Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 18 APRIL 2016 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, MILCM
Executive Officer & Clerk to Council

12 April 2016

AGENDA

1. To receive and approve apologies for absence.

2. To receive any Declarations of Interest

3. To receive a written update from County Councillor Mrs M Harvey regarding County Council matters.

4. To receive a written update from a District Councillor regarding District Council matters.

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 approve the Minutes of the Council Meeting held on the 14 March 2016.

7. To receive and approve the Orders for Payment (List 12 attached).

8. To receive and approve the bank reconciliation - Clydesdale, Co-operative and Cambridge and County as at 31/03/2016.

9. To receive and agree the Financial Risk Assessment as at 31 March 2016.

10. To consider and agree the future scheduling of the Finance and General Purposes Committee meetings within which Grant applications are considered.

11. To receive and consider the application in respect of the following Grant:

    - Citizens Advice Bureau East Hampshire - £4,000.

12. To receive and agree the recommendation from the Finance and General Purposes Committee on the 21 March 2016 in respect of the following Grants:

    - Home-Start Butser - £1,650
    - Age Concern Cowplain - £700.

13. To receive an update in respect of the play area at Jubilee Field.

14. To receive an update in respect of Footpath 26A.

15. To receive the recommendation from the Finance and General Purposes Committee on the 21 March 2016 for a Working Party to be agreed to consider the extension of Jubilee Hall.

16. To receive and consider the obtaining of legal advice in respect of the removal of the Covenant on Jubilee Hall.

17. To receive and agree the recommendation from the Finance and General Purposes Committee on the 21 March 2016 to support using Council funds to supplement the architects fees over the S106 funding.

18. To receive an update on the Land East of Horndean development and consider the recommendations of the Working Party in respect of the Cricket Pavilion and decide the way forward.

19. To receive a report and consider the way forward in respect of the green space at Northfield Close.

20. To receive a report and consider the quotations in respect of the emptying of the dual purpose waste bins.

21. To consider a representative to attend the South Downs National Park Authority Workshops

22. To consider and agree the annual subscription/administration fee of £65.00 in respect of the Executive Officer's membership of the Institute of Local Council Management.

23. To note the next scheduled meeting of the Council being the Annual Meeting on the 16 May 2016.

24. **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).**

25. To approve the Confidential Minutes of the Council Meeting held on the 15 February 2016 and 14 March 2016.

ITEM: 6

HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 14 MARCH 2016 AT 7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, D Evans, A Forbes, Mrs E Tickell, Mrs I Weeks, N. Wren

IN ATTENDANCE: Carla Baverstock-Jones, Executive Officer and Clerk to the Council, Sarah Guy, Senior Administrator (Minute Taker)

PUBLIC ATTENDANCE: Three members of the public, one member of the press and County Councillor Mrs M Harvey were in attendance.

HPC 228/15 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P Beck, M Burridge, Mrs D Denston, Dr C Jacobs, Miss J Murray and Mrs A Reece.

No apologies were received from Cllr R Sowden who was absent.

HPC 229/15 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 230/15 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Councillor Mrs M Harvey was circulated (see attached).

It was suggested by a Council Member that some signage be put up by HCC to show that Old Lane/The Creek in Horndean is not a through road. County Councillor Mrs M Harvey asked that the Clerk write a letter to HCC to this effect which she said she was happy to back up.

Devolution was discussed, with County Councillor Mrs M Harvey having answered questions put to her.

HPC 231/15 **TO RECEIVE AN UPDATE FROM A DISTRICT COUNCILLOR REGARDING DISTRICT COUNCIL MATTERS**

No updates were received from the District Council, however, the Chairman stated that she had attended a meeting of The Association of Town and Parish Councils, whereby devolution was discussed. Please see attached points spoken of by the Chairman.

HPC 232/15 **PUBLIC SESSION**

The Chairman opened the meeting to members of the public.

A member of the public thanked the Council for the ditches having been cleared at Downhouse Road, however, he stated that the ditches still get blocked up with debris when it rains and suggested HPC contact Probation regarding Community Service workers assisting in the clearance of the debris.

HPC 233/15 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 15 FEBRUARY 2016**

It was **RESOLVED** that the minutes of the Council meeting held on the 15th February 2016 be duly signed as a true record of the meeting.

HPC 234/15 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 11 ATTACHED)**

The orders for payment (list 11) were circulated.

It was **RESOLVED** that the orders for payment (List 11 attached) be approved and duly signed.

HPC 235/15 **TO RECEIVE THE MONTHLY FINANCE REPORT**

A report by the Responsible Financial Officer was circulated.

It was stated that the underspend was in line with what HPC had expected. The report was read by Members and noted.

HPC 236/15 **TO RECEIVE AND CONSIDER THE REVISED SCHEDULE OF MEETINGS FOR 2016/2017**

The revised schedule of meetings for 2016/2017 was circulated and it was **RESOLVED** that they be agreed.

HPC 237/15 **TO RECEIVE AN UPDATE IN RESPECT OF THE LAND EAST OF HORNDEAN DEVELOPMENT**

The Chairman stated that a meeting was planned for the 16th of March 2016 with two of the main Cricket Clubs to discuss their thoughts on the Cricket Pitch and Pavilion. She said that HPC had received a quote from the architect but that it had come out a lot higher than was anticipated and suggested that a working party meeting be arranged to discuss it further.

The next meeting of the development panel is scheduled to take place on 5th April 2016.

HPC 238/15 **TO CONSIDER AND AGREE CLLR WREN'S APPLICATION TO JOIN THE STAFF COMMITTEE**

It was **RESOLVED** that Cllr N Wren be a listed Member on the Staff Committee.

HPC 239/15 **TO NOTE THE ELECTION OF CLLR WEEKS AS VICE CHAIRMAN TO THE STAFF COMMITTEE**

Duly noted.

HPC 240/15 **TO RECEIVE A REPORT ON JAY CLOSE IMPROVEMENTS AND AGREE A WAY FORWARD**

A report by Cllr D Evans was circulated and it was suggested that one or two picnic benches be located (position as yet to be decided) and reviewed after three months to see if the location creates a problem and if so, the bench/es could be moved to another location. It was also suggested that some additional hedging be planted so that it could not be easily breached by small children or balls kicked in that direction.

It was agreed that standing orders be stood down to allow a member of the public to speak.

Mr N Graham of Jay Close spoke of his disapproval towards to recommendations made. He asked if a road safety assessment had taken place due to concerns that if the hedge was not maintained, he felt it would cause an obstruction to vehicles driving out of the road. The Chairman informed Mr Graham that no risk assessments would be conducted until a decision was made.

Mr N Graham also stated that he felt if picnic benches were put in place, it would encourage anti-social behaviour and that this had been an issue in previous years when there was a play park in position.

