Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE GROUNDS COMMITTEE WILL BE HELD ON MONDAY 24 JUNE 2019 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 are summoned to attend.

18 June 2019

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 elect a Vice Chairman to the Grounds Committee.
4. To receive and approve the Minutes of the Grounds Committee meeting held on Monday 28 January 2019.
5. 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.*
6. To receive a report and consider future projects in respect of the available s106 funds SDNPA Developer Contributions being a total of £9,589.14
7. To receive a report and consider the future in respect of the play area at Merchistoun Hall.
8. To receive a report and consider the ongoing Christmas decorating of the tree within Horndean Village.
9. To receive a report and consider the installation of fencing at Yoells Copse.
10. To receive a report and consider the way forward in respect of the use of HPC land by professional dog walking companies.
11. To consider the installation of an artificial football pitch within the Parish.

12. To consider the application for s106 funding in respect of the replacement of the Boardwalks within the Parish.

13. To consider the closure of the Parish Office to enable administrative staff to visit the countryside sites during an extended lunch period.

ITEM 4

HORNDEAN PARISH COUNCIL

MINUTES OF THE GROUNDS COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 28th JANUARY 2019 AT 6:30 P.M.

PRESENT: Cllr Mrs E Tickell (Chairman), Cllr D Alexander, Cllr Mrs L Evans, Cllr D Denston

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Minute Taker); Matthew Madill, Grounds Manager

PUBLIC ATTENDANCE: Paul Ferguson from the Press attended. There were no members of the public present.

G 026/18/19 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr M Burridge and Cllr N Wren.

G 027/18/19 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

G 028/18/19 **TO RECEIVE AND APPROVE THE MINUTES OF THE GROUNDS COMMITTEE MEETING HELD ON MONDAY 12TH NOVEMBER 2018**

It was **RESOLVED** that the minutes of the Grounds Committee Meeting held on 12th November be duly signed as a true record of the meeting.

This was proposed by Cllr Mrs L Evans and seconded by Cllr Mrs D Denston.

G 029/18/19 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to the public.

G 030/18/19 **TO CONSIDER FUTURE PROJECTS IN RESPECT OF THE AVAILABLE S106 FUNDS – DEVELOPER CONTRIBUTIONS BEING: OPEN SPACE AND RECREATION £149,000 AND ENVIRONMENTAL IMPROVEMENTS £42,000**

A report from the Grounds Manager was circulated and considered.

A discussion regarding the playground at Merchistoun Park took place. The Chief Officer pointed out that the agreement with Horndean Community Association is such that they may give us 1 years' notice to remove the playground equipment and restore the grounds to their previous state. Cllr D Alexander proposed that discussions are held with HCA prior to any financial commitment is made to upgrade the equipment. This was seconded by Cllr Mrs L Evans. The Committee requested that the Chief Officer execute this task and report at the next Committee meeting.

Cllr Mrs L Evans proposed that further investigation is required regarding the cost of upgrading playground equipment and refurbishing the facilities at Five Head Recreation Grounds. This was seconded by Cllr Mrs D Denston.

Cllr Mrs L Evans proposed also that costs are established for the extension of the boardwalk at Dell Piece West and Hazleton to access funding for Environmental Improvements. This was seconded by Cllr Mrs D Denston

G 031/18/19 **TO CONSIDER THE REQUEST FROM A CHARITY (SCOPE) TO FACILITATE THE PLACEMENT OF TEXTILE RECYCLING BANKS, ON LAND WITHIN THE OWNERSHIP OF THE PARISH COUNCIL**

It was **RESOLVED** that the Parish Council does not have any vacant spaces to accommodate the placement of textile recycling banks. The Committee requested that the office advise Scope accordingly and recommend that there are vacancies at Morrisons.

