Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE GROUNDS COMMITTEE WILL BE HELD ON MONDAY 13 SEPTEMBER 2021 AT 7.00pm in Jubilee Hall.

Members of the Committee Cllr Mrs E Tickell (Chairman), Cllr D Alexander, Cllr Mrs L Evans, Cllr J Lay (Vice Chairman), Cllr B Raymond, Cllr A Forbes, Cllr P Little are summoned to attend.

07 September 2021

Carla Baverstock-Jones
Chief Officer

AGENDA

1. To receive apologies for absence.
2. **Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.**
3. **To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.***
4. To receive and approve the Minutes of the Grounds Committee meeting held on Monday 12 July 2021.
5. To receive a verbal update in respect of the completed projects/significant works undertaken by the Countryside Team.
6. To receive and consider the proposed donation of a £1,000 in respect of the enhancement of Catherington Down.
7. To review the CIL application (Community Infrastructure Levy) in respect of the improvement of Five Heads Recreation Ground.
8. To consider the replacement of the handrail at Downs Park.
9. To consider a request to vary the adopted design as per HPC's policy in respect of a memorial bench.

10. To receive a report and consider the quotations received in respect of the landscaping of Jubilee play area.

11. To receive a report and consider the quotations in respect of the resurfacing of Lith Lane.

12. **To resolve to exclude the public and the press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960).**

13. To receive and approve the Confidential Minutes of the Grounds Committee meeting held on the 17 May 2021 and 12 July 2021.

14. To receive an update as to the progress of the landscaping of the Australian War Memorial site and consider the way forward.

ITEM 4

HORNDEAN PARISH COUNCIL

MINUTES OF THE GROUNDS COMMITTEE MEETING HELD AT JUBILEE HALL ON 12TH JULY 2021 AT 7.00 P.M.

PRESENT: Cllr Mrs E Tickell (Chairman), Cllr J Lay, Cllr D Alexander, Cllr Mrs L Evans Cllr B Raymond, Cllr A Forbes

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Susan Blake, Administrator (Minute Taker); Matthew Madill, Grounds Manager

PUBLIC ATTENDANCE: Two residents from Lith Lane were present. No press.

Meeting started at 7:00pm Cllr Mrs E Tickell

G 012/20/21 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr P Little.

G 013/20/21 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

G 014/20/21 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened.

G 015/20/21 **TO RECEIVE AND APPROVE THE MINUTES OF THE GROUNDS COMMITTEE MEETING HELD ON MONDAY 17th MAY 2021**

It was **RESOLVED** that the minutes of the Grounds Committee Meeting held on 17th May 2021 be duly signed as a true record of the meeting.

G 016/20/21 **TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE COMPLETED PROJECTS/SIGNIFICANT WORKS UNDERTAKEN BY THE COUNTRYSIDE TEAM**

Update given by the Grounds Manager – No big projects underway due to reduced staffing, just maintenance work and fence repairs on Catherington Down - Cattle due.

G 017/20/21 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE REDUCTION OF THE HEDGE AT FIVE HEADS RECREATION GROUND**

A brief discussion took place

- Cost of cutting approx. £750 (Grounds Manager)
- Won't go below 6 feet which will allow for seasonal growth

The hedge cannot be maintained by the Countryside team and it would be a specialist job with tools required.

Quotes deferred whilst residents consulted.

G 018/20/21 **TO CONSIDER ADDITIONAL PLANTING WITHIN THE MAIN FLOWER BED AT JUBILEE- PARISH OFFICE**

Cllr Mrs E Tickell and Cllr L Evans suggested suitable plants.

Grounds Manager – mass planting of bulbs on the slopes.

It was **RESOLVED** that the Chief Officer chase Spelthams in relation to Landscaping.

G 019/20/21 **TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF THE ONGOING MAINTENANCE OF LITH LANE**

A report by the Grounds Manager was circulated. He explained that he had only received one quotation for the ongoing maintenance of Lith Lane.

The 2 residents of Lith Lane said they were happy to cover the cost of the materials required upfront and look to obtaining the relevant portion from other residents.

It was **RESOLVED** that the item be deferred until the next Grounds Committee meeting on 13th September 2021, in order for the Grounds Manager to obtain further quotations.

The 2 residents of Lith Lane left the meeting.

Public part of the meeting ended at 8:00pm Cllr Mrs Elaine Tickell

G 020/20/21 **TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.**

No members of the public or press were present.

G 021/20/21 **TO RECEIVE A REPORT IN RESPECT OF THE CURRENT STAFFING LEVELS WITHIN THE COUNTRYSIDE TEAM AND CONSIDER A REVSIED SCHEDULE OF WORK.**

A report by the Grounds Manager was circulated and noted.

