# Horndean Parish Council

## NOTICE OF MEETING

**A MEETING OF THE GROUNDS COMMITTEE WILL BE HELD ON MONDAY 19 AUGUST 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.

13 August 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 24 June 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 an update regarding future projects in respect of the available s106 funds SDNPA Developer Contributions being a total of £9,589.14
7. To receive an update and consider the way forward in respect of the play area at Merchistoun Hall.
8. To receive a report and consider purchasing equipment to detect underground cables.
9. To receive a report and consider the signage required in respect of dog walking.
10. To consider appropriate usage of the High Street/Village Centre Community Clean-up fund of £1,666.66.
11. To receive a report and consider the reduction/felling of a number of trees at Five Heads Recreation Ground.
12. To receive an update and consider the way forward in respect of Foot Path 26A.

# HORNDEAN PARISH COUNCIL

## MINUTES OF THE GROUNDS COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 24th JUNE 2019 AT 7:00 P.M.

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

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

**PUBLIC ATTENDANCE:** There were no members of the public or the press present.

The meeting commenced at 7:10 pm due to the Extraordinary Council meeting overrunning.

G 001/19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr J Lay.

G 002/19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

G 003/19/20 **TO ELECT A VICE CHAIRMAN TO THE GROUNDS COMMITTEE**

It was **RESOLVED** to defer the election of a Vice Chairman to the next meeting due to Cllr Lay's absence.

This was proposed by Cllr Mrs L Evans and seconded by Cllr Mrs E Tickell. All agreed.

G 004/19/20 **TO RECEIVE AND APPROVE THE MINUTES OF THE GROUNDS COMMITTEE MEETING HELD ON MONDAY 28th JANUARY 2018**

It was **RESOLVED** that the minutes of the Grounds Committee Meeting held on 28th January 2019 be duly signed as a true record of the meeting.

This was proposed by Cllr D Alexander and seconded by Cllr Mrs L Evans. All agreed.

G 005/19/20 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to the public.

G 006/19/20 **TO RECEIVE A REPORT AND CONSIDER FUTURE PROJECTS IN RESPECT OF THE AVAILABLE S106 FUNDS SNDPA DEVELOPER CONTRIBUTIONS BEING A TOTAL OF £9,589.14**

A report from the Grounds Manager was circulated and considered. A discussion took place.

It is noted that the HPC sites within the SNDP boundaries are Catherington Down and St Giles Graveyard. As Catherington Downs is a SSSI site, allowable works are limited.

It was **RESOLVED** that:

1. the Grounds Manager will make an application to Natural England with regard to remedial works required at the entrance to Catherington Down.

2. the Grounds Manager will enquire from SNDPA whether some projects adjacent to the boundary of the park could be eligible for funding

This was proposed by Cllr Mrs E Tickell and seconded by Cllr Mrs L Evans. All agreed.

G 007/19/20 **TO RECEIVE A REPORT AND CONSIDER THE FUTURE IN RESPECT OF THE PLAY AREA AT MERCHISTOUN HALL**

A report was circulated and a discussion took place.

Cllr Mrs E Tickell explained that a licence agreement does not offer exclusivity. As a matter of law, you cannot prevent a licence agreement from being terminated.

It was **RESOLVED** that Cllr E Tickell and the Chief Officer would attend a meeting at Merchistoun hall to advise the proposed intention of HPC to withdraw from the licence agreement, to remove all existing play area equipment and to reinstate the area to grassland. A report is to be submitted to the Grounds Committee at the meeting of 19th August 2019.

This was proposed by Cllr L Evans and seconded by Cllr E Tickell.

G 008/19/20 **TO RECEIVE A REPORT AND CONSIDER THE ONGOING CHRISTMAS DECORATING FO THE TREE WITHIN HORNDEAN VILLAGE**

A report by the Grounds Manager was circulated and a brief discussion took place.

It was **RESOLVED** that there should be a 3D star in addition to the Christmas lights is approved.

This was proposed by Cllr D Alexander and seconded by Cllr Mrs E Tickell. All agreed.

G 009/19/20 **TO RECEIVE A REPORT AND CONSIDER THE INSTALLATION OF FENCING AT YEOLLS COPSE**

A report by the Grounds Manager was circulated and a brief discussion took place.

It was **RESOLVED** to proceed with fencing at Yeolls Copse. The Countryside Team will carry out the labour with the materials provided by the neighbouring resident.

