



FAIR OAK & HORTON HEATH PARISH COUNCIL

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SUMMONS

Dear Member

11 June 2024

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 17 June 2024 at 6.00pm at the Parish Office, 2 Knowle Park Lane, Fair Oak.**

Melanie Stephens

Melanie Stephens, Parish Clerk

PUBLIC INFORMATION: Members of the public are welcome to attend this meeting. The seating capacity of our Conference Room for members of the public is limited under fire regulations to 22.

PUBLIC PARTICIPATION: Members of the public may speak in accordance with the Council's public participation scheme: (a) on items under the Council's remit which are not on the public agenda; and/or (b) on individual items on the public agenda, when the Chairman calls that item. Speeches may not exceed three minutes.

Anyone wishing to attend the meeting or speak in accordance with the Council's public participation scheme, should contact the Parish Clerk by emailing clerk@fairoak-pc.gov.uk no later than 12.00 noon on Thursday, 13 June 2024.

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 3-10)

- a) To approve the minutes of the Council meeting held on 20 May 2024 as a correct record.
- b) To note the planning delegated decisions of w/e 26 April and 24 May 2024.

3. PUBLIC PARTICIPATION

To receive any public participation in accordance with the Council's public participation scheme.

4. UPPER BARN COPSE PLAY AREA (REPORT B, PAGES 11-21)

To consider the outcome of the public consultation and agree next steps.

5. CHAIR'S ANNOUNCEMENTS

6. CLERK'S UPDATE

7. FINANCE REPORT (REPORT C, PAGES 22-30)

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

8. COMMUNITY CAFE SOLAR PROPOSAL (REPORT D, PAGES 31-41)

To consider the options for solar provision at the Community Cafe and agree an option for submission to the local planning authority and grant funding.

9. WORK PROGRAMME (REPORT E, PAGES 42-43)

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

10. 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 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.

11. CEMETERY PATH TENDERS (REPORT F, TO FOLLOW)

To approve contractors for the cemetery path resurfacing project.

To: Councillors

S Anderson

P Barrett

C Bird

S Broomfield

W Chivuchi

N Couldrey (Vice-Chair)

H Douglas (Chair)

K Forfar

T Higby

M Marsh

G Meech

D Scott

M Smith

G Stupple

B Tennent

Officers:

J Cahill (Finance Officer)

M Leadbitter-Allen (Deputy Clerk)

M Johnson (Operations Manager)

M Stephens (Clerk)

**Minutes of the Annual Council Meeting of the Council
held on Monday 20 May 2024 at 6.00 pm
at the Parish Office, 2 Knowle Park Lane, Fair Oak**

Present: Cllrs Anderson, Barrett, Douglas (Chair), Cllr Higby, Smith & Cllr Stupple

Officers in attendance: Mel Stephens, Clerk, Michelle Leadbitter-Allen, Deputy Clerk and Jo Cahill, Finance Officer

Apologies: Cllrs Bird, Broomfield, Chivuchi, Couldrey, Forfar, Marsh, Meech, Scott & Tennent

PUBLIC SESSION

There were no members of the public present.

1 ELECTION OF CHAIR

Cllr Barrett moved that Cllr Douglas be elected Chair of the Council for the ensuing municipal year. The motion was seconded by Cllr Anderson. There were no other nominations.

RESOLVED:

That Cllr Douglas be appointed as Chair for the ensuing municipal year. Cllr Douglas took the Chair and signed the declaration of acceptance of office, formally witnessed by the Clerk.

Councillor Douglas expressed her gratitude to Council members and staff, acknowledging their dedication and teamwork.

2 ELECTION OF VICE-CHAIR

Cllr Douglas moved that Cllr Couldrey be elected Vice-Chair of the Council for the ensuing municipal year. The motion was seconded by Cllr Anderson. There were no other nominations.

RESOLVED:

That Cllr Couldrey be appointed as Vice-Chair for the ensuing municipal year.

3 DECLARATIONS OF INTEREST

There were none.

4 MINUTES (PAPER A)

RESOLVED:

- (a) That the minutes of the Full Council meeting held on 22 April 2024, be signed by the Chair as a correct record; and
- (b) That the delegated planning decision be noted.

5 MEMBERSHIP OF COMMITTEES & OUTSIDE BODIES (REPORT B)

The Council considered the membership of committees, Task & Finish Group and outside body representatives for the ensuing year.

The Council also considered the proposal to dispense with the Asset Committee considering the fact that decisions regarding council assets continued to be brought before full council.

Due to the increased number of public open spaces and play areas now under the care of the parish council, the Clerk recommended the establishment of a Public Open Space, Community Infrastructure and Play Area Task and Finish Group. The group would consist of four councillors and two community representatives.

Members supported the proposals as set out above.

RESOLVED:

- (a) That the Asset Committee be disbanded;
- (b) That the Public Open Space, Community Infrastructure and Play Area Task and Finish Group be established with the terms of reference as set out on Report B;
- (c) That Cllrs Anderson, Bird, Higby & Scott be appointed to serve on the Public Open Space, Community Infrastructure and Play Area Task and Finish Group; and
- (d) That the members appointed to Committees, standing Task & Finish Groups and Outside Bodies as set out in Report B to the Council be approved; subject to the Clerk confirming the representative for Twynams Trustees.

Action: Mel Stephens

6 STANDING ORDERS (REPORT C)

Members considered the Standing Orders and proposed amendments. These included:

1. The inclusion of a robust Public Participation Procedure to assist Council members to better manage larger groups of public attendance;
2. The removal of the Asset Committee and subsequent Terms of Reference;
3. The change to the order of business at ordinary meetings of the council;
4. The change of Advisory Group to Task and Finish Groups; and

5. Minor changes numbering and formatting changes.

Members supported the proposed changes as set out above. As such, it was;

RESOLVED:

- (a) That the Standing Orders as set out in Appendix 1 to Report C be approved; and,
- (b) That the Clerk be given delegated authority, to make further minor editing changes, corrections, and updates to the document prior to publication as required.

Action: Mel Stephens

7 PLANNING APPLICATION F/24/96895

The Council considered planning application F/24/96895, Land at Burnetts Lane/Fire Tree Lane as set out on the agenda summons.

Council Members discussed the application and supported the comments made by the following statutory consultees:

- (a) The Ramblers Association, who had concerns that the size of the bridleways and footpaths were insufficient;
- (b) The Local Flood Authority who was concerned that the basins were not of sufficient size or depth to prevent flooding and had concerns about the connectivity of the basins being insufficient;
- (c) Active Travel England who objected to the proposed width and use of footpaths and bridleways, the proposed surface material, and the lack of details on 'gateway' features, and;
- (d) Natural England, who raised concerns regarding the lack of information given to support the adequacy of the green infrastructure as part of the mitigation package for the housing proposed.

RESOLVED:

That the Council supports the comments made by the statutory consultees with a further comment that living art must form part of the Public Art provision for the wider site to increase biodiversity and sustainability.

Action: Mel Stephens

8 PROTOCOL FOR CLLR/OFFICER RELATIONS (REPORT E)

The Council considered the Councillor/Officer relations protocol.

RESOLVED:

- (a) That the protocol for Cllr/Officer Relations as set out in Report E be approved; and

- (b) That the Clerk be given delegated authority, to make further minor editing changes, corrections, and updates to the document prior to publication should this be necessary.

Action: Mel Stephens

9 CONFLICT OF INTEREST WITH BDO LTD

Councillors confirmed that they did not have any conflicts of interest with BDO LLP external auditor.

RESOLVED:

That the conflict-of-interest form be signed by the Clerk and Chair for submission with audit papers.

Action: Jo Cahill

10 FINAL ACCOUNTS (REPORT F)

The Council considered the Final Accounts for the 2023/24 financial year.

RESOLVED:

That the Final Accounts for the year ending March 2024 be approved for submission to the external auditor and the annual return completed.

Action: Jo Cahill

11 ANNUAL GOVERNANCE RETURN (SECTION 1&2) 2023/24(REPORT G)

The Council considered the Annual Governance Return sections 1 and 2 for submission to the external auditors.

The Chairman expressed the Council's thanks to the Finance Officer for all her hard work in preparing the reports.

RESOLVED:

- (a) That the Annual Governance Statement 2023/24 (Section 1) be approved and signed by the Chair and the Clerk for submission to the external auditor;
- (b) That the Accounting Statement 2023/24 (Section 2) be approved and signed by the Chair for submission to the external auditor; and
- (c) That the dates for 'Notice for Public Right of Inspection' be approved as 3 June 2024 to 12 July 2024.

Action: Jo Cahill

12 INTERNAL AUDIT REPORT (REPORT I)

The Council considered the report of the Internal Auditor following her visit on 30 April

2024.

The Clerk and Finance Officer had responded to the comments made by the Auditor and actions were set out in the action plan attached as Appendix 2 to Report I.

Pertinent comments made by the auditor included: -

The Council's general reserve was lower than recommended. The Clerk explained that this had been due to the capital projects overspend but would be recouped later in the year as asset transfers completed and Section 106 monies were received.

Additionally, the Finance Officer had received a query from the external auditor regarding the internal auditor appointment. As the council was at the end of the 3-year contract with the current auditor, the council would need to review this.

RESOLVED:

- (a) That the internal audit report be noted; and
- (b) That the Clerk and Responsible Finance Officer be given delegated authority to carry out actions as set out in the audit action plan attached at Appendix 2 to Report I.

Action: Jo Cahill/Mel Stephens

13 FINANCE REPORT (REPORT J)

The Council considered the Finance Report.

The Finance Officer advised that following publication of the report, the latest pay offer had been agreed by Trade Unions. The agreement set out an increase of £1,290 from 1 April 2024 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all National Joint Council pay points 2 to 43 inclusive.

Although Council had agreed and budgeted for a 2% increase there would be a would be a short fall of approximately £27K due to the difference between the £1290.00 and the agreed increase and the associated costs of National Insurance and staff pensions.

Whilst the report had initially proposed a virement from Woodland Community Centre Ear Marked Reserves to the general reserves to increase the Council's general reserve level, this money would now likely go toward the pay settlement.

Approval of the pay settlement and final financial implications for the Council would be discussed at the next Council meeting.

RESOLVED:

- (a) That the contents of the report be noted;
- (b) That the BACs payments be approved; and
- (c) That the virement of £21,100 from the Woodland Ear Marked Reserve (EMR) to

the general fund be approved.

Action: Jo Cahill

14 WORK PROGRAMME (REPORT K)

The Council considered the work programme.

Cllr Barrett asked if the Financial Internal Controls could be reviewed to include more safeguards around bill payments. This would be considered at the next Finance and Staffing Committee meeting in July.

Cllr Barrett also raised concerns over the leaves left on the ground at the cemetery over winter which had killed the grass underneath and asked for the maintenance schedule for the cemetery to be shared with the Council.

Cllr Douglas asked if a schedule of operations could be shared by the Operations Manager for all sites on 27 May 2024.

RESOLVED:

- (a) That the work programme be agreed; and
- (b) That the Operations Manager submit the above maintenance schedules to all members for information by 27 May 2024.

Action: Martin Johnson

Signed Chair

This was all the business and the meeting closed at 6.51pm.

PLANNING APPLICATIONS

Applications to w/e 24 May 2024

Application No: [H/23/96624](#)

Address: Berbice, Paynes Lane, Fair Oak, SO50 7GS

Description: Demolition of garage, erection of a Single storey side extension.