It was stated that discussions had taken place with PCSO's and Community Support Officer's and no concerns had been raised regarding the recommendations made. It was suggested that Council members could contact Highways at HCC to ensure the recommendation of the hedges would not cause any visibility issues.

It was **RESOLVED** that

a) Additional hedging be planted in order to fill gaps along the boundary with Stonechat Road and otherwise improve the hedge so that it cannot easily be breached by small children or balls kicked in that direction.
b) Additional hedging be planted along each side of the green from Stonechat Road for a distance of about 20m to provide additional obstruction and hinder running onto the road.
c) Securely locating one picnic table in position, yet to be decided and the installation be reviewed after three months and removed and re-located should vandalism and anti-social behaviour become a serious nuisance.
d) Applying for funds to cover the materials from Cllr D Evans' EHDC Councillor Community grant allocation and Developer's Contributions.

HPC 241/15 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 07 MARCH 2016 IN RESPECT OF THE PARKING AT NORTHFIELD CLOSE**

It was **RESOLVED** that a consultation letter be sent to residents of Northfield Close, stating that HPC had observed some damage to the green space at Northfield Close and were proposing the installation of dragons teeth to help protect the site from damage, due to vehicles using the pavement to park and overhanging the green.

HPC 242/15 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 07 MARCH 2016 IN RESPECT OF THE UPDATED MANAGEMENT PLAN- DELL PIECE WEST**

The updated Management Plan for Dell Piece West was circulated and it was **RESOLVED** that it be adopted with no further changes to be made.

HPC 243/15 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 07 MARCH 2016 IN RESPECT OF THE AMENDED JOB DESCRIPTION/PERSON SPECIFICATION- TO BE APPOINTED ON A FIXED TERM CONTRACT TO THE COUNTRYSIDE TEAM**

The amended Job Description and Person Specification was circulated and it was **RESOLVED** that it be agreed.

HPC 244/15 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 07 MARCH 2016 IN RESPECT OF THE AMENDED JOB DESCRIPTION FOR THE POSITION OF TEMPORARY ASSISTANT GROUNDS MANAGER**

The amended Job Description for the temporary Grounds Manager was circulated and it was **RESOLVED** that it be agreed.

HPC 245/15 **TO RECEIVE A REPORT AND CONSIDER QUOTATIONS IN RESPECT OF REFUSE COLLECTION WITHIN THE PARISH**

The Clerk stated that the Countryside Team were still awaiting some of the quotations and suggested that the item be deferred until further information was collated.

It was **RESOLVED** that the item be deferred until the quotations had been received.

HPC 246/15 **TO RECEIVE A REPORT AND AGREE THE REVISED TERMS AND CONDITIONS IN RESPECT OF HALL HIRE**

A report by the Senior Administrator was circulated and a discussion took place regarding the recommendation.

It was **RESOLVED** that the following additions and amendments to the hall booking terms and conditions be made

- The deposit charges be amended for Napier and Jubilee Hall, for casual hall hirers to read as follows

  DEPOSITS (DAMAGE DEPOSIT AND CANCELLATION FEE DEPOSIT)
  £200 for discos, parties wedding receptions, dances and functions where the booking is for a teenage/adult party (13 years and upwards).

  £100 for discos and parties where the booking is for a children's party (age 12 and under) and any other function i.e. a christening, wake, baby shower, meeting or training event etc.

- A cancellation charge be added for casual hall hirers for both Napier and Jubilee Hall, to read as follows

  Cancellation of confirmed booking between 14 and 28 days of the event will result in a 25% deduction of the hall hire charge.

  Cancellation of confirmed booking within 14 days of event will result in loss of the hall hire charge.

  If full payment is not received by 14 days before the event, the booking will be cancelled and will result in a 25% deduction (taken from the deposit) of the hall hire charge.

  No charge will be made for cancellations by either party due to severe weather conditions or Force Majeure.

- Wording be added for both Napier and Jubilee Hall, for both casual and regular hall hirers, to read as follows

  Hall hirers must be 18 years or above to make a booking.

- Wording be added for both Napier and Jubilee Hall, for both casual and regular hall hirers, to read as follows

  CHARGE FOR ADDITIONAL HALL OPENING AND CLOSE

  If the hirer has booked the hall for a continuation of 4 or more hours and wishes for the hall to be closed for an hour and then re-opened, there will be no extra charge.

  If the hirer has booked the hall for less than 4 hours and wishes for the hall to be closed for an hour and then re-opened, there will be a charge of £5.00 added to the booking.

HPC 247/15 **TO RECEIVE AN UPDATE AND CONSIDER THE WAY FORWARD IN RESPECT OF THE RESURFACING OF LITH LANE**

The Executive Officer said that upon seeking legal advice, it had been confirmed that HPC had no legal obligation to resurface Lith Lane and asked how the Council wished to proceed in respect of Lith Lane.

A short discussion took place and based on legal advice provided to HPC, it was **RESOLVED** that the Executive Officer carry out repairs to the pot holes on Lith Lane as and when needed.

This was proposed by Cllr D Evans and seconded by Cllr Alexander.

HPC 248/15 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 18 MARCH 2016**

Noted.

HPC 249/15 **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.**

It was **RESOLVED** that the public and press be excluded for the confidential part of the meeting.

HPC 250/15 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 15 FEBRUARY 2016**

The confidential minutes of the Council meeting held on the 15th February 2016 were circulated.

It was **RESOLVED** that they be amended by reducing the amount of discussion recorded, whereby they include a tight summary only and resolution.

HPC 251/15 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 07 MARCH 2016 IN RESPECT OF THE PROPOSED CHANGES TO STAFF SALARIES FOR 2016/17**

The Executive Officer circulated an amended report which had previously been presented to the Staff Committee within which increases to staff salaries were discussed and agreed, with the exception of one employee whose salary was further increased.

It was **RESOLVED** that staff salaries were increased in accordance with the amended report and as from the 01 April 2016.

The recommendation from the Staff Committee regarding the Executive Officer's remuneration was discussed and agreed.

HPC 252/15 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 07 MARCH 2016 IN RESPECT OF THE EXPIRY OF THE PROBATIONARY PERIOD FOR A MEMBER OF STAFF**

It was **RESOLVED** that the member of staff having successfully completed her probationary period continues to be employed on a permanent basis.

HPC 253/15 **TO RECEIVE AN UPDATE IN RESPECT OF THE ONGOING MATTERS RELATING TO THE LITH**

A verbal update was provided relating to the boundaries and access issues on the Lith within which it was confirmed that a surveyors report remains in the process of being completed in order to ascertain the parish boundaries. The issue of access remains as previously agreed and as per legal advice.