This was proposed by Cllr Mrs E Tickell and seconded by Cllr Mrs L Evans. All agreed.

G 010/19/20 **TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF THE USE OF HPC LAND BY PROFESSIONAL DOG WALKING COMPANIES**

A report by the Grounds Manager was circulated and a brief discussion took place.

It was **RESOLVED** that:

1. the Chief Officer together with the Grounds Manager will draft a HPC Dog Guidance Policy and present to the Grounds Committee at the meeting of 19th August 2019.

2. the Grounds Manager will get quotations for dog guidance signs and identify locations for the signs. This is to be brought back to the Grounds committee at the meeting of 19th August 2019.

This was proposed by Cllr D Alexander and seconded by Cllr Mrs E Tickell. All agreed.

G 011/19/20 **TO CONSIDER THE INSTALLATION OF AN ARTIFICIAL PITCH WITHIN THE PARISH**

HPC was approached by EHDC with intention of installing an artificial football pitch in Horndean. A discussion took place.

It was **RESOLVED** to inform EHDC that there are no suitable locations within Horndean to place an artificial football pitch.

This was proposed by Cllr Mrs E Tickell and seconded by Cllr D Alexander. All agreed.

G 012/19/20 **TO CONSIDER THE APPLICATION FOR s106 FUNDING IN RESPECT OF THE REPLACEMENT OF THE BOARDWALKS WITHIN THE PARISH**

A copy of the application was circulated and a brief discussion took place.

It was **RESOLVED** that the application is to be completed and submitted for funding from the Environmental portion of S106 monies.

This was proposed by Cllr D Alexander and seconded by Cllr Mrs E Tickell. All agreed.

G 013/19/20 **TO CONSIDER THE CLOSURE OF THE PARISH OFFICE TO ENABLE ADMINISTRATIVE STAFF TO VISIT THE COUNTRYSIDE SITES DURING AN EXTENDED LUNCH PERIOD.**

It was **RESOLVED** that a recommendation is made to Council to close the office for the administrative staff to visit the countryside sites.

This was proposed by Cllr Mrs E Tickell and seconded by Cllr Mrs L Evans. All agreed.

The meeting closed at 8:20pm

.....
Chairman

.....
Dated

## HORNDEAN PARISH COUNCIL

**AGENDA ITEM: 6** **19th August 2019**

**SUBJECT TITLE:**

SDNP S106 Money

**PURPOSE OF REPORT:**

I have been in email contact with SDNP regarding spending the S106 money outside the National Park as we did last year.

They are not willing for us to spend money outside the National Park.

In addition, they have told me due to a computing error the amount available to us may not be what we thought. Below is the updated figure.

| | |
|---|---|
| Environmental Improvement | £2,811.71 |
| Public Open Space | £6,568.70 |

In the email, I was also told that there are some ongoing projects on Catherington Down that the funds could be used for. I have requested more information as I am not aware of any agreed or ongoing works on Catherington Down with SDNP.

**REPORT PREPARED BY:**

**Matthew Madill**

## HORNDEAN PARISH COUNCIL

**AGENDA ITEM: 7** **19 August 2019**

**SUBJECT OF REPORT: Addendum – Merchistoun Play Area**

### BACKGROUND

At the meeting of the Grounds Committee on the 24 June 2019, the future of the play area at Merchistoun Hall was considered, insofar as the recent RoSPA report raised a number of issues, regarding the condition of the equipment.

A meeting was arranged with Horndean Community Association (HCA) in order to discuss their project plans and to ascertain the way forward.

The meeting on the 01 July 2019 provided the following information:

- HCA confirmed that an application for s106 funding had been prepared, with the intention to construct an adventure trail, which would be adjacent to the existing play area
- There are no plans to discontinue the usage or make superfluous to requirement the play equipment within the ownership of the Parish Council (HPC)
- The proposed plan is to join the two facilities to provide an extended play area
- HCA wish for HPC to continue to provide and maintain the existing area.

The expectation is for the current agreement to continue, and should HPC choose to withdraw from the Licence, such an action would be viewed as detrimental to the children within Horndean.

HCA intend to request an annual payment from HPC, to assist with the cost of maintaining additional replacement equipment, should the necessity arise.

It is questionable as to the popularity of the site as opinions differ, but the general consensus is that its usage is limited.

### RECOMMENDATION

It is evident that to restore the play area to an acceptable standard would be costly as per the attached report. The site at present has numerous pieces of equipment which are in a state of disrepair with a minimum figure of £20,000 being the anticipated cost.