Comments: No objection

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [H/24/97427](#)

Address: 5 Mears Road, Fair Oak, SO50 7NB

Description: Single Storey Front Extension. Render To Front Elevation. Part Garage Conversion.

Comments: No objection

Planning Specialist Contact Details

Email: claire.campbell-best@eastleigh.gov.uk

PLANNING APPLICATIONS

Applications to w/e 26 April 2024

Application No: V/24/97076

Address: Pembers Hill Farm, Mortimers Lane, Fair Oak, SO50 7EA

Description: Variation to remove the definitions within Clause 1 in their entirety and insert definitions of "Secondary Education Contribution" and "Education Contribution" and to vary paragraphs 7.1 to 7.5 of Schedule four of S106 dated 11th 21/03/2024 Page 2 of 11 May 2018 under original application O/15/77190

Comment: No objection

Cllr Douglas declared an interest as Chair of the Members Committee at Wyvern College.

Planning Specialist contact Details

Email: Gina.Aftanas@eastleigh.gov.uk

Application No: [X/24/97156](#)

Address: James Mead Farm, Winchester Road, Fair Oak, SO50 7HD

Description: Removal of condition 2 (agricultural tie) from planning permission Z/24178/006/00 for the retention of house for occupation by persons engaged in horse breeding and agriculture

Comments: No objection. Concerns were raised as to the size of the building for an agricultural dwelling.

Planning Specialist Contact Details

Email: rachael.morris@eastleigh.gov.uk

Application No: [F/24/96895](#)

Address: Land West of Burnetts Lane and North of Fir Tree Lane, Horton Heath, Eastleigh

Description: Construction of areas of Green Infrastructure for the One Horton Heath Development, including open space, landscaping, bridleways (to include an upgrade and diversion of an existing Public Right of Way and causeway works), footpaths, SuDS, play areas and ecological and biodiversity enhancements (proposal constitutes EIA development)

Comments: Full Council decision 20/5/24. Members discussed the application and supported the comments made by the following statutory consultees:

- (a) The Ramblers Association, who had concerns that the size of the bridleways and footpaths were insufficient;
- (b) The Local Flood Authority who was concerned that the basins were not of sufficient size or depth to prevent flooding and had concerns about the connectivity of the basins being insufficient;
- (c) Active Travel England who objected to the proposed width and use of footpaths and bridleways, the proposed surface material, and the lack of details on 'gateway' features, and;
- (d) Natural England, who raised concerns regarding the lack of information given to support the adequacy of the green infrastructure as part of the mitigation package for the housing proposed.

RESOLVED:

That the Council supports the comments made by the statutory consultees with a further comment that living art must form part of the Public Art provision for the wider site to increase biodiversity and sustainability.

Planning Specialist Contact Details

Email: dawn.errington@eastleigh.gov.uk

UPPER BARN COPSE PLAY AREA – NEXT STEPS

1. RECOMMENDATIONS

- 1.1 That the Council notes the outcome of the community consultation(s) as set out in **Appendix 1** and paragraph 4 below;
- 1.2 That the Council approves the final decommissioning of the remaining play equipment and agrees associated costing options set out in paragraph 6 below;
- 1.3 That decommissioning works takes place week commencing 24 June;
- 1.4 That the Council instruct the Public Open Space, Community Infrastructure and Play Area Task and Finish Group to review options regarding future play provision at this site with final recommendations in November to Full Council; and
- 1.5 That the Clerk be instructed to publish a ‘call to action’ for two members of the local community to serve on the Task & Finish Group on a first come, first served basis.

2. PURPOSE OF REPORT

- 2.1. The purpose of this report is to inform the Council of the results of the community consultation, the options for future provision and the need to fully decommission the remaining site on the grounds of health and safety.

3. BACKGROUND

- 3.1. The Council considered the structural integrity of the play area following independent play area surveys and detailed resistograph testing at its meeting on 22 January 2024. At this meeting, the Council agreed to part-decommission the site, pausing a decision on the future level of provision, pending community consultation.
- 3.2. The timeline of events relating to Upper Barn Copse, including community consultation and resident letters is set out in **Appendix 2**.
- 3.3. On 25 April 2024, the Council’s Public Open Space & Play Area Consultant undertook a spot-check at the site and immediately recommended that the remaining equipment be closed to the public and decommissioned on safety grounds. The play area was fully closed to the public on 26 April 2024. The play area has been closed to the public since September 2023.

4. COMMUNITY ENGAGEMENT RESULTS

- 4.1 The resident consultation on the future of the site included an online survey and an in-person event, with 118 responses and 12 attendees, respectively.
- 4.2 The online survey ran from 24 January to 24 February 2024 and was published on the Council’s Facebook page, website, e-bulletin as well as by hand-delivered letters containing QR codes to the survey. These letters were delivered by staff to residences in Upper Barn Copse, Denham Fields and Crowdhill. A notice was also placed onsite informing residents of the survey.

- 4.3 The results of the survey are attached at Appendix 1. Of the 118 responses, 26 stated they use the playground daily and 51 stated they use the playground on a weekly basis. The primary reason for using the play area was for physical exercise for the children.
- 4.4 When asked about the possibility of removing the play area completely, 95 respondents (80%) stated that they would be opposed to this. 57 respondents (48%) stated that they would not be supportive of a redesign of the space. With 77 respondents (65%) preferring a traditional play area.
- 4.5 An overview of the qualitative results show –
- A general misunderstanding regarding Section 106 and initial financing of play areas;
 - A belief that Eastleigh Borough Council still owned the site; and
 - No consensus amongst residents regarding what type of play provision should be on site, with some wishing for a hybrid nature/play approach, while others requested other types of provision for older children, and some asking for no provision at all fearing anti-social behaviour.
- 4.6 A total of twelve residents attended the drop-in event held on 11 April. At this event, residents were asked to complete comments slips. These revealed that most residents expressed a desire for hybrid play provision, combining traditional equipment with natural landscaping. Concerns were raised at this event about the funding limitations for the play area with the view that the Parish had overlooked the needs of children in the area.
- 4.7 Other feedback on the consultation(s) included the online survey which some felt was too 'leading', a resident had not received some of the resident letters, and others were not aware of the time/date and venue of the drop-in session. Some residents were also misinformed regarding the future use of the site, with some believing that the land would be sold to developers. This was clarified as a myth by the Chairman in a letter to residents (29 April).
- 4.8 The survey in hindsight could have been better constructed, however the questions were worded in such a way as not to raise public expectations regarding the future provision on the site given the financial constraints of the Parish Council and wider strategic implications. Letters were hand-delivered by staff, and by human error, it is possible, some houses could have been missed. The drop-in session was held during a lunch hour over the Easter school holidays at the nearest venue namely, Woodland Community Centre, so that information could be presented to residents without fear of wet weather. Residents that were unable to attend, were invited to contact the Clerk directly. Four residents subsequently emailed the Clerk.

5. DECOMMISSIONING

- 5.1 As per the Council's instructions, the site was part-decommissioned in March 2024. However, on 25 April, the Council's Play Area and Open Space Consultant undertook a spot check of the remaining equipment. Following this site visit, advice was given to immediately close the remaining equipment off to the public due to safety concerns. This was carried out on 26 April with the area being fenced off to

the public following consultation with the Chair of the Council. A letter was subsequently sent to all residents and notices placed on site.

- 5.2 Full decommissioning now needs to take place, not only to remove the remaining equipment but also to remove the need for the Heras fencing which is being hired a considerable cost to the Council at approximately £617 per month.
- 5.3 The Operations Manager has sought quotes for an external company to fully decommission the site with quotes ranging from £5,410 - £12,675.
- 5.4 Play areas and associated provision needs to comply with British Standards (including Playground Equipment & Surfacing – BS EN 1176 & 1177). Upper Barn Copse, following several inspections over a period of 8 months, was not deemed to meet these standards. The remaining equipment therefore must be removed.

6. FINANCIAL IMPLICATIONS

- 6.1 While the Borough prior to 2020, and Parish, have provided annual maintenance funds, no specific allocation to support replacement equipment was provided upon transfer from EBC and there is no capital reserve fund currently held by the Parish for a replacement. This was largely because the play inspection reports did not predict the rapid decline of the equipment. Wood being a natural material is unpredictable, particularly given the recent weather extremes which has caused the wood to deteriorate rapidly. The fact that the Council had not made a final determination of the strategic direction of travel with regards to play areas, and Upper Barn Copse particularly, also meant the Council did not create a specific replacement fund for this site.
- 6.2 The Parish had identified funds from an underspend in another project fund and has ring fenced this to support play area emergency works. Some of these funds will need to be used to complete the decommissioning of the dangerous equipment. Approximately £5,510 remains in this ear marked reserve and some of these funds will need to be used for the decommissioning.
- 6.3 For the decommissioning works, the Council has the options of: -
- Commission the company providing the cheapest quote (£5,140) to commence decommissioning works on 24 June 2024 (or at the very latest 1 July 2024); or
 - Instruct the Council's Operations team to schedule a week away from their seasonal duties to decommission the site at an approximate cost of £1,500 (largely for waste removal/machinery hire).
- 6.4 As a reminder, Officers sought indicative quotes for replacement swings and a multi-play unit (which residents wish to see as a minimum on the site) and this ranged from £6,000 to £30,000 respectively, with additional costs for nature-based provisions and (possible) fencing also required. The Parish does not have funds to support this and in any case needs to decide on the level of provision on this site.

7. CONSEQUENCES OF AN UNDERFUNDED PLAY AREA BUDGET

- 7.1 There are currently six play areas across the Parish including Upper Barn Copse. A

further play area is expected at Pembers Hill Farm in 2025. A map showing these locations is attached at **Appendix 3**. Of these six, four have an expected lifespan of up to 10 years (assuming regular maintenance is carried out). One of the destination play areas (Knowle Park) is nearing the end of its lifespan being installed in 2009. Upper Barn Copse being installed in 2010 and of wooden construction, has failed safety standards and now needs fully decommissioning. The Council, like other local authorities, needs to make a strategic decision on whether to rationalise play provision, with the removal of play spaces that are poorly located, offer low play value, are difficult and costly to maintain, or are subject to repeated vandalism and anti-social behaviour, and being in close proximity with other play provision.

- 7.2 As unmaintained equipment becomes unsafe for use, it must be removed with consideration given to its replacement, if any and at what level. The cost of removal will also further deplete the maintenance budget with no discernible benefit. Poorly maintained equipment will attract a higher risk assessment score which in turn can lead to more regular inspections, safety precautions such as fencing and an inevitable strain on officer resources.
- 7.3 There is likely to be an increase in reported injuries as equipment ends its useful life. Other than Upper Barn Copse, Knowle Park remains the oldest play area at 15 years old. The Council's budget currently covers annual maintenance for all play areas. It does not cover decommission arrangements and historically has never had a planned replacement programme.
- 7.4 It is now apparent that decommissioning/replacement of some areas or some equipment will be required soon to ensure that what is provided, can be maintained to a good standard. In summary, the Council is now in a situation where it now has larger areas to maintain owing to the growth of new housing developments, which has brought with it a growth in play area provision. The initial funding mechanisms for play areas were never designed to provide for replacement in perpetuity. Consequently, the Council now needs to consider a range of potential options:
 - (a) Gradual removal of facilities,
 - (b) Accepting the cost of future provision needs to be borne by current taxpayers once developers contributions are exhausted; and
 - (c) Supplementing ongoing costs through the new section 106 developers' contributions should Eastleigh Borough Council allow.
- 7.5 Opportunities for additional income, Lottery funding, capital programme allocation, sponsorship, etc should also be considered on a site-by-site basis. The Play Area and Open Space Task & Finish Group is recommended as the most appropriate resource/method of examining these issues and bringing forward more detailed proposals for all sites and most importantly, Upper Barn Copse as a priority.
- 7.6 It is worth bearing in mind that Upper Barn Copse has been included as a site for the Tree and Bee Project which could provide a sensory, sustainable landscaped space for all residents to enjoy and to encourage local wildlife/creating a wildlife island for pollinating insects and birds.
- 7.7 The Clerk has recently made a project proposal bid to the Local Area Committee (LAC) for potential funding support and this is currently being considered. Whether

the LAC will support an enhanced hybrid provision approach at the site and if so, what level of funding support might be given, is currently unknown.

