstatement works following flood	Report	Operations Manager
Website/social media stats	To receive a progress report	Report	Communications & Events Officer
Electric Charge Points	To consider a proposal for the installation of ECP at Parish properties	Report	Operations Manager/Deputy Clerk
Asset acquisition and retention policy	To adopt a policy/procedure	Report	Clerk
Green Flag Award Status for KP	To consider steps needed to achieve GF award status at KP	Report	Clerk/Operations Manager
Crowdhill Green Play Area/Public Art	To consider	Report	Clerk
Play Strategy	To consider the development of a Play Strategy	Report	Clerk
Community Investment Programme	To review list prior to submission to EBC	Report	Clerk