Members may wish to consider if this is an appropriate use of public funds given the overall uncertainty of several factors, being the level of usage, longevity of wooden equipment within a damp area and the economic sustainability of the venue in its entirety.

Report prepared by

Carla Baverstock-Jones
Chief Officer

## HORNDEAN PARISH COUNCIL

**AGENDA ITEM** **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.<br><br>Shrinkage of wet pour - Repair<br><br>Surface has holes – Repair<br><br>Surface is wearing – repair |
| Swing Basket | Medium | Replace decayed components and plan replacement of item.<br><br>Wire exposed – tape and monitor |
| Toddler Swing | Medium | Replace timber edging<br><br>Replace rusty fittings<br><br>Wet pour has hole – Repair<br><br>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:** CAT Scanner

**PURPOSE OF REPORT:** To discuss the purchase of a CAT Scanner to help locate underground utilities.

Recently when digging on one of our sites (Deep Dell) to install a series of bollards (to stop vehicles accessing the site); accidentally a cable was cut into that powered a lamppost. The repair of this cable cost £800+

Due to this incident, I am recommending that we look to purchase an underground utilities scanner.

A quick look online at prices and we could purchase a suitable scanner for £600.00

I must add that there is no available documentation about underground services in this area, there was no service strip and when SSE arrived on site their own map did not show a power line running under the ground at Deep Dell. While there was a lamppost on the site, we had dug carefully around it not to hit a power line but the SSE contractor felt that the lamppost might have moved at some point due to how the line was connected. However, Health and Safety Guidance Number 47 states cable locating equipment should be used when working on or near underground services.

To purchase our own scanner would mean that this sort of incident should not happen again, both reducing risk of similar incident and improving staff safety. With the number of urban sites, we manage and with houses on Countyside sites such as Catherington Lith I feel this equipment would get used.

**SUGGESTIONS:** Purchase CAT Scanner to stop a similar incident and improve staff safety.

**REPORT PREPARED BY:**

**Matthew Madill**

## HORNDEAN PARISH COUNCIL

**AGENDA ITEM** 9 **19th August 2019**

**SUBJECT TITLE:** Dog Signage

**PURPOSE OF REPORT:**

At the previous Grounds Meeting, discussions about producing some signage for dog owners on HPC land had been discussed. Further information such as sign design and costings were requested.

Please find attached a sign that I designed a number of months ago when we were receiving complaints of dog fouling at Five Heads Rec.

**COST:**

Quote provided by top notch signs

40 x Alibond board, 297x210mm (A4): £5.10 + VAT each
Or
40 x Alibond board, 210x148mm (A5): £3.50 + VAT each
1x Delivery: £15.50 + VAT

Currently East Hampshire District Council are carrying out a public consultation regarding dog ownership within the area.
Council may wish to wait for the results from this before deciding on a good dog code people should abide by. The consultation is running until 23rd September and following the consultation, the council will look to implement the PSPO in late 2019.

**REPORT PREPARED BY:**

**Matthew Madill**

# Dog Code
# Horndean Parish Council

## *Please help us keep our parks dog friendly by following these simple guidelines:*

- **At all times dogs must be with and under the control of their owners**
- **Dogs are not allowed in any of our play areas.**

- **Keep dogs on leads while walking around play areas and picnic areas.**
- **Pick up your dog mess – our facilities are used by various groups and no-one likes standing in dog mess. Bins can be found at all sites**

- **Keep your dog on a lead in the car park areas**
- **Do not allow your dog to chase wildlife**

For further information please contact the Parish Council Office, Tyfield House, Blendworth Lane, Horndean, Hampshire PO8 0AA, Telephone 023 9259 7766
www.horndeanpc-hants.gov.uk

ITEM: 10

Ministry of Housing, Communities & Local Government

Sandy Hopkins
Havant Borough Council
Civic Offices
Havant
Hampshire
PO9 2AX

*Ministry of Housing, Communities & Local Government*
Fry Building
2 Marsham Street
London
SW1P 4DF

Tel: 0303 44 42087

www.gov.uk/mhclg

Date: 18 March 2019

HAVANT BOROUGH COUNCIL
22 MAR 2019
RECEIVED

**Dear Sandy Hopkins,**

**High Street Community Clean-Up**

High streets are a crucial part of our economy; they are centres of job creation, home to small businesses and see significant flows of investment. People care about high streets because they are the centres of their community, and we want our high streets to be vibrant hubs where people choose to live, shop, use services, and spend their leisure time.