8. CLIMATE/ENVIRONMENT IMPLICATIONS

- 8.1. Regardless of what option the Council decides to implement, the site will form part of Eastleigh Borough Council's Bee and Tree Project. This project aims to increase biodiversity and provide more green infrastructure within the area enabling healthier lifestyles and wellbeing, as well as protecting local wildlife.

9. CRIME & DISORDER IMPLICATIONS

- 9.1. The site has been subject to low level anti-social behaviour (ASB) over the last few years with littering more prevalent. Recently, the Operations team have reported other low-level ASB including den building in the nearby woods and damage to the safety fencing.

10. EQUALITY & DIVERSITY IMPLICATIONS

- 10.1. Should any play equipment be reinstalled at the site, the Council must ensure that it is accessible.

FOR FURTHER INFORMATION CONTACT

Melanie Stephens, Parish Clerk

Email: clerk@fairoak.gov.uk

Background papers:

22 January 2024 Full Council Report

UPPER BARN COPSE ONLINE SURVEY RESULTS

Q1. Prior to the Play Area being closed, how frequently do you or your family currently use Upper Barn Copse Play Area?

| | | |
|---------|-----|----|
| Daily | 22% | 26 |
| Weekly | 43% | 51 |
| Monthly | 16% | 19 |
| Rarely | 11% | 13 |
| Never | 7% | 9 |

Total 118 responses

Q.2 What is your primary reason for using Upper Barn Copse Play Area?

| | | |
|---------------------------------|-----|----|
| Physical exercise for children | 71% | 84 |
| Socialising with other families | 30% | 36 |
| Proximity to home | 59% | 70 |
| Other | 18% | 21 |

Total 117 Responses

Other qualitative data: Near the woods – 1, No better parks nearby – 7, variation in parks – 1, Nature theme/style/nicer – 5, quieter than Crowdhill – 2, age appropriate – 2, shade – 1, near home/preschool – 2. Total: 21

Q.3 What other local play areas/play facilities do you regularly play/use?

| | | |
|-------------------------------------|------|----|
| Crowdhill Green Play Area | 55% | 60 |
| New Century Park Splashpad | 36% | 40 |
| New Century Park Play Area | 47% | 52 |
| New Century Park exercise equipment | 9% | 10 |
| New Century Park informal kickabout | 10% | 11 |
| Knowle Park Play Area | 15% | 17 |
| Knowle Park Skatepark | 5.5% | 6 |
| Knowle Park informal kickabout | 7% | 8 |
| Pembers Hill Drive Play Area | 12% | 14 |
| Meadowsweet Way Play Area | 7% | 8 |
| Lapstone Playing Fields | 5.5% | 6 |
| All of the above | 2% | 2 |
| Other | 22% | 25 |

Total 110 Responses

Other qualitative data: none – 15, Shorts Road – 1, Goater Way – 1, Strawberry Fields – 2, Sayers Road – 1, Eastleigh Rec – 1, Don't use – 1, Crowdhill – 1. Total 25

Q4. Please provide ages of your children who use Upper Barn Copse Play Area

Total 116 Responses with multiple aged children in one entry.

| | |
|---------|----|
| 0-4 | 73 |
| 5-9 | 90 |
| 10 – 15 | 22 |
| None | 8 |

Q.5 What are your thoughts on removing the play area completely?

| | | |
|------------|-----|----|
| Supportive | 9% | 11 |
| Neutral | 10% | 12 |
| Opposed | 80% | 95 |

Total 118 Responses

Q.6 Given its close proximity, how likely are you to use Crowdhill Green Play Area, if Upper Barn Copse Play Area is removed?

| | | |
|-----------------------------|-----|----|
| Very likely | 17% | 20 |
| Likely | 22% | 27 |
| Neither likely nor unlikely | 22% | 27 |
| Unlikely | 21% | 25 |
| Very unlikely | 16% | 19 |

Total 118 Responses

Q.7 Would you support a redesign of the space?

| | | |
|-----------|-------|----|
| Yes | 30.5% | 36 |
| No | 48% | 57 |
| Undecided | 22% | 25 |

Total 118 Responses

Q.8 Inspiration Board Pictures

Total 52 Responses total 56% liking natural play 3

Q.9 Thinking about a redesigned space away from traditional provision, what elements would you like to see on the site instead?

| | | |
|-------------------------|-------|----|
| Wood carved artwork | 30% | 34 |
| Nature education boards | 36.6% | 41 |
| Edible planting schemes | 18.7% | 21 |
| Habitat creation | 31.5% | 35 |
| Natural/living wigwams | 38% | 43 |
| Carved benches | 35% | 39 |
| Other | 41% | 46 |

Total 112 Responses

Other qualitative data: None – 9, remove park – 1, keep play area – 15, climbing – 2, football goals – 5, swing – 1, imaginative play – 5, splash pad – 1, natural/sensory play – 5, pond – 2, all of the above – 2. Total 46 responses

Q.10 How important is it for Upper Barn Copse Play Area to be maintained as a traditional play area for the community

| | | |
|----------------------|------|----|
| Extremely important | 65% | 77 |
| Very important | 14.4 | 17 |
| Somewhat important | 5% | 6 |
| Not so important | 9% | 11 |
| Not at all important | 6% | 7 |

Total 118 Responses

Q.11 Would you support a rise in Council tax to pay for a new play area

Yes 50% 59

No 50% 59

Total 118 Responses

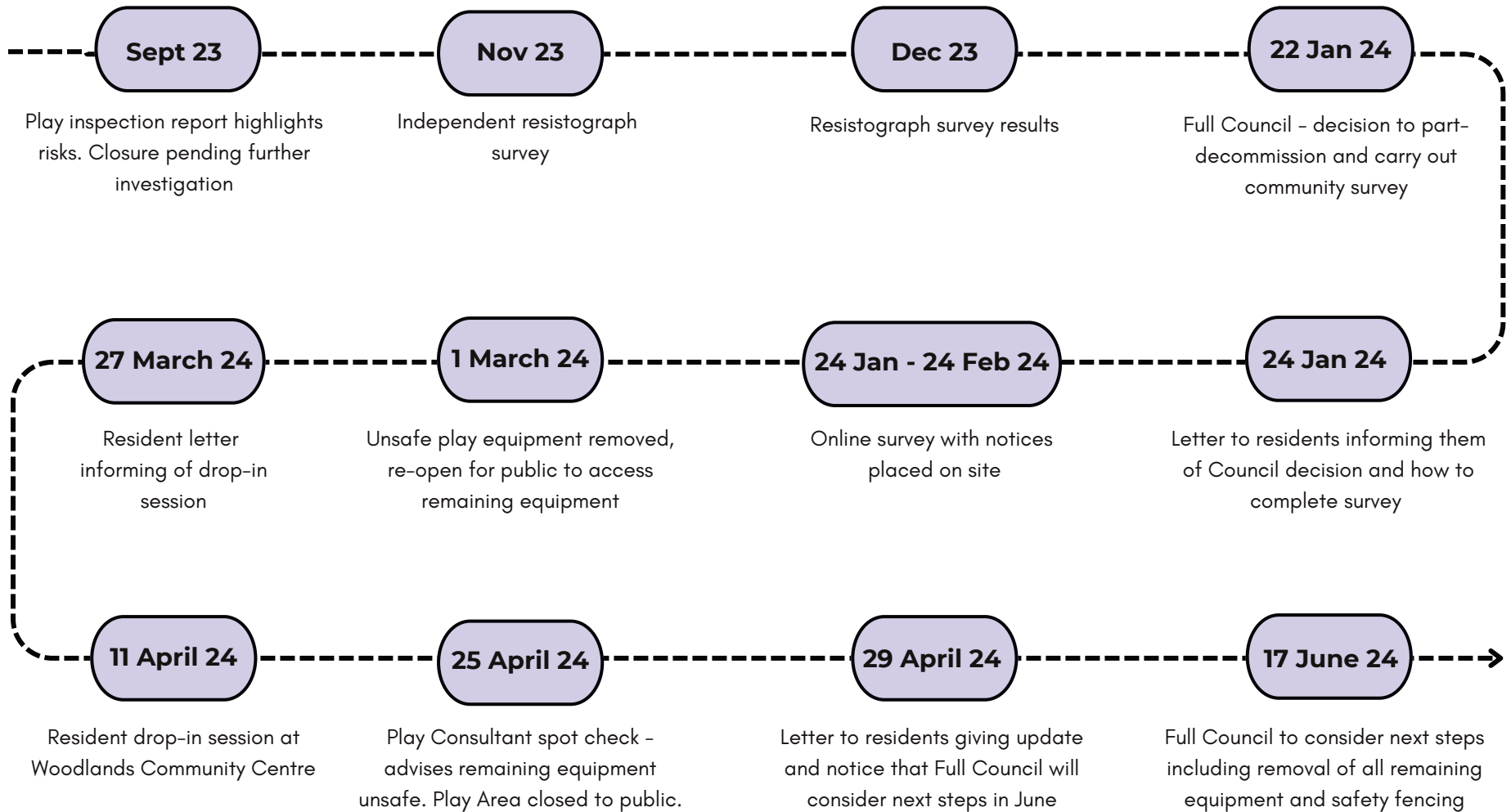
Q. 12 Do you have other comments?