G 022/20/21 **TO RECEIVE AN UPDATE AS TO THE PROGRESS OF THE LANDSCAPING OF THE AUSTRALIAN WAR MEMORIALSITE AND CONSIDER THE WAY FORWARD**

It was RESOLVED

- To recommend to Council to hand the licence back to HCC but that Councillor Mrs L Evans would attempt to move the matter forward in the interim.
- That contact would be made with County Cllr Mrs Marge Harvey to enquire if HPC could obtain stand-alone public liability insurance for the Australian War Memorial, irrespective of not owning the land.

Confidential part of the meeting ended at 8.24pm Cllr Mrs Elaine Tickell

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Chairman

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Dated

ITEM: 6

From: [redacted]
Sent: 25 July 2021 18:43
To: Contact <contact@horndeanpc-hants.gov.uk>
Subject: Stephen Harwood

My father Stephen Harwood died in February this year aged 89. He was a member of Horndean Parish Council for a number of years and I think its chairman for a few years. Our home was in Catherington where he lived from 1966 to about 2010. His great love was the countryside and with our house bordering Catherington Down that was a favourite part of the parish. As a family we would like to give a small donation in his memory of about £1000 to the parish to enhance and support the biodiversity of the down and I was wondering if you could put me in touch with the person who is currently running the down so we can discuss the best use of the funds.

Thanks
Christoph

[redacted]

Item: 7

Carla Baverstock-Jones

Subject: FW: Five Heads CIL Application

From: Weaver, Louise [mailto:Louise.Weaver@havant.gov.uk]
Sent: 26 July 2021 14:56
To: Carla Baverstock-Jones <Carla.baverstock-jones@horndeanpc-hants.gov.uk>
Subject: RE: Five Heads CIL Application

Good afternoon Carla

Firstly may I offer my apologies for the delay in replying, due in part to annual leave.

We are unable to provide a break-down in the components of the scoring, due to this being a comparison exercise with the other bids.

As I was not personally involved in the bidding process assessment this time round I have sought feedback from my colleagues which covered a few themes which I have outlined below:

Extant Neighbourhood Portion Funds
As the Parish Council are holding Neighbourhood CIL it was questioned as to why this was not being fully utilised for this project as it is a more localised scheme and therefore would be more appropriate. Our guide clearly states that for local projects the expectation would be to use this or a proportion first.

The bid was not considered to be Strategic
It was considered that there would be limited wider community benefit other than really for those already using the play area. Because of the local nature of the project it was limited in the evidence of how this would support wider growth in Horndean. Enhanced/different provision alongside the play area that could have appealed to a completely different demographic, further utilising the green space and providing additional provision.

More information needed about the catchment of the facility, the additional pressures within that catchment from recent growth or future planned/commitment growth.

The scheme was considered to be Maintenance
There was lack of evidence that the infrastructure would support growth, it was very tailored to existing residents needs and the equipment should be managed and maintained over the years to keep it fit for purpose and this should be budgeted for by the Parish Council.

Other
No partnership working mentioned other than the Parish Council's Contribution to the project.

I hope this provides some useful feedback for you to share. Kind regards

Mrs Louise Weaver
Community Infrastructure Team Leader
Planning (Developer Contributions) | T: 0743 555 3852 |
E: louise.weaver@havant.gov.uk

HORNDEAN PARISH COUNCIL

AGENDA ITEM 8 **13th Sep 2021**

SUBJECT TITLE: Downs Park Handrail Repair

PURPOSE OF REPORT:

The handrail at Downs Park has collapsed due to age and the posts rotting in the ground.
Many of the wooden tops have also become rotten and need replacing.

Two quotes have been sourced to replace the rotten posts and for the metal handrail to be re-attached to the new posts. I have also asked that the tops are replaced with ½ round rails. These types of rails have a nice finish and this style will stop children from sitting on the handrails, which happens currently. A similar style/finish to the ½ round hand rail can be found at Catherington Lith on the steps.

The handrail does need repairing quite urgently as it does form part of the disabled/wheelchair access into and out of Downs Park.

Quote 1: £2335.00
Quote 2: £2857.20

Recommendations:

Both quotes are very similar in spec and materials used, however I would recommend Quote 1, as it is slightly cheaper and they have included the installation of a retaining gravel boards along the tarmac path edging. This should help keep the path/tar mac from eroding/collapsing. As you can see on the picture, a small patch of tarmac has already broken away.