The meeting closed at 9:10PM

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Chairman

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Dated

Item 7

PAYMENTS MADE SINCE LAST ORDER OF PAYMENTS 2016-17 - LIST 1 (18-04-2016)

Date of Invoice	Payee	Payment Method	CHQ No.	Voucher Number	Net	VAT Rate	VAT	Total Payment	Details	Invoice No.
	MARCH 2016 - DIRECT DEBITS									
04/03/2016	Plusnet	DD	N/A	D1516123	15.00	20.00%	3.00	18.00	Internet Tyfield March 2016	70691344
24/02/2016	E.on	DD	N/A	D1516124	297.46	20.00%	59.49	356.95	Gas-Napier 4 Jan - 4 Feb 2016	H12A15087B
01/03/2016	Peach	DD	N/A	D1516125	226.83	20.00%	45.37	272.20	Call Charges February/March Rent	T241936
29/02/2016	Veolia	DD	N/A	D1516126	157.30	20.00%	31.46	188.76	Waste Removal Luckylite - February 2016	8791102745
	APRIL 2016 - DIRECT DEBITS									
01/04/2016	Luckylite	DD	N/A	D1516127	495.00	0.00%	0.00	495.00	Luckylite - April Rent	n/a
04/03/2016	SSE	DD	N/A	D1516128	74.99	5.00%	3.74	78.73	Gas at Napier 5 Feb to 2 March 2016	n/a
04/04/2016	Plusnet	DD	N/A	D1516129	15.00	20.00%	3.00	18.00	Internet Tyfield April 2016	71709105
10/03/2016	PHS Group	DD	N/A	D1516130	210.25	20.00%	42.05	252.30	Air fresh, hand drier, waste coll, san disp-Jubilee	63532394
10/03/2016	PHS Group	DD	N/A	D1516131	89.23	20.00%	17.85	107.08	Waste coll, San disp. Napier	63532395
	MARCH 2016 BACS									
12/02/2016	OSHS Ltd	BACS	N/A	B1516482	190.00	20.00%	38.00	228.00	Domain Mapping 13/03/16-12/03/2017	9675
09/03/2016	Brook Street (UK) Ltd	BACS	N/A	B1516483	774.04	20.00%	154.81	928.85	Temporary Grounds Manager w/c 27/02/2016	30645647
08/03/2016	AVS Fencing	BACS	N/A	B1516484	143.79	20.00%	28.75	172.54	Timber for Bench at Deep Dell and Inter. Boards at Cath Lith	SINV-0033663
18/01/2016	Viking	BACS	N/A	B1516485	18.37		0.08	18.45	Coffee for Tyfield House	686259
11/03/2016	Keyline	BACS	N/A	B1516486	41.32	20.00%	8.27	49.59	Grout for The Square, Grip Fill, Tube Gun	1216 AHG914
07/03/2016	Keyline	BACS	N/A	B1516487	6.72	20.00%	1.34	8.06	Tube of Grip Fill	1216 AHG670
19/02/2016	Keyline	BACS	N/A	B1516488	219.33	20.00%	43.87	263.20	Undermatting for Footpath 26A. Grout for The Square's paving.	1216 AHF911
18/03/2016	Net Salaries	BACS	N/A	B1516489	11,896.76	0.00%	0.00	11,896.76	Net Salaries - March 2016	n/a
18/03/2016	Rowlands Castle Cleaning	BACS	N/A	B1516490	125.00	0.00%	0.00	125.00	Window Cleaning: Tyfield, Napier,Jubilee Incl. inside windows	9, 10, 11
15/03/2016	Fuel Card Services	BACS	N/A	B1516491	48.30	20.00%	9.66	57.96	Fuel	1318211
16/03/2016	Brook Street (UK) Ltd	BACS	N/A	B1516492	774.04	20.00%	154.81	928.85	Temporary Grounds Manager w/c 5/3/2016	30656244
08/03/2016	Ricoh UK Ltd	BACS	N/A	B1516493	220.35	20.00%	44.07	264.42	3 Months Rent and Printing 1 Dec '15 to 29 Feb '16	100476069
18/02/2016	Cartridge Save Ltd	BACS	N/A	B1516494	78.19	20.00%	15.64	93.83	Multipack Toner Cartridges for Printer	INVG52039
16/02/2016	B & Q	BACS	N/A	B1516495	7.80	20.00%	1.56	9.36	Concrete for Queens Long Reign signs and Milennium Tree	0697215717
11/03/2016	AVS Fencing	BACS	N/A	B1516496	6.82	20.00%	1.36	8.18	Material to repair wetpour edge at Downs Park	SINV-0035374
21/03/2016	Private	BACS	N/A	I1516420	50.00	0.00%	0.00	50.00	Refund part of deposit due to damage	6000
23/03/2016	Private	BACS	N/A	B1516497	12.00	0.00%	0.00	12.00	Refund £12.00 due to Faulty Sound System (Jubilee)	5912
29/02/2016	Annodata	BACS	N/A	B1516498	201.93	20.00%	40.39	242.32	Rental charge 26/02/16 - 25/05/16	1032476
29/03/2016	Carters Of Swanwick	BACS	N/A	B1516499	562.50	20.00%	112.50	675.00	Power Unit, Hedge Cutter, Tiller Attachment	1/022501
17/02/2016	Project Skills Solutions	BACS	N/A	B1516500	507.00	20.00%	101.40	608.40	NRSWA Units 1 & 2	PSS/HOR/TR/10850
21/03/2016	Alsoils	BACS	N/A	B1516501	390.00	20.00%	78.00	468.00	20 tonnes of type 1 Scalpings for Cath Lith Pot Holes	8839
23/03/2016	Brooke Street (UK) Ltd	BACS	N/A	B1516502	774.04	20.00%	154.81	928.85	Temporary Grounds Manager w/c 12/03/2016	30667529
29/03/2016	Petty Cash	BACS	N/A	B1516503	152.76	0.00%	0.00	152.76	Petty Cash 1-29th March 2016	n/a
29/03/2016	Watling & Hirst Ltd	BACS	N/A	B1516504	165.00	20.00%	33.00	198.00	Payroll Qtr Ended 31st March 2016	16232
31/03/2016	HMRC	BACS	N/A	B1516505	2,778.43	0.00%	0.00	2,778.43	NI/PAYE - March 2016	n/a
	APRIL 2016 BACS									
30/03/2016	Waterlooville Carpets	BACS	N/A	B1516506	175.00	20.00%	35.00	210.00	2 x Mats for Jubilee Hall	22192
30/03/2016	Brooke Street (UK) Ltd	BACS	N/A	B1516507	627.60	20.00%	125.52	753.12	Temporary Grounds Mng w/c 19/03/2016	30679194
31/03/2016	Rigby Taylor	BACS	N/A	B1516508	748.50	20.00%	29.70	778.20	Grass Seed & Fertiliser for Football Pitches at Jubilee Field	RC009130
01/04/2016	HALC	BACS	N/A	B1516509	666.00	0.00%	0.00	666.00	NALC, NALC Levy 2016/17	0369
01/04/2016	HALC	BACS	N/A	B1516510	180.00	20.00%	36.00	216.00	HR, HR Consultancy Fee	0636
05/04/2016	Blendworth Property Maintenance	BACS	N/A	B1516511	230.00	0.00%	0.00	230.00	Prepare and paint Lampost at Napier Hall	1516/3/11
31/03/2016	Blendworth Property Maintenance	BACS	N/A	B1516512	475.00	0.00%	0.00	475.00	Paint Double Doors & Fire Exits at Jubilee Hall	1516/3/10
31/03/2016	Blendworth Property Maintenance	BACS	N/A	B1516513	300.00	0.00%	0.00	300.00	Paint Kitchen & Toilet at Jubilee Hall	1516/3/09
31/03/2016	Fuel Card Services	BACS	N/A	B1516514	126.37	20.00%	25.27	151.64	Fuel	1341436
31/03/2016	The New Blendworth Centre	BACS	N/A	B1516515	138.66	20.00%	27.73	166.39	Litter Picking - March 2016	NBC/1
29/03/2016	Viking	BACS	N/A	B1516516	83.65		2.57	86.22	Stamps, Coffee, Soap, Carriage	17923
05/04/2016	Connected IT	BACS	N/A	B1516517	541.00	0.00%	0.00	541.00	On Line and On Site IT Support	HPC011
06/04/2016	Brook Street (UK) Ltd	BACS	N/A	B1516518	617.14	20.00%	123.43	740.57	Temporary Grounds Manager w/c 26/03/2016	30689059
31/03/2016	British Maids	BACS	N/A	B1516519	104.00	20.00%	20.80	124.80	Commercial Clean - March 2016	68031
31/03/2016	CrystalChem	BACS	N/A	B1516520	40.30	20.00%	8.06	48.36	Janitorial Supplies	2542
05/04/2016	Hampshire County Council	BACS	N/A	B1516521	2.92	20.00%	0.58	3.50	Square Cut Folder, Foolscap, Buff	57994889
11/04/2016	SLCC	BACS	N/A	B1516522	235.00	0.00%	0.00	235.00	Membership Annual renewal for Clerk	n/a
01/04/2016	The Hampshire Playing Fields Assoc.	BACS	N/A	B1516523	60.00	0.00%	0.00	60.00	Annual Membershio Subs 2016/17	n/a
08/04/2016	Denmead Mower Services	BACS	N/A	B1516524	267.51	0.00%	0.00	267.51	Maintenance of machinery plus spare parts	32,33,34