Other qualitative data: 43 Responses

| THEMES | SUMMARY OF CONTENT | NO OF REPLIES ON THEME |
|------------------------------|---|------------------------|
| Change status quo | Prefer landscaped area with football, bike, exercise opportunities, reduce obesity, current play area old fashioned, current doesn't suit older children, let nature recover, natural play covers wider age range | 11 |
| Council(s) ownership/funding | Confusion over who owns, misunderstanding of council tax and Section105 monies, mistaking Parish for EBC | 8 |
| Type of provision | Too few parks in area, no benches, nothing that attracts teenagers, worried about anti-social behaviour | 7 |
| Keep status quo | Keep traditional, don't remove, disappointing, sponsor new equipment | 6 |
| Crowdhill | Too noisy, only for younger children | 4 |
| Safety | Don't replace with wood it rots, children don't observe road safety, need to supervise children | 4 |
| Survey design | Alienates Upper Barn Copse residents, poorly worded, made-up mind | 3 |

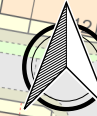
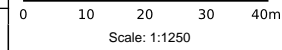
Link to Survey monkey results/charts: https://www.surveymonkey.com/stories/SM-l14StkXWvo_2Bf_2FpHTAVBL2w_3D_3D/

Upper Barn Copse Timeline



Author: M. Johnson

Date: 05/04/2024



Parish



Playground Areas

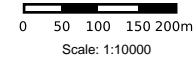


Appendix 3



Author: M. Johnson






Date: 05/04/2024

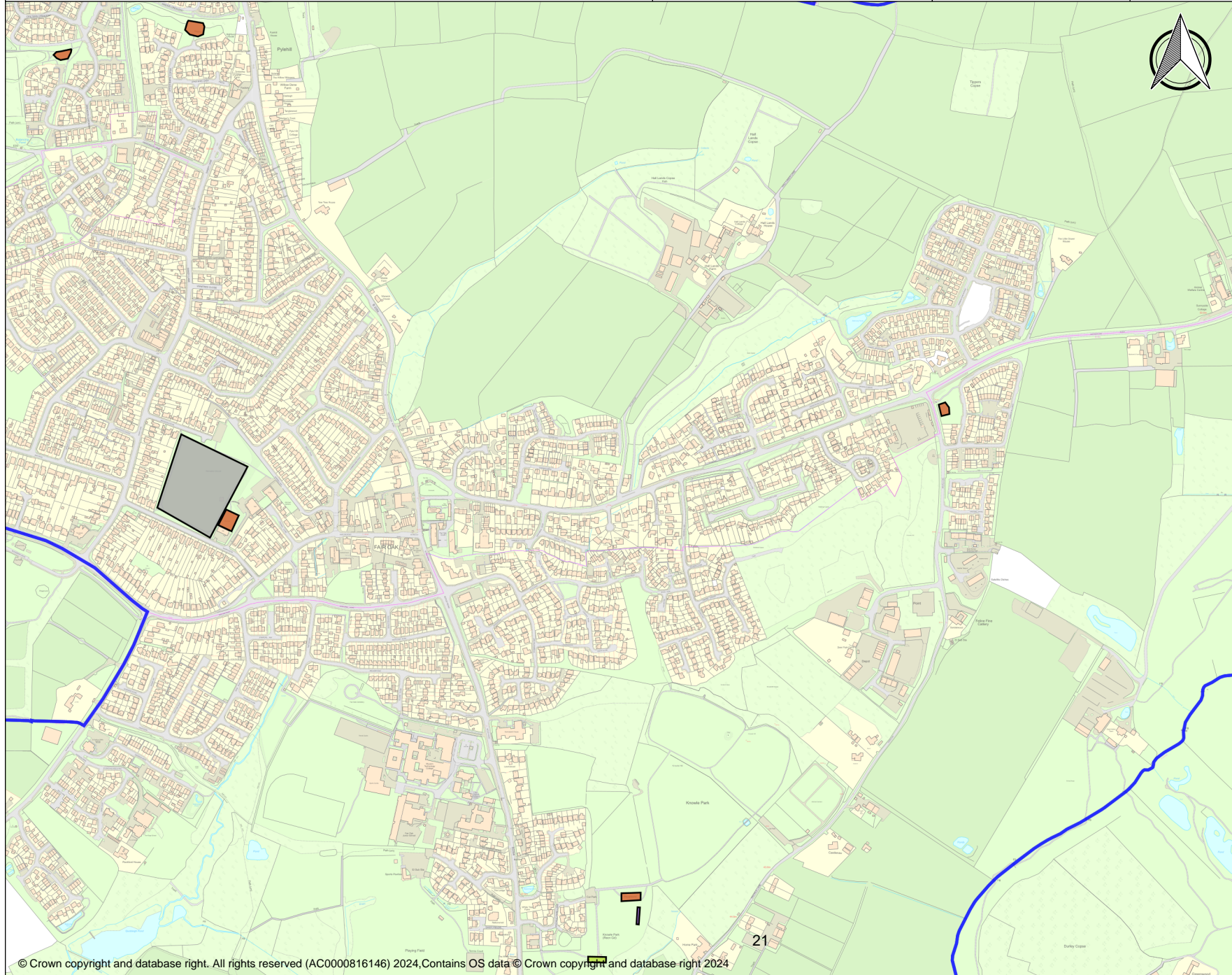


Parish



Playground Areas

-  Standard Playground Area
-  Skateboard Park
-  BMX Track- skatepark
-  Multi-use Games Area
-  Other



MONTHLY FINANCIAL REPORT

1. RECOMMENDATIONS

- 1.1 That the Council notes the contents of the report and approves the BACS payments as set out in **Appendix 1**.

2. FINANCE POSITION

- 2.1 The total cash held across all bank accounts as of 31 May 2024 is £473,967.

3. TRANSACTIONS

- 3.1. The total receipts for May in the Council's Current Account totalled £108,144. Of this £100,000 related to a cashbook transfer from the Premier Account.
- 3.2. The total current account payments for May totalled £66,588.
- 3.3. Significant payments in May included a payment to Ustigate for £2,832 for off summarization. And £5,340 to Vita play for mulch tunnel surfacing.

4. BACS PAYMENTS

- 4.1. The total BACS invoice payments outstanding is £9,021.

5. FINANCIAL IMPLICATIONS

- 5.1. The Council must keep a regular review of the progress against all budget headings to ensure unnecessary overspending. The Council reviews its spending monthly via a report from the Responsible Finance Officer and undertakes detailed quarterly financial monitoring reports to the Finance Committee to scrutinise.

6. CLIMATE/CRIME & DISORDER IMPLICATIONS

- 6.1. None directly arising from this report.

7. EQUALITY & DIVERSITY IMPLICATIONS

- 7.1. None directly arising from this report.

8. CONCLUSION

- 8.1. As per the financial position reported, Council members should note the contents of the report and agree the BACs payments for signing as per the bank mandate.

FOR FURTHER INFORMATION CONTACT:

Name: Jo Cahill, Responsible Finance Officer

Email: finance@fairoak.gov.uk

Appendix 1

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 31 May 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

| | | |
|------------|----------------------------|------------|
| 31/05/2024 | Current Account | 62,744.74 |
| 31/05/2024 | Premier Account | 143,676.10 |
| 31/05/2024 | Public Sector Deposit Fund | 267,502.28 |
| 31/05/2024 | Petty Cash | 44.35 |

473,967.47

Receipts not on Bank Statement

0.00

Closing Balance

473,967.47

All Cash & Bank Accounts

| | | |
|---|---------------------------------------|-------------------|
| 1 | Current Account | 62,744.74 |
| 2 | Premier Account | 143,676.10 |
| 3 | Public Sector Deposit Fund | 267,502.28 |
| 4 | Petty Cash | 44.35 |
| | Other Cash & Bank Balances | 0.00 |
| | Total Cash & Bank Balances | 473,967.47 |

Receipts for Month 2

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------------------------|---------------------------|-------------------|-----------|-------|------|--------|------------------|-----------------------|
| Balance Brought Fwd : | | 21,188.98 | | | | | 21,188.98 | |
| | Banked: 01/05/2024 | 96.00 | | | | | | |
| | mR c | 96.00 | | | 1200 | 230 | 96.00 | Hall hire |
| | Banked: 02/05/2024 | 676.00 | | | | | | |
| | Mr B | 676.00 | | | 1520 | 510 | 676.00 | Burial |
| | Banked: 04/05/2024 | 66.00 | | | | | | |
| | Mr B | 66.00 | | | 1200 | 250 | 66.00 | Hall Hire |
| | Banked: 08/05/2024 | 256.71 | | | | | | |
| | Mr B | 256.71 | | | 1540 | 510 | 256.71 | Cremation |
| | Banked: 08/05/2024 | 42.10 | | | | | | |
| | stripe | 42.10 | | | 1550 | 500 | 42.10 | Tennis |
| | Banked: 09/05/2024 | 57.00 | | | | | | |
| | Mrs L | 57.00 | | | 1200 | 230 | 57.00 | Hall hire |
| | Banked: 10/05/2024 | 42.10 | | | | | | |
| | stripe | 42.10 | | | 1550 | 100 | 42.10 | Tennis |
| | Banked: 10/05/2024 | 100,000.00 | | | | | | |
| Trans | Premier Account | 100,000.00 | | | 210 | | 100,000.00 | act top up |
| | Banked: 13/05/2024 | 138.00 | | | | | | |
| | Arrow | 138.00 | | | 1200 | 250 | 138.00 | Hall hire |
| | Banked: 13/05/2024 | 42.10 | | | | | | |
| | stripe | 42.10 | | | 1550 | 100 | 42.10 | Tennis |
| | Banked: 15/05/2024 | 154.00 | | | | | | |
| | Mr Terry | 154.00 | | | 4485 | 280 | 154.00 | Memorial |
| | Banked: 16/05/2024 | 1,500.00 | | | | | | |
| | EBC | 1,500.00 | | | 1900 | 100 | 1,500.00 | Food production grant |
| | Banked: 16/05/2024 | 45.66 | | | | | | |
| | Mrs S | 45.66 | | | 1500 | 500 | 45.66 | ALLOTMENT A11 |
| | Banked: 20/05/2024 | 84.00 | | | | | | |
| | Mrs O | 84.00 | | | 1200 | 250 | 84.00 | Hall hire |
| | Banked: 20/05/2024 | 42.10 | | | | | | |
| | Tennis | 42.10 | | | 1550 | 100 | 42.10 | Tennis |
| | Banked: 21/05/2024 | 9.36 | | | | | | |
| | tennis | 9.36 | | | 1550 | 100 | 9.36 | tennis |
| | Banked: 21/05/2024 | 3,040.00 | | | | | | |
| | Sales Recpts Page 608 | 3,040.00 | 3,040.00 | | 100 | | | Sales Recpts Page 608 |
| | Banked: 21/05/2024 | 399.00 | | | | | | |
| | Sales Recpts Page 609 | 399.00 | 399.00 | | 100 | | | Sales Recpts Page 609 |

Receipts for Month 2**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: 21/05/2024 | 384.75 | | | | | | |
| | Sales Recpts Page 610 | 384.75 | 384.75 | | 100 | | | Sales Recpts Page 610 |
| | Banked: 21/05/2024 | 64.00 | | | | | | |
| | Sales Recpts Page 611 | 64.00 | 64.00 | | 100 | | | Sales Recpts Page 611 |
| | Banked: 22/05/2024 | 18.72 | | | | | | |
| | tennis | 18.72 | | | 1550 | 100 | 18.72 | tennis |
| | Banked: 23/05/2024 | 18.72 | | | | | | |
| | tennis | 18.72 | | | 1550 | 100 | 18.72 | tennis |
| | Banked: 23/05/2024 | 13.00 | | | | | | |
| | Mr G | 13.00 | | | 1200 | 250 | 13.00 | Hall hire |
| | Banked: 25/05/2024 | 96.00 | | | | | | |
| | Sales Recpts Page 612 | 96.00 | 96.00 | | 100 | | | Sales Recpts Page 612 |
| | Banked: 26/05/2024 | 180.00 | | | | | | |
| | Sales Recpts Page 613 | 180.00 | 180.00 | | 100 | | | Sales Recpts Page 613 |
| | Banked: 28/05/2024 | 168.00 | | | | | | |
| | Sales Recpts Page 614 | 168.00 | 168.00 | | 100 | | | Sales Recpts Page 614 |
| | Banked: 31/05/2024 | -14.29 | | | | | | |
| | correction | -14.29 | | | 1200 | 250 | -14.29 | correction |
| | Banked: 31/05/2024 | 310.50 | | | | | | |
| | Sales Recpts Page 615 | 310.50 | 310.50 | | 100 | | | Sales Recpts Page 615 |
| | Banked: 31/05/2024 | 144.00 | | | | | | |
| | Sales Recpts Page 616 | 144.00 | 144.00 | | 100 | | | Sales Recpts Page 616 |
| | Banked: 31/05/2024 | 51.46 | | | | | | |
| | tennis | 51.46 | | | 1550 | 100 | 51.46 | tennis |
| | Banked: 31/05/2024 | 18.72 | | | | | | |
| | tennis | 18.72 | | | 1550 | 100 | 18.72 | tennis |
| | Banked: 31/05/2024 | 0.25 | | | | | | |
| | hall hire correction | 0.25 | | | 1200 | 250 | 0.25 | hall hire correction |
| | Total Receipts for Month | 108,143.96 | 4,786.25 | 0.00 | | | 103,357.71 | |
| | Cashbook Totals | 129,332.94 | 4,786.25 | 0.00 | | | 124,546.69 | |