The meeting closed at 6:55PM

.....
Chairman

.....
Dated

ITEM 9.6

Statement of S106 Funds Held by SDNPA for Horndean as at 31 March 2019

App Number	Site Address	Covenant Type	Funds Available £
38079/004	Blendworth Farmhouse Blendworth Lane Horndean	Environmental Improvement	99.00
SDNP/36200/001	Myrtle Farm Blendworth Lane Waterlooville Hampshire PO8 0AA	Environmental Improvement	2,712.71
		Environmental Improvement Total	2,811.71
SDNP/36200/001	Myrtle Farm Blendworth Lane Waterlooville Hampshire PO8 0AA	Public Open Space	6,568.70
		Public Open Space Total	6,568.70
38079/004	Blendworth Farmhouse Blendworth Lane Horndean	Transport	37.40
SDNP/36200/001	Myrtle Farm Blendworth Lane Waterlooville Hampshire PO8 0AA	Transport	171.33
		Transport Total	208.73
		Grand Total	9,589.14

HORNDEAN PARISH COUNCIL

AGENDA ITEM 7 **24 June 2019**

SUBJECT TITLE: ROSPA - Merchistoun Hall Play Area

PURPOSE OF REPORT: To further discuss Merchistoun Hall Play Area and its future management.

BACKGROUND: We have recently had a play area inspection carried out by ROSPA and this has raised a number of issues at Merchistoun Hall.

The results are below:

ITEM	RISK LEVEL	REASON
Fencing	Medium	Timber is rotting
Teen Shelter	Low	Cut off and file down bolt
Agility Trail	Medium	Replace decayed components and plan replacement of item. Shrinkage of wet pour - Repair Surface has holes – Repair Surface is wearing – repair
Swing Basket	Medium	Replace decayed components and plan replacement of item. Wire exposed – tape and monitor
Toddler Swing	Medium	Replace timber edging Replace rusty fittings Wet pour has hole – Repair Surface is uneven – Make good

I am very concerned about the rotting/decaying elements and feel urgent action needs to be taken on the future management of Merchistoun play area. We cannot leave the Swing Basket and Agility Trail in its current condition for very long.

I have already mentioned in a previous meeting that the best price to repair the wet pour at Merchistoun Hall would be around £10,000 +.

Now, with the added issues of the Swing Basket and the Agility Trail needing repair/replacement costs are going up.

There are also currently two other items of equipment that have been removed for safety reasons that need replacing. These are the Green Rope Bridge and the Wobbly Planks.

I hate to estimate what it would cost to repair/replace all the items listed above but I believe we could be talking in the region of £20,000+ to get Merchistoun up to an acceptable standard. This is not taking into account the fact other items of play equipment could become faulty over the next couple of years and may also need replacing.

SUGGESTIONS:

The immediate risk is the rotting play items I feel a decision needs to be made on how we progress with management of the area.

If we were to remove the items that ROSPA suggested there would not be a lot of equipment left at Merchistoun Hall.

At the moment I can only see 3 options available to us:

Option 1: Remove all damaged items and repair everything as highlighted in the Rospa report.

Option 2: Complete a full play area redevelopment

Option 3: Remove all play items from Merchistoun and reinstate land back to grassland/lawn.

I personally feel option 1 is the worst choice. Over the 3 years I have been working for HPC a number of play items have become faulty and needed replacing. I sadly think the play area is coming to the end of its life cycle as play items are regularly being reported as faulty.

The issues I foresee with option 2 is that Merchistoun appear to be applying for S106 funding to build their own play area. Othewise an acceptable option.

Option 3 seems to be the most practical option with the information I have. While there is a cost to reinstate the land, the long term running costs of maintaining this area would cease.

REPORT PREPARED BY:

Matthew Madill

HORNDEAN PARISH COUNCIL

AGENDA ITEM 8 **24th June 2019**

SUBJECT TITLE: Christmas Tree Lights

PURPOSE OF REPORT:

We are looking to renew our contract with the Christmas Tree Decorators who decorate the tree in the square. This company has done a very good job at lighting the tree and we always get very good feedback from the public.

I am seeking suggestions on whether council would like a star added to the tree or not.

There are 2 types of star we can have:

A basic 2d star 50cm wide and high = £120
A 3d star 60cm wide and high = £280

The 2D star is lit from both sides but if you see it side on, there is not much to see as it is only about 1cm thick.

The 3D star would look like a star from all angles.

If a star is chosen it would be mounted on a rod & secured onto the trunk at the top, it should be held/displayed slightly proud of the top point on the tree.

SUGGESTIONS:

We have in the past, received feedback that adding a star to the tree would look good.

REPORT PREPARED BY:

Matthew Madill

HORNDEAN PARISH COUNCIL

Grounds Meeting **Date: 24 June 2019**

AGENDA ITEM 9.

SUBJECT TITLE: Fencing replacement at Yeolls Copse.