	MARCH 2016 - DEBIT CARD									
08/03/2016	DVLA	VISA	N/A	V1516072	225.00	0.00%	0.00	225.00	1 Year Vehicle tax for ST08 XVV 1 April 2016-31 March 2017	n/a
10/03/2016	Slingsby	VISA	N/A	V1516073	232.00	20.00%	46.40	278.40	COSHH Cupboard for Jubilee Hall	SI1148314
	APRIL 2016 - DEBIT CARD									
31/03/2016	Remland Carpets	VISA	N/A	V1516074	22.45	20.00%	4.49	26.94	Mat for Tyfield House Entrance	304369060
31/03/2016	Horndean News	VISA	N/A	V1516075	4.32	0.00%	0.00	4.32	Newspapers w/e 26/03/2016	n/a
04/04/2016	Amazon	VISA	N/A	V1516076	12.89	0.00%	0.00	12.89	Ipad Cover	n/a
06/04/2016	32nd shop Youngsinter	VISA	N/A	V1516077	7.99	0.00%	0.00	7.99	Samsung Galaxy Tend 2 Leather Phone case	n/a
06/04/2016	Dickies Countryside Uniforms	VISA	N/A	V1516078	243.08	0.00%	0.00	243.08	New Uniforms	n/a
	Farnham Castle	VISA	N/A	V1516079	304.00	20.00%	60.80	364.80	Grounds Manager Advert	n/a
04/04/2016	Working Planet	VISA	N/A	V1516080	179.00	20.00%	35.80	214.80	Advert for Grounds Manager	16486
	TOTALS				**28,574.93**		**1,810.43**	**30,385.36**		

INVOICES TO BE APPROVED FOR PAYMENT - LIST 1 (18-04-2016)

Date of Invoice	Payee	Payment Method	CHQ No.	Voucher Number	Net	VAT Rate	VAT	Total Payment		Invoice No.
16/03/2016	EHDC	BACS	N/A	B1617001	1,839.20	0.00%	0.00	1,839.20	Rates for Jubilee Hall 2016/2017	1100192082
16/03/2016	EHDC	BACS	N/A	B1617002	3,097.60	0.00%	0.00	3,097.60	Rates for Napier Hall 2016/2017	1100039722
16/03/2016	EHDC	BACS	N/A	B1617003	6,606.60	0.00%	0.00	6,606.60	Rates for Tyfield and Luckylite 2016/2017	1100100580
01/04/2016	HALC	BACS	N/A	B1617004	926.00	0.00%	0.00	926.00	Affiliation, HALC Affiliation Fees 2016/17	0368
25/03/2016	Robert Harriott	BACS	N/A	B1617005	3,125.00	20.00%	625.00	3,750.00	Quarterly Rent Q1	02/16/061
25/03/2016	Robert Harriott	BACS	N/A	B1617006	201.55	0.00%	0.00	201.55	Insurance Q1	02/16/062
23/03/2016	The Landscape Group	BACS	N/A	B1617007	926.50	20.00%	185.30	1,111.80	15 x Empty Bins: January - March 2016	GM740811
07/04/2016	SLCC	BACS	N/A	B1617008	65.00	0.00%	0.00	65.00	Inst. Of Local Management Fee	12346
	TOTALS				**16,787.45**		**810.30**	**17,597.75**		

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS - LIST 1 (18-04-2016)