Payments for Month 2

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-----------|-------------------------------|-----------|--------------|-------------|--------|------|--------|-----------|---------------------------|
| 1/05/2024 | CF Corporate finance | DD | 138.00 | | 23.00 | 4090 | 110 | 115.00 | copier rental |
| 1/05/2024 | Screwfix Direct LT | DD | 455.89 | | 75.98 | 4540 | 290 | 379.91 | Materials |
| 1/05/2024 | H3G | DD | 22.93 | | 3.82 | 5006 | 900 | 19.11 | Mobile Phone |
| | | | | | | 316 | 0 | -19.11 | Mobile Phone |
| | | | | | | 6000 | 900 | 19.11 | Mobile Phone |
| 2/05/2024 | SSE Energy supply | DD | 877.20 | | 146.20 | 4400 | 230 | 731.00 | Gas Woodlands |
| 2/05/2024 | SSE Energy Supply | DD | 242.19 | | 40.37 | 4400 | 240 | 201.82 | Gas Pavilion |
| 2/05/2024 | amazon | VIS | 17.99 | | 3.00 | 4540 | 290 | 14.99 | Materials |
| 2/05/2024 | amazon | VIS | 10.98 | | 1.83 | 4540 | 290 | 9.15 | Materials |
| 3/05/2024 | BT Group PLC | DD | 11.46 | | 1.91 | 4120 | 110 | 9.55 | Telephone |
| 3/05/2024 | Eastleigh B.C | DD | 273.00 | | 45.50 | 4680 | 150 | 227.50 | Bin Emptying |
| 7/05/2024 | ALLSTAR | DD | 385.16 | | 64.19 | 4305 | 210 | 320.97 | Fuel |
| 7/05/2024 | BT Group PLC | DD | 11.46 | | 1.91 | 4120 | 240 | 9.55 | Telephone |
| 7/05/2024 | British Gas Busine | DD | 28.34 | | 4.72 | 4540 | 290 | 23.62 | Materials |
| 7/05/2024 | B&M Hedge end | VIS | 28.34 | | 4.72 | 4540 | 290 | 23.62 | Materials |
| 7/05/2024 | Post Office Counter Eastleigh | VIS | 3.80 | | 0.63 | 4075 | 110 | 3.17 | Stamps |
| 7/05/2024 | British Gas | DD | -28.34 | | -4.72 | 4400 | 240 | -23.62 | gas correction |
| 7/05/2024 | British gas | DD | 304.63 | | 50.77 | 4400 | 240 | 253.86 | Gas - Pavilion |
| 8/05/2024 | amazon | VIS | 130.07 | | 21.68 | 4505 | 280 | 108.39 | Hanging basket brackets |
| 9/05/2024 | Octopus Energy | DD | 157.88 | | 26.31 | 4405 | 150 | 131.57 | Electricity parish office |
| 9/05/2024 | Peninsula business | DD | 23.11 | | 3.85 | 4030 | 110 | 19.26 | Employee EAP |
| 9/05/2024 | Newbourne Farm Com | VIS | 510.00 | | 85.00 | 5006 | 900 | 425.00 | Compost |
| | | | | | | 317 | 0 | -425.00 | Compost |
| | | | | | | 6000 | 900 | 425.00 | Compost |
| 9/05/2024 | Naturescap | VIS | 66.98 | | 11.16 | 5006 | 900 | 55.82 | Plants case |
| | | | | | | 317 | 0 | -55.82 | Plants case |
| | | | | | | 6000 | 900 | 55.82 | Plants case |
| 9/05/2024 | Oakworld | VIS | 458.00 | | 76.33 | 4993 | 410 | 381.67 | Splashpad benches |
| 9/05/2024 | amazon | VIS | 169.94 | | 28.32 | 4505 | 280 | 141.62 | Hanging basket brackets |
| 3/05/2024 | amazon | VIS | 33.50 | | 5.58 | 4540 | 290 | 27.92 | Materials |
| 3/05/2024 | amazon | VIS | 31.50 | | 5.25 | 4540 | 290 | 26.25 | Materials |
| 4/05/2024 | Overline network C | DD | 111.40 | | 18.57 | 4120 | 250 | 92.83 | Telephone |
| 4/05/2024 | o2 | DD | 21.96 | | 3.66 | 4125 | 110 | 18.30 | Mobile phone |
| 5/05/2024 | payroll | BP | 21,293.66 | | | 4000 | 110 | 21,293.66 | Payroll |
| 5/05/2024 | CDO | BP | 2,241.80 | | | 5006 | 900 | 2,241.80 | CDO |
| | | | | | | 316 | 0 | -2,241.80 | CDO |
| | | | | | | 6000 | 900 | 2,241.80 | CDO |
| 6/05/2024 | SageGlobalServices | DD | 34.80 | | 5.80 | 4132 | 110 | 29.00 | Sage Payroll |
| 6/05/2024 | BT Group PLC | DD | 55.94 | | 9.32 | 4120 | 250 | 46.62 | Telephone |
| 6/05/2024 | Peninsula Business | DD | 381.46 | | 63.58 | 4070 | 110 | 317.88 | Employer services |
| 6/05/2024 | Parcel2go.com | VIS | 71.26 | | 11.88 | 4075 | 110 | 59.38 | Postage |
| 6/05/2024 | Tesco Stores | VIS | 15.30 | | 2.55 | 4100 | 110 | 12.75 | Consumables |
| 7/05/2024 | Peninsula Business | DD | 41.76 | | 6.96 | 4030 | 110 | 34.80 | Employee EAP |
| 7/05/2024 | amazon | VIS | 12.23 | | 2.04 | 4540 | 290 | 10.19 | materials |
| 7/05/2024 | Amazon | VIS | 7.49 | | 1.25 | 4540 | 290 | 6.24 | Materials |
| 7/05/2024 | Canva | VIS | 10.99 | | 1.83 | 4132 | 110 | 9.16 | Subscription Canva |
| 7/05/2024 | Mr H | BILL | 95.20 | | | 4540 | 290 | 95.20 | Staff claim materials |
| 7/05/2024 | Mrs C | BILL | 19.25 | | | 4100 | 110 | 19.25 | Staff claim - consumables |

Continued on Page 4

Payments for Month 2

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-----------|----------------------------|-----------|--------------|-------------|-------|------|--------|----------|--------------------------------|
| 1/05/2024 | Total Charges | CHG | 5.00 | | 0.83 | 4095 | 110 | 4.17 | Bark Charges |
| 1/05/2024 | HMRC | BP | 6,005.30 | | | 4000 | 110 | 6,005.30 | PAYE |
| 1/05/2024 | Hampshire pensions | BP | 7,229.99 | | | 4010 | 110 | 7,229.99 | pensions |
| 1/05/2024 | SSE | BP | 172.01 | | 28.67 | 4405 | 150 | 143.34 | Electricity PO |
| 1/05/2024 | Travis Perkins | BILL | 546.50 | | 91.08 | 4882 | 900 | 455.42 | security Fence |
| 1/05/2024 | Travis Perkins | BILL | 199.07 | | 33.18 | 4882 | 900 | 165.89 | security Fence |
| 1/05/2024 | Travis Perkins | BILL | 534.97 | | 89.16 | 4882 | 900 | 445.81 | security Fence |
| 1/05/2024 | Travis Perkins | BILL | 593.12 | | 98.85 | 4882 | 900 | 494.27 | security Fence |
| 2/05/2024 | Eastleigh B/C | BP | 3,043.90 | | | 4395 | 250 | 3,043.90 | business rates |
| 3/05/2024 | BT Group PLC | DD | 147.24 | | 24.54 | 4120 | 250 | 122.70 | Telephone |
| 3/05/2024 | SSE Energy suply | DD | 513.73 | | 85.62 | 4405 | 230 | 428.11 | Electricity |
| 3/05/2024 | IN excess | VIS | 31.69 | | 5.28 | 5006 | 900 | 26.41 | compost/gravel |
| | | | | | | 317 | 0 | -26.41 | compost/gravel |
| | | | | | | 6000 | 900 | 26.41 | compost/gravel |
| 3/05/2024 | IN Excess | VIS | 30.41 | | 5.07 | 5006 | 900 | 25.34 | Planting |
| | | | | | | 317 | 0 | -25.34 | Planting |
| | | | | | | 6000 | 900 | 25.34 | Planting |
| 4/05/2024 | PROTEK | 922 | 882.00 | 882.00 | | 500 | | | Kitchen shutter service |
| 4/05/2024 | PROTEK | 974 | 84.00 | 84.00 | | 500 | | | Engineer visit |
| 4/05/2024 | British Gas busine | DD | 42.46 | | 7.08 | 4400 | 150 | 35.38 | Gas Parish Office |
| 4/05/2024 | amazon | VIS | 2.99 | | 0.50 | 4540 | 290 | 2.49 | Materials |
| 8/05/2024 | BT direct debits | DD | 473.40 | | 78.90 | 4133 | 110 | 394.50 | telephone |
| 8/05/2024 | British Gas busine | DD | 119.21 | | 19.87 | 4400 | 240 | 99.34 | Gas |
| 0/05/2024 | BT group PLC | DD | 1.87 | | 0.31 | 4120 | 110 | 1.56 | Telephone |
| 1/05/2024 | ACELIFTAWAY | 104123 | 102.85 | 102.85 | | 500 | | | Site units weekly service |
| 1/05/2024 | APPLETON SIGNS | 104124 | 57.82 | 57.82 | | 500 | | | Foamex panels |
| 1/05/2024 | COMPACT FORK TRUCKS | 104125 | 393.53 | 393.53 | | 500 | | | Instigate pooping out of gear |
| 1/05/2024 | Conserve Hygiene Solutions | 104126 | 315.60 | 315.60 | | 500 | | | Clinical waste bin |
| 1/05/2024 | CWM AGGREGATES | 104127 | 45.60 | 45.60 | | 500 | | | Premium blended top soil |
| 1/05/2024 | DO THE NUMBERS | 104128 | 1,000.00 | 1,000.00 | | 500 | | | Internal audit |
| 1/05/2024 | eastleigh services | 104129 | 1,344.38 | 1,344.38 | | 500 | | | Engineer visit |
| 1/05/2024 | EBC | 104130 | 1,296.56 | 1,296.56 | | 500 | | | Emptying dog waste |
| 1/05/2024 | FLEET | 104131 | 348.96 | 348.96 | | 500 | | | Pitchmarker |
| 1/05/2024 | GREENTECH | 104132 | 364.75 | 364.75 | | 500 | | | Airpipe with level indicator |
| 1/05/2024 | HEDGE END TOWN COUNCIL | 104133 | 180.00 | 180.00 | | 500 | | | tree survey& inspection course |
| 1/05/2024 | HOSTED | 104134 | 693.60 | 693.60 | | 500 | | | Block time agreement |
| 1/05/2024 | LTA TENNIS | 104135 | 136.00 | 136.00 | | 500 | | | LTA venue registration |
| 1/05/2024 | SMART MARKETING | 104136 | 78.00 | 78.00 | | 500 | | | Marketing |
| 1/05/2024 | SOURCE SUPPLIES | 104137 | 204.42 | 204.42 | | 500 | | | cleaning supplies |
| 1/05/2024 | Travis perkins | 104138 | 593.12 | 593.12 | | 500 | | | Fence Panel |
| 1/05/2024 | TRUEGREEN | 104139 | 42.00 | 42.00 | | 500 | | | Services rendered |
| 1/05/2024 | USTIGATE | 104140 | 2,832.00 | 2,832.00 | | 500 | | | OFF Summerization |
| 1/05/2024 | VISION DB | 104141 | 300.00 | 300.00 | | 500 | | | lock replacement at cafe |
| 1/05/2024 | vitaplay | 104142 | 5,340.00 | 5,340.00 | | 500 | | | Rhyno mulch surfacing tunnel |
| 1/05/2024 | wildwood machinery | 104143 | 1,253.82 | 1,253.82 | | 500 | | | Equipment Maintenance |
| 1/05/2024 | ARCO | 7856 | 29.95 | 29.95 | | 500 | | | listing |