REPORT PREPARED BY:

Matthew Madill

Item: 9

HORNDEAN PARISH COUNCIL
MEMORIAL BENCH POLICY

- The Council will facilitate the purchase and placement of memorial benches in public open spaces owned or managed by the Council including parks, green spaces and countryside where appropriate opportunities exist.
- The Council will have final say on the locations for bench installation on each site. Only suitable locations within the site where people are likely to make good use of the bench will be considered.
- There may be a need to limit benches on a particular areas/site.
- Purchase of a memorial bench will be for the expected life period of the bench (5 years) only, after which time it will be removed once it becomes unsuitable. As the benches should require minimal maintenance, there will be no additional cost for this. Any replacement would be treated in the same way as a new memorial bench.
- The Council cannot guarantee against theft or vandalism and may not be able to replace either the bench or plaque in this event.
- It is the applicant's responsibility to keep the Parish Council up to date with contact details in case they need to be contacted. If contact cannot be made, once the bench has become unsuitable the space may be used by someone else.
- The design of bench is attached to this policy. Only under special circumstances an alternative design may be considered.

Purchasing Equipment

The Parish Council will get a quote for materials (wood/screws etc) and provide the applicant with costs to purchase the bench. Once payment has been made to the Parish Council the bench materials will be purchased and the bench built for installation.

In order to minimise the deterioration of equipment, the bench will be painted.

Memorial plaques must be purchased by the Parish Council. The plaque must be made from either Bronze or Stainless Steel. Any inscription on the plaque must first be agreed by the Parish Council.

Each plaque must have 4 counter sunk holes (1 in each corner) so the plaque can be screwed directly onto to the bench back support.

Adopted: FC 19 April 2021

Memorial Bench Purchase Enquiry Form

Please complete, print and return to: Jubilee Hall, Crouch Lane, Horndean. PO8 9SU.

Section A Contact details

Name.....

Address.....

Telephone ..... E-mail.....

Section B Preferred Location:

Please specify your preferred location for the bench below ie name of park and nearest settlement.

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Section C Memorial Plaque

All plaques must be either a bronze or stainless steel. Please print your memorial message for the plaque below for Council approval.

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HORNDEAN PARISH COUNCIL

AGENDA ITEM | 10 **13th Sep 2021**

SUBJECT TITLE: Jubilee Play Area Post Repair & Landscaping

PURPOSE OF REPORT:

Jubilee play area requires a new post to be installed within the contoured mound equipment. The post is suffering from timber decay. This has been highlighted in our annual ROSPA report. I received a quote to replace this:

Cost to replace post – £795.80

The following was not flagged up in the Rospa report but due to its deteriorating condition (erosion issues, bare earth and uneven ground) I met with contractors who priced up landscaping the mound and surrounding equipment.

If council wish to carry out these works the quotes are below.

To landscape the area I have received 3 quotes:

Quote 1: £3936.00
Quote 2: £3370.00
Quote 3: £1888.00

I would not recommend quote 3. While it is cheaper, there is no provision to keep children off the equipment while the grass seed takes hold.

Quote 1 or Quote 2 are my favoured options. While more expensive, Quote 1 are proposing re-turfing (not seeding) the area and placing grass matting on top to stop erosion. Quote 1 would also be replacing the decayed post if agreed by council. Quote 2 has gone with seeding and fencing the area off for a few weeks.

Any works will need to be carried out in either early Autumn or Spring (best time for laying grass/seeding) and would ideally be done during school term time to minimise disruption.

REPORT PREPARED BY:

Matthew Madill

HORNDEAN PARISH COUNCIL

AGENDA ITEM 11 **13th Sept 2021**

SUBJECT TITLE: Lith Lane - update
PURPOSE OF REPORT:

Attached is a copy of a quote for resurfacing Lith Lane as was requested at the last Grounds Meeting.

A suggestion I have for any future works is below:

A plan for any future works could be that HPC agree to re-surface the track with 100 tonnes of type 1 every three years (prices may fluctuate but the average cost should stay around £3500). 2021, 2024, 2027 etc.

In between these years, residents can fund any ad-hoc repairs themselves but Katternhorn must be used to do the works (HPC approved contractor so to speak) and any permissions must be sought from HPC before works commence. This would cost the residents around £1300 a year if they wished to do it. I believe the road serves four properties so they would need to pay in the region of £325 each.

I think this would be a fair balance of payment between HPC and residents over a three-year period. This would also mean we could budget long term for the works as we know it is done every three years. We could even set up a reserve where we put £1,300 in each year (a little over £3500 every 3 years but this allows a buffer and any surplus could be added to the following payment cycle).

The ball is equally in everyone court with an agreement like this and I feel it places some onus on the residents who are the main users of the track.

While the residents may not be willing to make any payments between the three-year period towards the upkeep of the track HPC would not every year be having to have the same discussion about Lith Lane and who pays for what/when etc.

REPORT PREPARED BY:

Matthew Madill