Date of Banking	Payer	Payment Method	CHQ No.	Voucher Number	Net	VAT Rate	VAT	Total Receipt	Details	Invoice No.
	MARCH 2016								**Details**	
07/03/2016	Private	DC	N/A	I1516408	101.64	0.00%	0.00	101.64	Hire of Jubilee Hall	6007
07/03/2016	Lovedean Karate	DC	N/A	I1516409	264.00	0.00%	0.00	264.00	Hire of Napier Hall	2490, 2470, 2471
07/03/2016	AMS4Fitness	DC	N/A	I1516410	105.60	0.00%	0.00	105.60	Hire of Napier Hall	2480
07/03/2016	AMS4Fitness	DC	N/A	I1516411	52.80	0.00%	0.00	52.80	Hire of Jubilee Hall	2469
07/03/2016	Private	DC	N/A	I1516412	42.24	0.00%	0.00	42.24	Hire of Napier Hall	6005
07/03/2016	MS Society	DC	N/A	I1516413	26.40	0.00%	0.00	26.40	Hire of Jubilee Hall	2472
07/03/2016	Private	DC	N/A	I1516414	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	5997
07/03/2016	Private	DC	N/A	I1516415	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	6008
07/03/2016	Private	DC	N/A	I1516416	85.61	0.00%	0.00	85.61	Hire of Jubilee Hall	6000
07/03/2016	Dog Training	DC	N/A	I1516417	158.40	0.00%	0.00	158.40	Hire of Jubilee Hall	2482
15/03/2016	Brendoncare	DC	N/A	I1516418	66.00	0.00%	0.00	66.00	Hire of Napier Hall	2468
14/03/2016	Rural Payments Agency	DC	N/A	I1516419	3,931.30	0.00%	0.00	3,931.30	ESS Higher Entry Level Stewardship	PY0187556
15/03/2016	Private	DC	N/A	I1516420	150.00	0.00%	0.00	150.00	Hire of Jubilee Hall	6000
15/03/2016	Private	DC	N/A	I1516421	28.08	0.00%	0.00	28.08	Hire of Jubilee Hall	5926
15/03/2016	Private	DC	N/A	I1516422	165.34	0.00%	0.00	165.34	Hire of Jubilee Hall	6006
15/03/2016	Brownies	DC	N/A	I1516423	39.60	0.00%	0.00	39.60	Hire of Jubilee Hall	2485
15/03/2016	Private	DC	N/A	I1516424	26.78	0.00%	0.00	26.78	Hire of Jubilee Hall	6033
21/03/2016	1st Catherington Air Scouts	DC	N/A	I1516425	52.80	0.00%	0.00	52.80	Hire of Jubilee Hall	2494
21/03/2016	Private	DC	N/A	I1516426	72.60	0.00%	0.00	72.60	Hire of Jubilee Hall	5842
23/03/2016	Southern Health	DC	N/A	I1516427	52.80	0.00%	0.00	52.80	Hire of Jubilee Hall	2459
29/03/2016	Horndean Baptist Church	DC	N/A	I1516428	812.42	0.00%	0.00	812.42	Hire of Napier Hall	2473-76,83,84,91,93
29/03/2016	Contego Refund	DC	N/A	I1516429	42.00	0.00%	0.00	42.00	Refund re Pair of Gloves	81182
29/03/2016	Little Gems Day Nursery	DC	N/A	I1516430	39.60	0.00%	0.00	39.60	Hire of Jubilee Hall	6041
31/03/2016	Parish Council.Net Refund	DC	N/A	I1516431	150.00	0.00%	0.00	150.00	Internet at Tyfield House	n/a
31/03/2016	Cambridge & Counties Ltd	DC	N/A	I1516432	139.70	0.00%	0.00	139.70	Savings Account Interest	n/a
	APRIL 2016									
01/04/2016	Horndean F.C	DC	N/A	I1516433	83.34	0.00%	0.00	83.34	Hire of Pitches	n/a
01/04/2016	Horndean Hawks	DC	N/A	I1516434	84.24	0.00%	0.00	84.24	Hire of Pitches	n/a

01/04/2016	BusyBees	DC	N/A	I1516435	382.80	0.00%	0.00	382.80	Hire of Jubilee Hall	2510, 2511, 2512
01/04/2016	Butser Lace	DC	N/A	I1516436	51.00	0.00%	0.00	51.00	Hire of Napier Hall	2500
05/04/2016	Bank Interest	DC	N/A	I1516437	31.88	0.00%	0.00	31.88	Bank Interest	n/a
06/04/2016	Private	DC	N/A	I1516438	43.56	0.00%	0.00	43.56	Hire of Jubilee hall	6046
06/04/2016	Private	DC	N/A	I1516440	34.04	0.00%	0.00	34.04	Hire of Jubilee hall	6034
06/04/2016	1st Catherington Air Scouts	DC	N/A	I1516441	52.80	0.00%	0.00	52.80	Hire of Jubilee hall	2498
06/04/2016	Private	DC	N/A	I1516442	43.56	0.00%	0.00	43.56	Hire of Napier Hall	6032
06/04/2016	PFM Wel-being	DC	N/A	I1516443	66.00	0.00%	0.00	66.00	Hire of Jubilee Hall	2481
06/04/2016	Dog Training	DC	N/A	I1516444	429.00	0.00%	0.00	429.00	Hire of Napier Hall	2502, 2501
06/04/2016	Slimming World	DC	N/A	I1516445	825.00	0.00%	0.00	825.00	Hire of Jubilee Hall	2530
08/04/2016	U3A	DC	N/A	I1516445	21.25	0.00%	0.00	21.25	Hire of Napier Hall	2516
	TOTALS				**8,841.30**	**0.00**	**0.00**	**8,841.30**		

SIGNED:	
SIGNED:	
DATE:	18th April 2016

Item 8

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 18-04-2016

SUBJECT OF REPORT: Bank Reconciliations

There are three bank reconciliations included this month.

i) The Co-op bank reconciled to the 31st March 2016
ii) The Cambridge & Counties bank reconciled to the 31st March 2016. This is the account that was opened in February with an initial deposit of £130,000
iii) The Clydesdale bank reconciled to the 31st January 2016. The account was closed in January.

Additionally, there is a Balance sheet dated 31st March 2016 showing the balances in the banks at that date. This has been included for reconciliation purposes but is a draft balance sheet as work on the final accounts is ongoing.

Report Prepared by Simon Ritson, Responsible Finance Officer

Bank Reconciliation Statement as at 31/01/2016
for Cashbook 2 - Clydesdale Bank Current A/C

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Clydesdale Bank	31/01/2016	52	0.00
			0.00

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		0.00

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		0.00

Balance per Cash Book is :-	**0.00**
Difference is :-	**0.00**

Bank Reconciliation Statement as at 31/03/2016
for Cashbook 4 - Cambridge & Counties Bank

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Cambridge & Counties Bank	31/03/2016	1	130,039.70
			130,039.70
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			130,039.70
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			130,039.70
		Balance per Cash Book is :-	**130,039.70**
		Difference is :-	**0.00**

Bank Reconciliation Statement as at 31/03/2016
for Cashbook 1 - Co-op No. 1 Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-op No 1 acc	31/03/2016	447	239,248.06
			239,248.06
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			239,248.06
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			239,248.06
		Balance per Cash Book is :-	**239,248.06**
		Difference is :-	**0.00**