Continued on Page 5

Payments for Month 2**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> |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| 1/05/2024 | Agilico work tech | DD | 138.97 | | 23.16 | 4085 | 110 | 115.81 | printers |
| 1/05/2024 | H3G | DD | 22.93 | | 3.82 | 5006 | 900 | 19.11 | Mobile phone |
| | | | | | | 317 | 0 | -19.11 | Mobile phone |
| | | | | | | 6000 | 900 | 19.11 | Mobile phone |
| 1/05/2024 | IN- EXCESS | VIS | 35.97 | | 6.00 | 5006 | 900 | 29.97 | cage planting |
| | | | | | | 317 | 0 | -29.97 | cage planting |
| | | | | | | 6000 | 900 | 29.97 | cage planting |
| Total Payments for Month | | | 66,588.20 | 17,918.96 | 1,456.67 | | | 47,212.57 | |
| Balance Carried Fwd | | | 62,744.74 | | | | | | |
| Cashbook Totals | | | 129,332.94 | 17,918.96 | 1,456.67 | | | 109,957.31 | |

Invoices Due for Payment by 30 June 2024

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] | | | | | | | | |
| 31/05/2024 | 4717 | | Allotment toilet | | 30/06/2024 | 119.57 | | 119.57 |
| 31/05/2024 | 4718 | | splashpad toilet | | 30/06/2024 | 281.15 | | 281.15 |
| 31/05/2024 | 3363 | | 6 yard skip | | 29/06/2024 | 264.00 | | 264.00 |
| 31/05/2024 | 1898 | | 6 yard skip | | 31/05/2024 | 264.00 | | 264.00 |
| Total of Invoices Due (ACE001) | | | | | | 928.72 | 0.00 | 928.72 |
| APPLETON SIGNS [APP001] | | | | | | | | |
| 20/05/2024 | 3369 | | Stainless steel bench | | 19/06/2024 | 51.43 | | 51.43 |
| 20/05/2024 | 3372 | | Dibond pannels | | 19/06/2024 | 94.01 | | 94.01 |
| 30/05/2024 | 3465 | | Dibond panel | | 28/06/2024 | 37.28 | | 37.28 |
| Total of Invoices Due (APP001) | | | | | | 182.72 | 0.00 | 182.72 |
| DAN IRESON PLUMBING [DAN IRE] | | | | | | | | |
| 27/05/2024 | 3421 | | Investigate leak | | 26/06/2024 | 481.44 | | 481.44 |
| Total of Invoices Due (DAN IRE) | | | | | | 481.44 | 0.00 | 481.44 |
| eastleigh services [EAST] | | | | | | | | |
| 30/05/2024 | 3220 | | Engineer visit for boiler | | 29/06/2024 | 152.40 | | 152.40 |
| Total of Invoices Due (EAST) | | | | | | 152.40 | 0.00 | 152.40 |
| EBC [EBC001] | | | | | | | | |
| 23/05/2024 | 5707B | | Buisness rate | | 22/06/2024 | 274.93 | | 274.93 |
| Total of Invoices Due (EBC001) | | | | | | 274.93 | 0.00 | 274.93 |
| FIRECARE & SECURITY [FIREC] | | | | | | | | |
| 31/05/2024 | 3467 | | Maintenance of emergency light | | 30/06/2024 | 198.00 | | 198.00 |
| 31/05/2024 | 3473 | | maintenance of emergency light | | 30/06/2024 | 178.20 | | 178.20 |
| Total of Invoices Due (FIREC) | | | | | | 376.20 | 0.00 | 376.20 |
| GALLAGHER [GALLAG] | | | | | | | | |
| 22/05/2024 | 9696 | | NON-fleet rated motor | | 21/06/2024 | 2,393.51 | | 2,393.51 |
| Total of Invoices Due (GALLAG) | | | | | | 2,393.51 | 0.00 | 2,393.51 |
| HCC | | | | | | | | |
| 17/05/2024 | 8648 | | Stationary | | 16/06/2024 | 188.08 | | 188.08 |
| Total of Invoices Due (HCC) | | | | | | 188.08 | 0.00 | 188.08 |
| HEALTH WIZARD [HEALTH] | | | | | | | | |

Invoices Due for Payment by 30 June 2024

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 |
|--|-------------|---------|--------------------------------|---------------|------------|-----------------|-------------------|-----------------|
| 31/05/2024 | 273 | | occupational hearing | | 30/06/2024 | 372.00 | | 372.00 |
| Total of Invoices Due (HEALTH) | | | | | | 372.00 | 0.00 | 372.00 |
| HOSTED | | | | | | | | |
| 31/05/2024 | 2059 | | Microsoft 365 backup | | 31/05/2024 | 693.60 | | 693.60 |
| Total of Invoices Due (HOSTED) | | | | | | 693.60 | 0.00 | 693.60 |
| KIWA | | | | | | | | |
| 29/05/2024 | 0756 | | Inspection & testing of lights | | 28/06/2024 | 1,630.80 | | 1,630.80 |
| Total of Invoices Due (KIWA) | | | | | | 1,630.80 | 0.00 | 1,630.80 |
| SOUTH EAST EMPLOYERS [SEE] | | | | | | | | |
| 22/05/2024 | 29941 | | Associate membership | | 21/06/2024 | 336.00 | | 336.00 |
| Total of Invoices Due (SEE) | | | | | | 336.00 | 0.00 | 336.00 |
| SMART MARKETING [SMAR001] | | | | | | | | |
| 31/05/2024 | 3117A | | Marketing support | | 14/06/2024 | 78.00 | | 78.00 |
| Total of Invoices Due (SMAR001) | | | | | | 78.00 | 0.00 | 78.00 |
| SOURCE SUPPLIES [SOUR001] | | | | | | | | |
| 15/05/2024 | 3901 | | Cleaning | | 14/06/2024 | 192.84 | | 192.84 |
| Total of Invoices Due (SOUR001) | | | | | | 192.84 | 0.00 | 192.84 |
| W CORNISH | | | | | | | | |
| 29/05/2024 | 14084 | | Clean and repaint memorial | | 26/06/2024 | 740.00 | | 740.00 |
| Total of Invoices Due (W CORNISH) | | | | | | 740.00 | 0.00 | 740.00 |
| Total of Invoices Due (Creditors) | | | | | | 9,021.24 | 0.00 | 9,021.24 |
| TOTAL OF INVOICES DUE (ALL LEDGERS) | | | | | | 9,021.24 | 0.00 | 9,021.24 |

FULL COUNCIL – 17 JUNE 2024

COMMUNITY CAFE SOLAR PROPOSAL

1. RECOMMENDATIONS

- 1.1. That Council notes the contents of the report;
- 1.2. That the Council considers the solar installation option presented at paragraph 4 and agrees for the Clerk, in consultation with the Deputy Clerk and the Chair, to have the delegated authority to pursue the grant funding for this system.

2. INTRODUCTION

- 2.1. In accordance with the energy objective of the Climate Change Action Plan, the Council agreed to retrofit all council owned buildings with solar and battery storage to mitigate the reliance on fossil fuels and reduce energy bills.
- 2.2. As part of the community café build project the Council instructed officers to seek outside funding to complete a retrofit solar and batteries installation upon completion of the build. As part of the preparation for a solar installation, the required cabling was installed by Goldwater Electrical during construction so as not to compromise the integrity of the roof membrane.
- 2.3. The café building has a warm roof construction and a membrane covering which requires a specialist product on which to anchor the solar panels without invalidating the warranty of the roof covering. As this was originally thought to be a more difficult installation officers initially investigated the possibility of installing a 5kW system using ballast bins on the flat roof on the north-facing side of the building.

3. BACKGROUND

- 3.1. The Council agreed to the sustainability aspirations of the Community Café in May 2021, which included the provision of solar panels.
- 3.2. The Fountain Café is open for 3 days a week offering hot drinks, specialty coffees, cold drinks, toasted sandwiches, ice cream and cakes. They serve residents, visitors to New Century Park as well as visitors to the Council owned Splashpad.
- 3.3. Baking takes place whilst the café is closed to the public using the commercial kitchen.
- 3.4. The Café is run entirely on electricity including heating, except for the provision of hot water. As electricity per kWh is more expensive than gas, the Café is experiencing higher energy costs. **(See invoice at Appendix 1)**. The following meter readings have been taken since their occupation:
 - 21 March 1922 kW
 - 4 April 2405 kW
 - 21 April 3056 kW

- 6 June 4760 kW

Total Usage: 2838 kW

3.5. In September, the Council and the Fountain Café will run a Community Pantry/Cupboard at the Café which is likely to increase the energy use.

3.6. The estimated annual usage provided by the Café directors is 18,000 – 20,000 kW based on their current usage and the anticipated additional usage of heating the café during winter months.

4. INSTALLATION PROPOSALS

NORTH FACING FLAT ROOF INSTALLATION:

Consideration was given to the installation of a 5.2kW system in ballast bins with 10.5Kw of storage for the flat roof of the café. However, considering the north facing aspect of this roof and shadowing from the adjacent pitched roof, the generation would be significantly impaired and was thus decided not to be a viable option for deliberation.

SOUTH FACING PITCHED INSTALLATION:

4.1. CAPACITY:

Given the Café's anticipated energy requirements, it is suggested that an 11.6 kW solar PV installation with 10kw Hybrid Inverter and 10.65 kW battery storage be installed. The Council should note however, given the size of the roof that there is capacity to extend this system to up to approximately 36kW in the future, should it be required.