BACKGROUND:

A resident who owns some paddocks/stables for horses has asked if we would be able to replace/repair a run of fencing that has started to collapse bordering her fields and Yeolls Copse. The resident has suggested that she would pay for all the materials to fix the fence-line but asked if we could provide the labour.

The run of fencing is approximately 128 meters in length. See map for location.

A suggestion if council agree to the works: it may be cost effective if we look to purchase the materials from AVS who we have a trade account with (provides slightly reduced prices) and the resident reimburses us for the materials. She has requested that a special horse stock netting be used instead of standard stock netting. This is something she would have to source herself.

The cost of materials from AVS would be approx: £514.69

REPORT PREPARED BY:

Matthew Madill

HORNDEAN PARISH COUNCIL

GROUNDS COMMITTEE MEETING **Date: 24 June 2019**

AGENDA ITEM: 10

SUBJECT OF REPORT: Professional Dog Walkers

BACKGROUND

The Parish Office recently received a complaint regarding the use of Council owned land by professional dog walking companies. The main issue appears to be the high number of dogs within the control of one handler, being generally six.

Councils in a number of areas have addressed similar issues by the imposition of a Public Spaces Protection Order (PSPO), formerly known as a Dog Control Order (DCO). The penalty for ignoring such an Order is a Fixed Penalty Notice of £100. However, enforcement is key to success and this may in itself present difficulties.

District Councils can set up new PSPOs but this process is not within the jurisdiction of the Parish Council.

The advice provided by East Hants District Council (EHDC) is for a letter to be sent to the companies concerned setting out the conditions of use. It is questionable as to the likelihood of compliance particularly in the absence of enforcement.

RECOMMENDATION

EHDC may be in a position to implement a PSPO on behalf of the Parish Council, further information and advice has been sought and is awaited.

Alternatively, in the first instance Members may wish to consider informing the identified companies, that parish land is open to the public for peaceful enjoyment. To this end, it should not be compromised by inappropriate use to the detriment of others.

Report prepared by

Carla Baverstock-Jones
Chief Officer

HORNDEAN PARISH COUNCIL

AGENDA ITEM 12. **24th June 2019**

SUBJECT TITLE: S106 Projects

PURPOSE OF REPORT:

It was discussed in last Grounds Meeting that I investigate the costings to replace the Boardwalks at Hazelton and extend the current boardwalk network at Dell Piece West.

SUGGESTIONS:

The original network of boardwalks at Hazelton are made up of three sections. The total length of these boardwalks is 137.2 meters.

The current boardwalks we install cost £69.49 per 2.4 meters. This includes 3.3 Sleepers, Grip Strips, Tie Straps and Screws.

The total cost to replace the old boardwalks for new at Hazelton is: £3972.51 (As current prices stand).

The only cost I have not calculated is the cost of disposing of the original sleepers. Disposing of these could be difficult. Old railway sleepers are viewed as Hazardous Waste Wood due to them being treated in Creosote. Some companies do specialise in disposing of them and I am still awaiting quotes.

In regard to the boardwalks at Dell Piece West, it may be wise to also replace the current raised boardwalks and replace them with the soft wood sleeper style. The boardwalks here are very slippy when wet and have recently had minor repairs to the supporting beams.

In total we would require approximately 230 meters of boardwalk to span the old boardwalk and the worst of the wet areas.

This at a cost of £69.49 per 2.4 meters would cost £6659.45

If we were to leave the current raise boardwalk, I estimate we would need 205 meters costing £5935.60

REPORT PREPARED BY:

Matthew Madill

S106 Distribution of non-specific funds process

APPLICATION FORM

Section 106 funding is money provided by developers to mitigate the impact of their development on the local community. The funding is held by the Council to administer to the local community.

Your dedicated Community Development Officer can help with the above if you are unsure, as well as support you through the application process. Their details are:

John Geoghegan
North West (Alton and the surrounding villages)
Tel: 01730 234184
Email: john.geoghehan@easthants.gov.uk

Dean Mohammed
North East (Bramshott & Liphook, Whitehill & Bordon, Headley, Greatham, Lindford and Grayshott)
Tel: 01730 234078
Email: dean.mohammed@easthants.gov.uk

Rebecca Probert
South (Clanfield, Horndean and Rowlands Castle)
Tel: 01730 234185
Email: Rebecca.probert@easthants.gov.uk

Lucy Whittle
Central Area (Buriton, Colemore and Priors Dean, East Meon, Froxfield, , Hawkley, Langrish, Liss, Petersfield, Sheet, Steep and Stroud)
Tel: 01730 234278
Email: lucy.whittle@easthants.gov.uk

How to submit:

Please submit completed application forms to communitygrants@easthants.gov.uk or by post to:
Community Team
East Hampshire District Council
Penns Place
Petersfield
GU31 4EX.