Printed on : 13/04/2016

At : 10:44

Horndean Parish Council

Balance Sheet as at 31st March 2016

31st March 2015			31st March 2016
	Current Assets		
6,584	Debtors	0	
0	VAT Control A/C	10,863	
333,048	Co-op No. 1 Account	239,248	
0	Cambridge & Counties Bank	130,040	
41,822	Clydesdale Bank Current Accoun	0	
250	Petty Cash	250	
381,704			**380,401**
381,704	**Total Assets**		**380,401**
	Current Liabilities		
19,642	Accruals	2,200	
0	Hall Income Deposits	100	
3,055	Receipts in Advance	0	
22,697			**2,300**
359,007	**Total Assets Less Current Liabilities**		**378,101**
	Represented By		
179,558	General Funds		233,219
3,198	War Memorials Fund EMR		0
8,253	IT Equipment EMR		2,595
30,323	Vehicle Replacement EMR		9,508
13,500	Play Equipment EMR		13,500
15,050	Napier Hall Improvements EMR		17,050
5,000	Staff Contingency EMR		5,000
15,000	The Granary- Preserv&Maint EMR		4,910
15,000	Lith Avenue/Lane EMR		5,920
20,825	Jubilee Hall Extension EMR		30,825
18,300	New Playground Fund EMR		32,574
22,000	Equipment Replacement EMR		10,000
10,000	Legal Costs EMR		10,000
3,000	Election EMR		3,000
359,007			**378,101**

Item 9

HORNDEAN PARISH COUNCIL – RISK ASSESSMENT as at 31st March 2016

This Assessment was reviewed and adopted by the Council at the meeting on 16 March 2015

Subject	Risks Identified	H/M/L	Management/control of risks	Review/Assess/Revise
Councillors and staff	a) Loss of key Councillors b) loss of key staff c) Fraud by Councillors or staff d) Inappropriate actions by Councillors or staff e) Councillor numbers falling below quorums	L	Council Finance Regulations, Procedures, Standing Orders, Councillor and staff training all contribute to managing these risks	Existing procedures adequate. A Business Continuity Plan will assist with some aspects and is to be written.
Members Interest	a) Conflict of interest b) Register of Members Interests	L	a) Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda. b) Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate. Members have responsibility to update their forms
Business	Risk of Council not being able to continue its business due to unexpected circumstances.	M	Council-owned Halls could be employed however there is not a written Business Continuity Plan (BCP) in place.	A BCP should be written.
Precept	a) Precept Inadequate b)Precept not applied for c) Precept not received	L	a) To determine the precept amount required, the Parish Council follows the processes laid down in the Finance Regulations to establish the Budget and hence the Precept. b) This figure is submitted by the Clerk in writing to EHDC. c) The Clerk informs Council when the monies are received	Existing procedure adequate.
Financial records	a) Inadequate Records b) Financial irregularities	L	Records are kept Omega accounts package and monthly checks by Council verify Financial Regulations are adhered to	Existing procedure adequate
VAT	Failure to maintain proper VAT Records and reclaim VAT where appropriate	L	The Council's Finance Regulations, controls and procedure set out the requirements for VAT and the Clerk or RFO ensures that VAT is reclaimed when necessary	Existing procedure adequate

HORNDEAN PARISH COUNCIL – RISK ASSESSMENT as at 31st March 2016

Subject	Risks Identified	H/M/L	Management/control of risks	Review/Assess/Revise
Banking	a) Inadequate Checks b) Bank errors c) Loss of cheques/cash d) unnecessary charges e) loss of signatories	M	The Council's Finance Regulations, controls and procedure set out the requirements for banking, cheques, cash and the monthly reconciliation of accounts	Existing procedure adequate. Procedure in respect of control of BACS payments has been defined to provide appropriately secure and efficient working practices
Cash	Loss through theft or dishonesty	L	The Council has controls and procedure in place to ensure requirements are met as defined in the Finance Regulations.	Existing procedure adequate
Reporting and Auditing	a) Lack of information and communication b) Compliance	L	a) A financial statement is produce at every Parish Council Meeting as an agenda item and is approved at the meeting b) Council has appointed and Internal Auditor and audits are carried out regularly	Existing procedure adequate
Costs, expenses and debts	a) incorrect invoicing b) cheques incorrect c)Debts outstanding	L	a) & b) All invoices are checked by officers and are available to view by Councillors at a meeting. Invoices in excess of the Clerk's authorisation limit are approved by Councillors at that meeting. Cheques are signed by at least two Councillors c) overdue debts are pursued by the Council	Existing procedure adequate
Grants - receivable	Receipts of Grant	L	The Clerk or RFO maintains a record of grants expected and verifies timely arrival	Existing procedure adequate
Grants and support payable	Power to pay. Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedure adequate
Payroll	a) Remunerations calculated and paid incorrectly b) Tax, NI or pensions calculated and paid incorrectly	L	Payroll calculations, pensions and Tax and NI are dealt with by a specialist subcontractor using time sheet data supplied by the Clerk. Payments are made by BACS according to these calculations	Existing procedure adequate
Election costs	Risk of an election cost	L	Council builds an earmarked reserve for this purpose	Existing procedure adequate
Annual Return	Completion & Submission within time limits	L	Annual Return is completed in good time for approval and to be signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedure adequate.

HORNDEAN PARISH COUNCIL – RISK ASSESSMENT as at 31st March 2016

Subject	Risks Identified	H/M/L	Management/control of risks	Review/Assess/Revise
Minutes/ Agendas/Notices and Statutory Documents	a) Accuracy and legality b) Business conduct	L	a) Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. b) Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chairman. Consideration is given by Council to Planning Applications and responses given within the required timescales	Existing procedure adequate. Guidance/training to Chairmen should be given (if required). Members to adhere to Code of Conduct
Insurance	Adequacy and cost	L	An annual review is undertaken (before the time of the policy renewal) of all insurance cover and premiums	Existing procedure adequate.
Data protection	Non-Compliance with DPA	L	The Council is registered with the ICO which is renewed annually	Existing procedure adequate.
Freedom of Information Act	Policy and Provision	L	The Council has a model publication scheme for Local Councils in place. The Clerk is aware that FOI requests may require additional work.	Existing procedure adequate.
Assets	a) Loss or damage b) Risk/damage to third parties or their property c) inaccurate register of assets d) Poor performance of property or amenities e) Potential loss of income	M	a) All Assets are adequately insured at their replacement cost and cover is reviewed annually. Buildings are adequately secured and staff are trained in the use of tools and equipment as necessary. Re-building costs are reassessed on a regular basis. Assets such as building and power tools are inspected according to Council procedures b) Insurance covers third party risks. Playground equipment is inspected for safety weekly. c) Acquisitions and disposals of assets are recorded in the Asset Register d) Caretakers and ground staff inspect property and equipment regularly and report shortcomings for action e) Fees and charges are reviewed annually	Existing procedure adequate. Re-validation of Assets Register undertaken in 2015-16.
Notice boards	Risk/damage/injury to third parties	L	Parish Council has notice boards sited around the Parish. All have approval by relevant parties, insurance cover and are inspected regularly by staff and repaired as required	Existing procedure adequate.
Street furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for various public seats which are covered by insurance. These are inspected regularly and maintained.	Existing procedure adequate.
Meeting location	Inadequacy / Health & Safety	L	The Parish Council Meetings are generally held at Jubilee Hall. The facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects	Existing location adequate.
Council records -paper	Loss through: a)theft b) fire or c) damage	L M L	The Parish Council historical records are archived with Hampshire County Council, Current records are at Tyfield House which is protected by fire alarms	Existing procedure adequate. To be reviewed as part of BCP