4.2. GENERATION

The anticipated generation based on south facing aspect and 30-degree pitch of installation is 17 000 kW in the first year and 16 748 kW in the second year decreasing by 0.4% per year thereafter until a maximum of 11.1% degradation is met after 25 years. (the generation has been calculated using 20 x 580-watt panels with 25% efficiency)

4.3. INDICATIVE COSTS:

4.3.1. Cost to purchase and install Sika Anchor system by approved roofing

contractor, sub-contracted by D&B Vision: Indicative costing has been requested from D & B Vision's sub-contractor as the certified installer of the roof. (indicative costings to follow on receipt) The proposed anchor system has been shared with members at **Appendix 2** for review.

4.3.2. Cost of solar installation: The indicative cost for an 11.6kWp system, with a 10kW hybrid inverter and 10.65 kW batteries is circa £19,000. The Council will be asked to agree a provider in a detailed report at the July Council Meeting.

4.3.3. Additional costs to maintain system and roof membrane integrity: The installation may benefit from some sort of pigeon control (i.e. Birdstop) to stop birds/squirrels nesting underneath the panels and damaging the roof membrane. Cost will vary by contractor but is likely to be approximately £ 600. The panels will require

regular cleaning and maintenance to keep it in good working order. The cost for this will be minimal at circa £80 per clean twice a year. Over the warranted lifespan of the panels, it is likely that the Council will need to replace the 3-phase hybrid inverter at a current indicative cost of circa £1,000. The batteries may also require replacing which currently cost in the region of £1,000 per battery.

4.4. RISKS

4.4.1. Invalidation of roof warranty: To keep the roof warranty intact, the anchoring products must be sourced from Sika or a Sika approved supplier and fitted by a Sika approved installer (in this case Vision D&B's approved sub-contractor that constructed the single ply roof and fitted the roof membrane.) The warranty will be supplied by the installer.

4.4.2. Electric Shock: As with any electrical equipment there is a risk of electric shock, however the chances are remote if everything is working correctly, and the solar array is grounded. The dangers occur when the panel is not working correctly and is switched on and generating power. It is therefore important the installation is performed by an MCS certified installer (Microgeneration Certification Scheme) *or equivalent, using MCS certified products and that regular maintenance and cleaning takes place. It is also therefore important to reduce the risk of tampering by use of appropriate signage and CCTV.

5. FINANCIAL IMPLICATIONS

5.1. The Council does not have a budget for this installation and does not have access to any Ear Marked Reserves. It is therefore proposed that external funding be sought to cover the cost of this installation.

5.2. The Community Café remains a Council asset. The Fountain Café CIC occupy the building under a non-repairing lease. It is therefore important that any solar installation is maximized in terms of size and energy generation and that adequate grant funding is secured to cover the cost of this install.

5.3. It is suggested that the Council approach the Fountain Café CIC to request that they also raise funds through crowdfunding as contribute to the cost of this installation, as they will directly benefit by the reduction in their electricity bills.

5.4. The Smart Export Guarantee (SEG) has replaced the FIT (Feed in Tariff) for exported solar generation. It is recommended that the Fountain Cafe change to an energy provider that allows them to maximise SEG income, i.e. one with a lower rate per unit and standing charge with a high SEG rate per unit of electricity sold back to the grid. It is also recommended that they look at a green provider in line with the Council's Sustainability Policy and one that has a low evening rate so that batteries can be charged at a cheaper rate through the night if depleted. This would be especially useful in the winter when the solar is not producing as much as it will during the summer months.

6. PLANNING IMPLICATIONS

6.1. Condition 14 of planning permission for the Community Café F/21/91251 reads:

'Details of the solar panels shall be submitted to and approved in writing by the Local Planning Authority prior to their installation. The works shall be carried out in accordance

with the approved details.'

- 6.2. This means that should the Council decide to install solar panels on the Café. It will need to submit a 'discharge of condition' application for the solar installation which should include scaled elevations, manufacturer specifications and images of the solar panels.

7. CLIMATE/ENVIRONMENT IMPLICATIONS

- 7.1. The IPCC (Intergovernmental Panel for Climate Change) defines Net Zero (Co2) emissions as being achieved when '*anthropogenic Co2 emissions are balanced globally by anthropogenic Co2 removals over a specified period. Net Zero emissions are also referred to as carbon neutrality*'. To achieve this and limit global warming to 1.5C, the IPCC stresses that the world must halve its CO2 emissions by around 2030 and reach Net Zero Carbon by 2050, with deep reductions across non-Co2 emissions across the economy to achieve this.
- 7.2. Solar PV is proven to be a cost effective, low carbon, efficient and easy way to generate renewable energy which significantly reduces emissions in the electricity sector as a major source of CO2 emissions.
- 7.3. By shifting away from fossil fuels, the Council can achieve cleaner energy production and reduce greenhouse gas emissions, contributing to the Government's Net Zero Pathway and aligning with the carbon cutting ambitions of the IPCC.

8. CRIME & DISORDER IMPLICATIONS

- 8.1. There is a small risk of vandalism due to the proximity of the flat roof to the play area. (see paragraph 4.4)

9. EQUALITY & DIVERSITY IMPLICATIONS

- 9.1. The transition to renewable energy is essential to tackling global climate breakdown which effects everyone on this planet.

10. CONCLUSION

- 10.1. Through its Sustainability Policy and Climate Change Action Plan, the Council has committed to lowering its carbon footprint and futureproofing its assets through retrofitting and has previously agreed to addition of solar at the Café as part of the buildings green credentials.
- 10.2. The energy use at the Fountain Café is likely to be high and as a not-for-profit CIC without the ability to bear the considerable cost, it is important that the Council maintain its commitment to the success of the Fountain Café as a Community Hub by supporting this solar project.
- 10.3. As such it is recommended that the Council agree this project in principle and agree delegated authority to the Clerk in consultation with the Deputy Clerk and Chair to pursue the grant funding for this project, approach the Fountain Café for funding assistance and seek quotations for the work needed to complete this installation.

FOR FURTHER INFORMATION CONTACT:

Michelle Leadbitter-Allen, Deputy Clerk Email: deputyclerk@fairoak.gov.uk

Appendix 1



Breakdown Of Charges For The Period:

01/04/2024 to 30/04/2024

Supply Address: New Century District Park Park, Shorts Road, Fair Oak, SO50 7EJ

Supply Number:

| | | | | |
|---|----|------|------|-----|
| S | 03 | 500 | H07 | |
| | 20 | 0006 | 0495 | 080 |

READINGS

| Meter | Register | Last Time | | | This Time | | | Advance | Meter Multiplier | Meter time period |
|------------|----------|-----------|------------|---------|-----------|------------|---------|---------|------------------|---------------------|
| | | Type | Date | Reading | Type | Date | Reading | | | |
| E22BG05272 | S | C | 01/04/2024 | 1922 | E | 01/05/2024 | 3553 | 1631 | 1 | Consumption (00001) |

ENERGY CHARGES

Consumption 1631 kWh at 28.01 p per kWh £456.84

Subtotal Energy Charges £456.84

OTHER CHARGES AND FEES

Standing Charge £159.60

Subtotal Other Charges And Fees £159.60

TAXES, LEVIES AND OTHER STATUTORY OBLIGATIONS

Climate Change Levy for 100% of energy used at 0.775 p per kWh £12.64

Subtotal Taxes, Levies And Other Statutory Obligations £12.64

Amount (excluding VAT) £629.08

VAT PAYABLE £629.08 at 20% £125.82

CHARGES FOR THE PERIOD £754.90

In the event of loss of supply,
please contact the Distributor, SSE POWER DISTRIBUTION
on 0800 0727282

PRODUCT DATA SHEET

SikaRoof® Anchor 250 PVC CR

Prefabricated universal PVC roof connection point

PRODUCT DESCRIPTION

SikaRoof® Anchor 250 PVC CR is a manufactured, pre-formed accessory that provides a secure, watertight connection between the roof substructure or roof deck and the waterproofing membrane.



USES

SikaRoof® Anchor 250 PVC CR is used as a:

- Universal connection point for fixing roof-mounted products to exposed Sikaplan® PVC roofing membranes

Please note:

- The Product may only be used by experienced professionals.

CHARACTERISTICS / ADVANTAGES

- Provides a secure watertight anchor to the roof deck
- The stainless steel insert nut is equipped with an M12 internal thread on both sides
- Hot air weldable without use of open flames

PRODUCT INFORMATION

| | | |
|----------------------------|--|-----------------------------|
| Chemical Base | Modified polyvinyl chloride (PVC) compound and machined Stainless Steel Grade 1.4401 | |
| Packaging | 10 pieces packed in a cardboard box Refer to the current price list for available packaging variations. | |
| Shelf Life | 5 years from date of production. | |
| Storage Conditions | The Product must be stored in original, unopened and undamaged sealed packaging in dry conditions at temperatures between +5 °C and +30 °C. Always refer to packaging. | |
| Appearance / Colour | <u>Surface</u> | <u>Stainless steel</u> |
| | <u>Colour</u> | <u>Light grey, RAL 9016</u> |

Diameter (250 ± 3) mm

Height (42 ± 1) mm

SYSTEM INFORMATION

System Structure

THERMAL INSULATION

The compressive strength must be sufficient to carry the additional long-term load of the connection point.

MEMBRANE

All types of exposed Sarnafil® PVC and Sikaplan® PVC membranes.

FASTENERS

SikaRoof® Anchor Washer 140

Sarnafast® fastener with a minimum diameter of 6.0 mm.

APPLICATION INFORMATION

Ambient Air Temperature

Maximum +50 °C

Minimum -40 °C

Substrate Temperature

Maximum +50 °C

Minimum -40 °C

VALUE BASE

All technical data stated in this Product Data Sheet are based on laboratory tests. Actual measured data may vary due to circumstances beyond our control.

ECOLOGY, HEALTH AND SAFETY

This product is an article as defined in article 3 of regulation (EC) No 1907/2006 (REACH). It contains no substances which are intended to be released from the article under normal or reasonably foreseeable conditions of use. A safety data sheet following article 31 of the same regulation is not needed to bring the product to the market, to transport or to use it. For safe use follow the instructions given in the product data sheet. Based on our current knowledge, this product does not contain SVHC (substances of very high concern) as listed in Annex XIV of the REACH regulation or on the candidate list published by the European Chemicals Agency in concentrations above 0,1 % (w/w).

APPLICATION INSTRUCTIONS

APPLICATION

IMPORTANT

Strictly follow installation procedures

Strictly follow installation procedures as defined in Method Statements, application manuals and working instructions which must always be adjusted to the actual site conditions.

IMPORTANT

Application by trained personnel

The application of this Product must only be carried out by an applicator that is trained or approved by Sika. The applicator must also be experienced in this type of application.

IMPORTANT

Roof slope greater than 10°

For projects with roof slopes above 10°, a suitably qualified structural engineer must determine the maximum admissible load.

When used in conjunction with SikaRoof® Anchor Washer 140 the following design parameters apply:

| Number of fasteners | Admissible design load for the resistance of wind uplift |
|---------------------|--|
| 4 | 1600 N |
| 2 | 800 N |

Arranged diagonally on the Product washer plate

Preconditions

The M12 threaded steel section is made of stainless steel, (to prevent the risk of bimetallic corrosion). Preliminary pull-out tests confirm the suitability of the fastener installation.

1. Clean the Sarnafil® PVC or Sikaplan® PVC membrane around installation area.
2. Fix the washer to the substrate with appropriate fasteners.
3. Weld the edge of the PVC base plate to the waterproofing membrane.

Note: Use electric hot-air welding equipment such as manual hot-air welding guns (Leister) and pressure rollers in accordance with the relevant Sika application manual.