For completed applications for the Whitehill & Bordon area please send to whitehillbordon@easthants.gov.uk.

Please ensure you read the form fully, alongside the guidance notes, and complete all relevant sections.
Please check with your Community Development Officer that there are relevant and available funds for your area before applying.

No.	Question	
A	Project name	Boardwalk Extension
B	Name of organisation	Horndean Parish Council, Tyfield House, Blendworth Lane, Horndean, PO8 0AA
C	Amount of funding requested £	£
D	Parish/Town	Horndean
E	Please indicate the developer contributions funding allocation theme and purpose to which you are applying. *Please refer to the guidance notes for full definitions.*	Community facilities Environmental improvements - **X** Public open spaces and recreation Transport Improvements

SECTION 1: DETAILS OF APPLICANT/ORGANISATION. In this section, the Council seeks to understand the status of your organisation, how long it has been established, and its core activities and capabilities.		
No.	**Question**	
Q1	Application Date DD/MM/YYYY	24th June 2019
Q2	Main contact *This person must have permission from your organisation/partnership to be the main contact.*	Matthew Madill
Q3	Contact telephone number(s)	02392 597766
Q4	E-mail address	Matthew.madill@horndeanpc-hants.gov.uk

Q5	Address & postcode for correspondence	Tyfield House, Blendworth Lane, Horndean PO8 0AA
Q6	Partners (if applicable) *Will your project be delivered by a partnership? If yes, please list all key delivery partners and their role/lead in the project.*	
Q7	Type of Applicant or organisation (please tick as appropriate)	District or County ☐ Parish or Town Council **X** Company Limited by guarantee's/shares (not for profit) ☐ Company limited by guarantees/shares (making profit) ☐ Company number (if applicable) _____ Registered Charity number (if applicable) _____ Other ☐ (please specify) Statutory Organisation/Schools ☐ On behalf of someone else ☐ If yes, please specify in what capacity constituted club / association / trust / Community Group ☐
Q8	Date established DD/MM/YYYY *Please tell us when the organisation, charity or partnership was set up*	1932
Q9	Are you registered for VAT? (Please circle as appropriate)	~~Yes~~ / No If yes, please state number _____
Q10	Do you have support, or have approached your Town Parish, County Council, or other organisation? Please name the groups who are supporting the project.	~~Yes~~ / No - if yes, please provide details and evidence
Q11	Please provide details of how your organisation manages the way it awards contracts/ chooses suppliers. Have quotes been obtained from three different contractors?	As per Council Standing Order/Finance Regulations in accordance with the Public Contracts Regulations 2015.

SECTION 2: DETAILS OF PROPOSED PROJECT. This section of the application provides you the opportunity to explain your planned project in detail, describing who will benefit and how.

No.	Question	
Q12	Please provide a detailed description of your project and what you require developer contributions funding for: a. Please describe what you are going to do. b. How many people will benefit and how will they benefit. c. How can you demonstrate that there is a need for this project, e.g. how have you consulted with local residents/stakeholders. This could be through surveys, questionnaires or through a Neighbourhood Plan, if available. • Provide any plans, designs or drawings to describe your project where possible. • Include financial or non-financial benefits/environmental benefits/social benefits, and whether it is an existing or new facility/project. (Maximum 750 words / 4 sides of A4 including any diagrams etc.).	To extend and replace where appropriate the boardwalk network across Hazleton Common and Dell Piece West Nature Reserves. Both sites are regularly visited by residents of Horndean and the surrounding areas and due to the nature of the sites can become very wet in winter. At Dell Piece West there is a limited amount of boardwalk path across the site and we are looking to extend the network to make the site more accessible. Due to the site being wet, many visitors have commented that access across the site is difficult in winter. At Hazleton Common there is an old boardwalk network in place. Due to its age many of the sleepers are starting to rot and become slippy. The plan here is to replace the current boardwalks for new and apply anti-slip strips. Anti-slip strips will also be applied at Dell Piece West. • Improved facilities. • Promotion of exercise through walking • Improved all year round access to a Nature Reserve. • Improved safety • Mental/Physical benefits of being outdoors. • The task of installing boardwalks would also be assisted by our regular Thursday group of volunteers (mainly made up of local residents). This project would therefore also benefit the social, mental and physical benefits that come with volunteering.
Q13	Location of your proposed project *Please provide us with a postal code for the location of your project.*	Dell Piece West (nearest postcode: PO8 9FB) and Hazleton Common Nature Reserves (nearest postcode: PO8 9ES)