HORNDEAN PARISH COUNCIL – RISK ASSESSMENT as at 31st March 2016

Subject	Risks Identified	H/M/L	Management/control of risks	Review/Assess/Revise
Council records -electronic	Loss through: a)theft b) fire or c) damage d) corruption of computer files	L M L M	Access to Tyfield House is secure. Access to computers is password protected. Access to Omega account package is password protected. Data is held on the office server and backups taken weekly on removable media and stored elsewhere	Existing procedure adequate. To be reviewed as part of BCP
Countryside Team Activity	a) Staff are injured while working b) members of the public injured by staff carrying out work c) members of public or their property injured/damaged as a result of faulty work by HPC staff	H M M	HPC recognises that its operations in the countryside can involve a degree of risk and operates strict safety procedures and rigorous training to ensure that accidents and damage do not occur a) Staff are trained to carry out their responsibilities correctly and safely. The equipment used is checked and maintained b) Staff work procedures ensure that public is not put at risk c) Staff are trained and work to a high standard	Existing procedures are adequate
Legal Powers	Illegal activity or payments	L	All activities and payments are within the powers of the Parish Council and are governed by its Standing Orders, Regulations and Procedures.	Existing procedure adequate.
Website	Webmaster function lost, passwords lost	L	Webmaster is a member of staff. Passwords held by Clerk and Chairman	Existing procedure adequate. To be reviewed as part of BCP
Work Commissioned by Council	a) Insufficient quotations required b) Work commissioned incorrectly c) Work goes over budget d) Conflicts of interest	L	Finance Regulations define how contracts shall be placed. One or more Councillors oversee and monitor project and costs	Existing procedure adequate.

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: Monday 18th April 2016**

AGENDA ITEM 12

SUBJECT OF REPORT: To receive the recommendation from the Finance and General Purposes Committee on the 21st March 2016 in respect of the following grants

- **Home-Start Butser- £1,650**
- **Age Concern Cowplain- £700**

The recommendation from the Finance and General Purposes Committee on the 21st March 2016 was as follows

- **HOME-START BUTSER**
  It was agreed to recommend to Council that the grant request of £1,650 be awarded.

- **AGE CONCERN COWPLAIN**
  Cllr Mrs L Evans declared an interest due to her being on the HOPE Committee.

  It was agreed to recommend to Council that the grant request of £700 be awarded.

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: Monday 18th April 2016**

AGENDA ITEM 15

SUBJECT OF REPORT: To receive the recommendation from the Finance and General Purposes Committee on the 21st March 2016 for a Working Party to be agreed to consider the extension of Jubilee Hall

The recommendation from the Finance and General Purposes Committee on the 21st March 2016 was as follows

F&GP 089 **TO DISCUSS AND AGREE THE WAY FORWARD FOR THE IMPROVEMENT OF NAPIER AND JUBILEE HALLS**

A report by the Chairman was circulated. It was suggested that a working party be put together, concentrating initially on Jubilee Hall, to include Jubilee as the office base for the Parish Council and Countryside Team.

It was **RESOLVED** that

a) The report be put to Council, concentrating initially on the improvement of Jubilee Hall.
b) The Chairman of the Council (Mrs L Evans) approach the Legal Department at EHDC regarding getting the covenant lifted, to allow the extension of Jubilee hall.

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: Monday 18th April 2016**

AGENDA ITEM 17

SUBJECT OF REPORT: To receive the recommendation from the Finance and General Purposes Committee on the 21st March 2016 to support using Council funds to supplement the architects fees over the S106 funding

The recommendation from the Finance and General Purposes Committee on the 21st March 2016 was as follows

F&GP 090 **TO DISCUSS AND AGREE THE WAY FORWARD IN THE ENAGAGEMENT AND FUNDING OF THE ARCHITECT IN RESPECT OF THE WORK TO BE UNDERTAKEN IN RELATION TO THE CRICKET PAVILION**

The Chairman of the Council gave a verbal update. She said that HPC had received the costing from the architect (£5,800).

A discussion took place and it was **RESOLVED** that the Committee recommends that HPC support using Council funds to supplement the architects fee, above and beyond the available funds in the S106 Agreement.

LEOH Working Party – Report to HPC 18th April 2016

All information about the facilities that will be provided for Horndean are available in the S106 that has now been signed by all parties and is available on the EHDC planning portal at:

https://planningpublicaccess.easthants.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=_EHANT_DCAPR_233593

The last meeting of the EHDC LEOH Development Panel took place on 3rd February 2016. The next meeting is scheduled for 3rd May.

Recent Working Party efforts have concentrated on drawing up the Design Brief for the **Cricket Pitch and Pavilion**. This is the first detailed response that will be required by the developer from the Parish Council as it forms part of the first phase of the development. The developer will ask for this design brief and it must be provided within 8 weeks. It is therefore important to finalise this document as a matter of some urgency.

A meeting was held on 16th March with the Chairmen of Havant Cricket Club and Waterlooville Cricket Club to discuss the way in which those clubs might support the Horndean facilities. This was a very productive meeting and we learned a great deal about the use and management of cricket facilities which has been used to inform and refine the Draft Design Brief which is in Appendix A.

The main points to note are that both clubs would be interested in using the facilities on alternate Saturdays and their advice is that pitch maintenance by a specialist contractor is probably the best model to adopt.

This, together with the previous expressions of interest from other clubs about using the facilities at other times indicates that, once available and the pitch becomes playable, we can look forward to a facility that is well used, and, hopefully, well liked.

The next stage is to contact Hampshire Cricket Board again and ask for their assistance with brief and, in particular, with verifying the technical details that are missing.

The appointment of an architect to support HPC in defining this project and assessing the actual developer's design of the facilities is yet to be finalised.

The **Community Building** will be our next focus of work.

At the community event that EHDC and HPC held at Merchistoun Hall on 23rd January there was a great deal of interest from the public. Over fifty of the detailed questionnaire about the types of events and uses the people would be interested in were completed and the results are shown in Appendix B.