Application below +5 °C

Note: Special measures may be compulsory for installation below +5 °C ambient temperature due to safety requirements in accordance with national regulations.
Note: Installation of ancillary products such as contact adhesives or cleaners is limited to temperatures above +5 °C. Refer to the corresponding Product Data Sheets.

LOCAL RESTRICTIONS

Please note that as a result of specific local regulations the performance of this product may vary from country to country. Please consult the local Product Data Sheet for the exact description of the application fields.

LEGAL NOTES

The information, and, in particular, the recommendations relating to the application and end-use of Sika products, are given in good faith based on Sika's current knowledge and experience of the products when properly stored, handled and applied under normal conditions in accordance with Sika's recommendations. In practice, the differences in materials, substrates and actual site conditions are such that no warranty in respect of merchantability or of fitness for a particular purpose, nor any liability arising out of any legal relationship whatsoever, can be inferred either from this information, or from any written recommendations, or from any other advice offered. The user of the product must test the product's suitability for the intended application and purpose. Sika reserves the right to change the properties of its products. The proprietary rights of third parties must be observed. All orders are accepted subject to our current terms of sale and delivery. Users must always refer to the most recent issue of the local Product Data Sheet for the product concerned, copies of which will be supplied on request.

SIKA LIMITED

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Product Data Sheet
SikaRoof® Anchor 250 PVC CR
March 2024, Version 01.01
020945011100000008

SikaRoofAnchor250PVCCR-en-GB-(03-2024)-1-1.pdf

PRODUCT DATA SHEET

SikaRoof® Anchor Washer 140

A manufactured preformed stainless steel fastening plate

PRODUCT DESCRIPTION

SikaRoof® Anchor Washer 140 is a manufactured preformed stainless steel fastening plate providing a secure connection directly to the roof sub-structure/roof deck.



USES

SikaRoof® Anchor Washer 140 may only be used by experienced professionals.

- Fastener plate in combination with the SikaRoof Anchor 250 FPO/PVC for fixing roof mounted products to exposed Sarnafil® FPO/PVC and Sikaplan® FPO/PVC roofing membranes.

CHARACTERISTICS / ADVANTAGES

- Ease of installation
- Made of stainless steel
- M12 threaded bolt for secure fastening to the SikaRoof® Anchor 250 FPO/PVC
- Usable for steel fastener and tube fastener system
- Removes the wind load off the membrane and on to the structural deck

PRODUCT INFORMATION

| | |
|---------------------------|---|
| Chemical Base | Stainless steel (1.4301) |
| Packaging | 10 pcs. packed in a cardboard box |
| Shelf Life | 5 Years from date of production if stored properly in original unopened, sealed and undamaged packaging in cool and dry conditions. |
| Storage Conditions | SikaRoof® Anchor Washer 140 must be stored in original unopened, sealed and undamaged packaging in cool and dry conditions. |
| Colour | Stainless Steel |

| | | |
|-------------------|--------------|------------------------------------|
| Dimensions | Octagon | 140 ± 1 (mm) |
| Diameter | Perforation | 4 x Ø 7.2 (mm) 4 x Ø 15.35 (mm) |
| Height | Total Height | 26 ± 1 (mm) |
| Head type | | |

SYSTEM INFORMATION

| | | |
|---|---|----------------------------------|
| System Structure | Fixing substrate: Concrete, metal decking, plywood/OSB The following products are system relevant and needs to be ordered separately: <ul style="list-style-type: none"> ▪ SikaRoof Anchor 250 FPO/PVC CR ▪ Sarnafast Fastener SBF-6.0 x L ▪ Sarnafast Tube SBT-20 x L | |
| Compatibility | Compatible with all types of exposed Sarnafil® FPO and Sikaplan® FPO membranes. | |
| Pull-Out Resistance | Fixed with 4 fasteners | Max. 1600 N |
| | Fixed with 2 fasteners | Max. 800 N (diagonally arranged) |
| The value applies for metal, wood and concrete substrate. | | |
| Design Considerations | <ul style="list-style-type: none"> ▪ Thermal Insulation The compression strength must be sufficient enough to bear the additional weight on long term. Sika recommends ≥ 120 kPa <ul style="list-style-type: none"> ▪ Vertical weight load Max. 40 kg (according to substrate) ▪ Horizontal shear force Max. 100 kg (fixed with 4 fasteners and max. roof slope of 10°) | |

APPLICATION INFORMATION

| | |
|--------------------------------|--|
| Ambient Air Temperature | -40°C to +50°C Permanent ambient temperature during use is limited to +50°C |
|--------------------------------|--|

VALUE BASE

All technical data stated in this Product Data Sheet are based on laboratory tests. Actual measured data may vary due to circumstances beyond our control.

USES

Sika® is not responsible for the permissible SikaRoof® Anchor Washer 140 forces or the related loading calculations which might comply according to local regulations. Installation works must only be carried out by Sika® trained contractors.

FURTHER DOCUMENTS

Transportation class: The product is not classified as hazardous goods for transport.

ECOLOGY, HEALTH AND SAFETY

For information and advice on the safe handling,

storage and disposal of chemical products, users shall refer to the most recent Material Safety Data Sheet containing physical, ecological, toxicological and other safety-related data.

APPLICATION INSTRUCTIONS

SUBSTRATE QUALITY

Max. roof slope: 10°; others on request.

APPLICATION METHOD / TOOLS

SikaRoof® Anchor Washer 140 is directly placed onto the roof waterproofing membrane and fixed with the appropriate fasteners to the roof substructure in accordance with current Sika® application manuals.

APPLICATION

Sufficient roof drainage characteristics after installing SikaRoof® Anchor Washer 140 and SikaRoof® Anchor 250 FPO/PVC CR needs to be ensured.

Place the SikaRoof® Anchor Washer 140 onto the FPO or PVC roof waterproofing membrane. Fix it to the roof substructure with the appropriate fastener. Screw on the SikaRoof® Anchor 250 FPO/PVC onto the M12 threaded bolt with 50 Nm fastening torque.

Installation of some ancillary products, e.g. cleaners is limited to temperatures above +5 °C. Please observe information given by Product Data Sheets.

Special measures may be compulsory for installation below +5 °C ambient temperature due to safety requirements in accordance with national regulations

LOCAL RESTRICTIONS

Please note that as a result of specific local regulations the performance of this product may vary from country to country. Please consult the local Product Data Sheet for the exact description of the application fields.

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LEGAL NOTES

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Product Data Sheet
SikaRoof® Anchor Washer 140
February 2024, Version 01.01
020945051100000104

SikaRoofAnchorWasher140-en-GB-(02-2024)-1-1.pdf

Work Programme 2024/2025

E

| JUNE 2024 | | | |
|---|---|--------------|-----------------------|
| ITEM | OBJECTIVE | METHOD | LEAD OFFICER |
| Solar Report | To receive a project proposal for approval | Report | Deputy Clerk |
| Cemetery Path Improvement Project | To award a contractor | Report | Clerk |
| Upper Barn Copse Play Area | To determine the level of play provision following community consultation | Report | Clerk |
| JULY 2024 | | | |
| ITEM | OBJECTIVE | METHOD | LEAD OFFICER |
| Volunteer Policy | To review the current document | Report | Clerk/CDO |
| Children & Vulnerable Adult Protection Policy | To review the current document | Report | Clerk |
| Corporate Action Plan | To adopt the Action Plan for 24-25 | Report | Clerk |
| Café Post Project Evaluation | To review the café project | Report | Clerk |
| Health and Safety | To review the current document | Report | Clerk |
| Cafe Solar Supplier Award Report | To receive and agree solar supplier for cafe solar project. | Report | Deputy Clerk |
| SEPT 2024 | | | |
| ITEM | OBJECTIVE | METHOD | LEAD OFFICER |
| Community orchard(s) | To discuss the progress of Lapstone Orchard & consider creating a small orchard | Report | Clerk/CDO |
| Lapstone Playing Fields/Club room refurb | Update on 2nd Cricket Wicket Project and club room refurbishment | Presentation | Clerk/EBC/FOPC |
| Community engagement strategy | To review the current document | Report | Clerk/CDO |
| Employee Handbook | To review the updated handbook following changes to HR legislation | Report | Clerk |
| Community Investment Programme | To approve the CIP lis | Report | Clerk |
| OCT 2024 | | | |
| ITEM | OBJECTIVE | METHOD | LEAD OFFICER |
| Communications & Events T&F Grp | To receive recommendations from the Group | Report | Clerk/Comms Officer |
| Sustainability Policy | To review the current document | Report | Deputy Clerk |
| Climate Change T&F Group | To receive an update from the Group | Report | Deputy Clerk |
| Biodiversity Statement | To consider a biodiversity statement | Report | Clerk/Deputy Clerk |
| Bee & Tree Corridor Project | To agree a project proposal for a cross boundary bee and tree project | Report | Clerk |
| Conclusion of Audit | To confirm the conclusion of audit | Report | Clerk/Finance Officer |
| NOV 2024 | | | |
| ITEM | OBJECTIVE | METHOD | LEAD OFFICER |

| | | | |
|--|--|---------------|---|
| Upper Barn Copse/Play Area Provision | To receive a recommendation from the Public Open Space/Play Area T&F Group | Report | Clerk/Chairman |
| Data Protection/GDPR Policy | To review the current document | Report | Clerk/Deputy Clerk |
| Community development Update | To receive a presentation from the Community Development Officer | Presentation | Siobhan Strand |
| Website accessibility | To review the website to ensure that it meets current standard and best practice | Report | Deputy Clerk |
| Information Policy | To review the current document | Report | Deputy Clerk |
| DEC 2024 | | | |
| ITEM | OBJECTIVE | METHOD | LEAD OFFICER |
| Staff salaries | To set staffing budget for next financial year | Report | Clerk/Finance Officer |
| Budget/Precept | To set the budget and precept for the forthcoming financial year | Report | Clerk/Finance Officer |
| JAN 25 | | | |
| ITEM | OBJECTIVE | METHOD | LEAD OFFICER |
| Meeting dates | To agree meeting dates for 24/25 | Report | Clerk |
| Emergency Plan | To review the Current document | Report | Clerk |
| Tree strategy | To review the tree strategy and adopt a planting plan | Report | Clerk |
| FEB 25 | | | |
| ITEM | OBJECTIVE | METHOD | LEAD OFFICER |
| Internal Auditor Report | To consider the recommendations of the internal auditor | Report | Finance Officer |
| Corporate Social Responsibility Policy/Sustainability Policy | To review the current document | Report | Deputy Clerk |
| MARCH 25 | | | |
| ITEM | OBJECTIVE | METHOD | LEAD OFFICER |
| | | | |
| APRIL 25 | | | |
| ITEM | OBJECTIVE | METHOD | LEAD OFFICER |
| Fixed Asset Register | To review and approve the Fixed Asset Register | Report | Finance Officer |
| Corporate Action Plan | To adopt the Action Plan for 24-25 | Report | Clerk |
| UNALLOCATED | | | |
| Green Flag Award Status for KP & NCP | To consider steps needed to achieve GF award status at KP | Report | Clerk/Operations Manager |
| Crowdhill Green - Nature trail using remainder PA monies | To consider project proposal | Report | Clerk |
| Financial strategy/planned maintenance | To adopt a strategy | Report | Clerk/Finance Officer |
| Marketing strategy | To adopt a strategy for marketing of Council services | Report | Communications & Events Officer/Finance Officer |