Everyone wants to see their high street and town centres looking their best. I know that communities care deeply about this issue – and often roll up their sleeves to get involved. In order to support this, this weekend the Ministry announced further funding of £9.75 million for local authorities and community groups to clean up their high streets and town centres. The funding builds on Our Plan for High Streets announced in the Autumn budget to support the sustainable transformation of high streets, including a £675m Future High Streets Fund to support local areas in England to invest in town centre infrastructure; hands-on expert support to local areas through the High Streets Task Force; and the launch of an 'Open Doors' pilot in five town centres to bring empty properties back into use.

The funding should be used to work with existing community groups to undertake community-led street and town centre cleans. For example, you could spend this grant on:

- Expanding community clean-ups already taking place in March, such as the Great British Spring Clean commencing 22 March;
- Providing seed funding to resident groups to carry out clean up activity on high streets and town centres;
- Carrying out High Street and Town Centre clean ups that have already scoped, on which there has been positive resident engagement, and which can be delivered in March.

We have provided flexibility in how you use this grant, recognising that such decision should be made locally and in accordance with your residents' preferences. Uses could include: tools for community groups to tidy up, scrub an area and remove graffiti (transport services, high visibility vests, litter pickers, shovels, brushes, rakes, wheelbarrows, sacks, and gloves); training to empower residents of all ages to remove graffiti or tidy up fly-tipping; promotional material; and support for community events promoting such clean up activity to the wider community.

We intend this programme of clean-ups will have the following outcomes for your residents:

- Increased pride in their local high streets and where they live;
- Increase in community cohesion as people work together with their neighbours;
- Enhanced social well-being as a result of increased volunteering;
- Better partnerships between communities and their local authority on the cleanliness agenda for their high streets and town centres; and
- More volunteers from local communities helping to maintain the public realm, ahead of other initiatives to support our High Streets including the Great British High Street Awards.

Local authorities can spend funding directly on goods or services at the request of community groups, e.g. through buying tools and training. Alternatively they can choose to pay community groups who are making purchases on events, e.g. by funding a community group that is organising a litter-pick community event.

The formula determining the size of the grant was based on population size and I have attached to this letter the table of grants. The money will be paid in March through a section 31 grant. This money must be spent by the end of the 2018/19 financial year.

We would be grateful if you would complete the monitoring form attached and return it to the Ministry by 31 May 2019. We recommend you could use up to 10% of the grant provided to you for evaluation and completion of monitoring.

The Ministry will be disappointed if this grant is not put towards working with communities on making our high streets and town centres look their best. We hope that the monitoring regime in place will confirm that this grant has been spent on the purpose we have set out. We may take this into consideration if local authorities do not spend this money for its intended purpose, including when we make regeneration funding decisions in future. Other teams within the Ministry will be notified.

I look forward to hearing from you in May, and hearing about the ways you and your communities have worked together to clean up your neighbourhoods.

Rachel Fisher

Deputy Director Infrastructure and Regeneration

## HORNDEAN PARISH COUNCIL

**AGENDA ITEM: 11** **19th August 2019**

**SUBJECT TITLE:** Holm Oaks at Five Heads Rec

**PURPOSE OF REPORT:**

Four Holm Oaks grow along the boundary between Five Heads Field and Horndean Football Clubs main pitch. Quite often, due to their secluded nature (they are tall, dense, not easy to look through and in the corner of the park) we often find drug activity and littering takes place here. This mainly happens behind the tree in the North West corner (left tree on below picture)

I think there are two options available to try to resolve this issue. We could look to try and crown lift the trees (where by you remove all the lower branches) to make people hiding behind them visible. I fear however, with how the trees have grown this could be unsightly and difficult to do.

The second option would be to get a contractor to fell the trees, use a stump grinder to remove the remaining stump and replant with a more suitable tree matching already planted species their such as an English Oak, Copper Beech, Sweet Chestnut etc.

**RECCOMENDATIONS:**

I recommend we try crown lifting the trees 1st (something we can do in-house), but if this does not work we take up the second option and get a contractor to fell, stump grind the trees and we ill then replant with something more suitable.

In the next few years, this tree may require a crown reduction on the side of Horndean FC to stop it growing into the netting.

**REPORT PREPARED BY:**

**Matthew Madill**