Q14	Project duration (DD/MM/YYYY) Please tick as appropriate. *Please tell us when the project will start and end.*	Start TBC pending outcome of this application. Finish _____
Q15	Are you the owner of the proposed project site? (Please circle as appropriate) .	Yes / ~~No~~ If not, does the owner support the proposal? Please specify. *Please tell us if your organisation/you own your project site.* *Tell us if you own the freehold or have a lease of your site and for how long.* *If your project relates to premises you must demonstrate security of tenure for at least 10 years*
Q16	Do you have all required permissions to carry out your project? E.g. landlord permission, planning permission, etc. (Please circle as appropriate) *Please provide details of any further consents required, e.g. planning permission, building regulations, change of use etc.*	Yes **X** If yes, please specify No ☐ If not, when do you expect to have the necessary approvals?
Q17	Does the project align with relevant local plans (including Town and Parish priority plans and visions) and national strategies? (For further information see the guidance notes) (Maximum 500 words, please continue on a separate sheet of paper if necessary) *Please go to www.easthants.gov.uk/s106 for more information on the relevant list of strategies and framework documents and to download the documents.*	
Q18	Please provide evidence of the feasibility or preliminary works, research that has been undertaken, or architect drawings. (Maximum 500 words, please continue on a separate sheet of paper if necessary).	• Resident feedback that boardwalks need improving/extending due to ground conditions and state of current boardwalks.
Q19	Are there any restrictions on the use of your organisations facilities? *This could include the hours your facility is open, the number of people it can facilitate or permitted to use the site.*	~~Yes~~ / No. If yes, please specify
Q20	Does your organisation have the following:	An Equality and diversity policy: Yes/~~No~~ Child protection policy: Yes/~~No~~ Adult safeguarding policy: Yes/~~No~~ Health and Safety policy: Yes/~~No~~ Employers liability insurance: Yes/~~No~~ Public liability insurance: Yes/~~No~~

SECTION 3: PROJECT COST

		Item	Cost
Q21	Capital Costs *A capital expenditure is an amount spent to purchase or improve a long-term asset such as equipment or buildings.*		
	Revenue Costs *Revenue expenditure is the amount of money spent by a business or organisation on general operating costs such as rent, insurance, heating, maintenance etc*		
	Total (a) *To obtain the overall project cost*		

Sources of Funding

Please detail what other sources of funding you already have, or have requested for this project.

		Total (£)	Confirmed/Pending (Please provide decision date)
Q22	Applicant contribution		

	What the applicant is contributing to the project cost – this could include in-kind costs i.e. volunteer services.		
	Fees / charges Any fees or charges that might contribute to capital or revenue costs associated with the project, including ongoing maintenance and management costs		
	Income *Any fees or charges that might contribute to capital or revenue costs associated with the project, including ongoing maintenance and management costs*		
	Loans Loans from other organisations / banks / building societies / individuals etc		
	Other grants Grants from other organisations; public or private sector		
	Other sources (please specify) Donations / fundraising etc.		
	S106 money (this application request).	£	
	Total (b)		
Q23	Has your organisation received any funding from East Hampshire District Council for other projects during the last year? (Please circle as appropriate)	Yes/~~No~~ -If yes, please specify. Jubilee Hall construction of linked building - £279.722 (Dev Cons) has been approved.	
Q24	Please provide details about how your project will be managed, including; • How will you manage your project? • How will you ensure it is delivered in a timely way and governed? • How will you monitor and evaluate your project? • How will you promote your project? • What ongoing maintenance/inspections will be required? • How will you ensure it is sufficiently resourced in terms of funding and staffing, and future maintenance and management of your project? (Maximum 1000 words plus an attachment of not more than 4 sides of A4, this could include diagrams or structure charts). For applications over £50,000 please enclose a business plan and project management plan.	This project will be undertaken by Horndean Parish Staff (led by the Grounds Manager) with the assistance of volunteers who regularly help the parish council with tasks on their Countryside Sites. To promote the project we will publicise the project on Facebook and the Parish Council webpage. We can add before, during and after photos. We can also contact the Horndean Post to see if they will do a piece on the newly constructed boardwalks. The boardwalks after construction would be inspected on a fortnightly basis during routine patrols where a member of staff checks the sites for damage, litter and maintenance works. Any future repairs to the boardwalks would be paid for by Horndean Parish Council.	
Q25	Please specify if there are any risks associated with the project and how these will be managed (maximum 500 words, please continue on a separate sheet of paper if necessary).	• Securing funding	

SECTION 4: OTHERS		
No.	**Question**	
Q26	Are any elements of this application commercially confidential? (Please circle as appropriate)	No
Q27	Please provide details of any additional information that you think may be relevant in the assessment of your project. (Maximum 500 words)	

Before submitting your application please ensure you enclose a copy of each of the required documents below. If the necessary documents are not provided then your application will be rejected and returned.

All applications:

Copy of your constitution ☐

Latest accounts ☐

Quotations for costs ☐

Evidence of support ☐

Plans, designs or drawings ☐

Copies of required permissions, Landlord, Planning Permission, Leases ☐

For applications over £50,000:

Copy of Business Plan ☐

Project Management Plan ☐

PRIVACY STATEMENT

The information we collect on this form is necessary to process your grant application. The lawful basis to collect this information is that it is necessary for the performance of the potential contract to which you would be party (i.e. the grant award). We will keep your information on file in line with our retention schedule (www.easthants.gov.uk/retention-schedule). You have a number of rights about how your data is used. For more information go to: www.easthants.gov.uk/privacy-policy.

DECLARATION

I confirm that, to the best of my knowledge and belief, all the information contained in this application form is true and correct, and the fund criteria has been met. I understand that you may ask for additional information at any stage of the application process.

I certify that all the information given in this form is correct and that any grant money received from East Hampshire District Council will be used for the purposes stated in this form. East Hampshire District Council reserves the right to reclaim any grant not used for the purposes stated on this form.

If successful, I agree to complete a monitoring form to detail the outcomes of the project when requested. Please note that the failure to complete a monitoring form for a project may preclude the awarding of future Community Grant Scheme's to your organisation.

Signature	
Name	Matthew Madill
Date	
Position	Grounds Manager

HORNDEAN PARISH COUNCIL

GROUNDS COMMITTEE MEETING **Date: 24 June 2019**

AGENDA ITEM: 13

SUBJECT OF REPORT: Countryside Site Visit

BACKGROUND

The administrative staff appraisals completed last year, highlighted a limited knowledge of the countryside sites within Horndean and the surrounding villages. It was therefore considered appropriate for areas of particular interest, to be visited by staff members working within the Parish Office.

However, due to unforeseen staffing issues which arose last summer, it was not possible for the visit to take place, but it remained a matter of interest to the staff concerned.

It is beneficial for office staff to have an awareness of the land within the ownership of the Council, particularly given the number of enquiries received from members of the public. It assists to be able to visualise the area, as opposed to a mere name bearing no particular relevance.

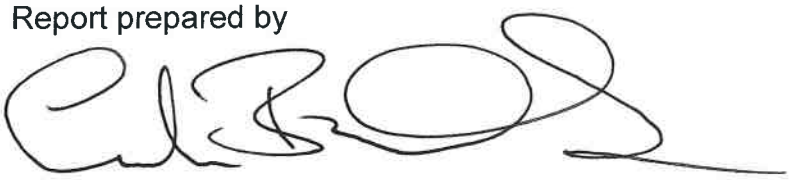
The Countryside Team and the standard of work undertaken is paramount in terms of public perception of the Council. It follows that staff working within the office should be familiar with the land managed by the team.

RECOMMENDATION

In order for both teams to visit the sites as a joint venture, it will be necessary to close the Parish Office for a period during the afternoon, on a date to be discussed. This would additionally provide an opportunity for a team building lunch at Old School Field.

Members may consider this as a valuable exercise insofar as increasing staff knowledge, and the promotion of two distinct teams working together.

Report prepared by



Carla Baverstock-Jones
Chief Officer