This analysis shows that the various possible uses of the performance facility attracted by far the greatest levels of interest. This supports the conclusion of the Southern Parishes Leisure Needs Assessment, published in March 2015 by EHDC, that there is a need for such a facility. It gives the Parish Council the evidence it needs to proceed to develop the Design Brief for this facility and the rest of the building.

The Working Party will need to gather a great deal of information from a variety of sources, such as specialist users like dance groups and technical experts, to begin to build a design brief. It will also need to assess the viability of the building and eventually create a business plan to bring the Council.

As with the cricket pavilion, there will be an architect. paid for by the developer, to assist HPC with formulating the design brief and assessing the resultant design.

Appendix A

Horndean Cricket Pitch and Pavilion Design Brief

1. This Design Brief has been drawn up to satisfy the condition defined in paragraph 2.7 of the S106 agreement that:

   "Prior to submission of reserved matters applications for the Phase in Area A which includes the Pavilion Building and after receiving a draft design brief from the Council to submit to the Council a detailed specification for the Pavilion Building to be constructed in Area A in a location to be agreed with the Council to the to meet the following criteria:" [see paragraph 4]

   1.1. This Design Brief is to be submitted to Tim Nicholls, ECB for comment and his endorsement should be sought before it is issued

2. Pitch Outline specification from the S106:
   - 2.1. The Pitch and associated land shall measure not less than 111.56m x 115.85m
   - 2.2. The Wicket shall have size 9 strips
   - 2.3. There shall be a secure store for grounds maintenance equipment
   - 2.4. The Pitch shall be completed in accordance with the standards of Sport England and the England and Wales Cricket Board
   - 2.5. and made available for use (save that the cricket square may not be playable for period of time immediately following completion) in Area A as shown indicatively on Plan 4 to the satisfaction of the Council;

3. The Pitch, Detailed Design Brief:

   The following expands on and supplements the outline stated in the S106 and listed in para 2

   3.1. The Pitch and associated land shall measure not less than 111.56m x 115.85m
      - 3.1.1. The dimensions of the ground, including run offs shall not be less than TBD
      - 3.1.2. Provision shall be made for securing sight screens to suitable concrete or otherwise secure foundations when in use during the season
      - 3.1.3. Provision shall be made for securing sight screens to suitable concrete or otherwise secure foundations when in not use out of season such as behind the pavilion.
      - 3.1.4. A dimensioned layout drawing showing the site and the location of the pitch within it shall be provided by the developer and appended to this document.

   3.2. The Wicket shall have size 9 strips
      - 3.2.1. The square shall consist of 8 grass and one non turf pitches, 9 in total
      - 3.2.2. The non-turf pitch shall be from an ECB approved list.
      - 3.2.3. Fine turf work see email, use of a fine turf consultant ECB or sports e funding
      - 3.2.4. The wickets shall run north-south

   3.3. There shall be a secure store for grounds maintenance equipment
      - 3.3.1. Dimensions 3x5m TBC (to suit size of mower, roller etc)
      - 3.3.2. Building to be brick with flint details and pitched roof
      - 3.3.3. Electric power, 15A ring main 4 twin sockets and Led lighting
      - 3.3.4. Garage door type access will be required

   3.4. The Pitch shall be completed in accordance with the standards of Sport England and the England and Wales Cricket
      - 3.4.1. The Pitch shall be constructed and planted in accordance with the ECB document TS4 to a standard suitable for clubs to play matches in Hampshire Division 1 of the ECB
      - 3.4.2. Suitable drainage shall be provided to ensure that rainfall during March to October shall not cause the pitch to be unplayable after ceasing for 24 hours.

   3.5. [The Pitch shall be] made available for use (save that the cricket square may not be playable for period of time immediately following completion) in Area A as shown indicatively on Plan 4 to the satisfaction of the Council;

4. The Pavilion Outline specification from the S106:
   - 4.1. A minimum net floor area of 180 – 200 square metres
   - 4.2. a minimum 2.75m deep undercover veranda to the front elevation
   - 4.3. 50 square metres of high performance solar panels and solar heating
   - 4.4. Club / committee room
   - 4.5. changing rooms and shower areas for two teams
   - 4.6. male and female conveniences
   - 4.7. 2 x official's rooms
   - 4.8. secure club area and storage room
   - 4.9. open area with bar and cold storage area
   - 4.10. kitchen for food preparation (compliant with food hygiene regulations at the date of construction)
   - 4.11. internal noise limitation controls and equipment
   - 4.12. cricket scoreboard
   - 4.13. together with access and parking for no fewer than 40 cars

5. The Pavilion, Detailed Design Brief:

   The following expands on and supplements the outline stated in the S106 and listed in para 4

   - 5.1. A minimum net floor area of 180 – 200 square metres
     - 5.1.1. The Pavilion shall be constructed in accordance with ECB guidance TS5
     - 5.1.2. The Pavilion shall be located approximately due west of the wicket which will run north-south
     - 5.1.3. All floors to be resistant to damage from cricket boot spikes
     - 5.1.4. The Pavilion shall be DDA compliant
     - 5.1.5. A refuse bin stowage area shall be provided
     - 5.1.6. The pavilion shall be provided with all normal services including mains water and sewerage, mains gas and electricity and a telephone land line.
     - 5.1.7. Led lighting both internal (using microwave movement sensors or similar) and external
     - 5.1.8. Intruder and fire alarms, remote linked, should be installed.
     - 5.1.9. Building to be brick with flint details and pitched roof
     - 5.1.10. Sizes of rooms tbd
     - 5.1.11. Space heating, either gas of electric to be provided to supplement any solar heating.
     - 5.1.12. Heating to be remotely monitored and controlled, if feasible, which may require an internet connection
     - 5.1.13. In order to prevent a nuisance opportunity presented by walls that footballs can be kicked against an avoidance mechanism, such as a surrounding short hedge, should be installed.
   - 5.2. [There shall be] a minimum 2.75m deep undercover veranda to the front elevation
     - 5.2.1. The Veranda shall be DDA compliant
   - 5.3. 50 square metres of high performance solar panels and solar heating
     - 5.3.1. The pavilion shall be designed to a high standards of energy efficiency in order to minimize, and preferably eliminate, heating costs over the year.
   - 5.4. Club / committee room
     - 5.4.1. Future expansion. Although no plans to extend the building are as yet envisaged, it is prudent to consider that, should it later be desirable to increase the size/facilities of the club room, the design should not be such that this is precluded by, for instance placing changing rooms at either end of the club room
     - 5.4.2. Club room dimensions to suit short mat bowls (preferred)
     - 5.4.3. Windows facing pitch to be cricket ball proof
     - 5.4.4. Windows to have internal security shutters

5.4.5. The design shall focus on the primary function of the club room as venue for cricket teams and will therefore require a high quality internal finish. Other users will be required to observe this, for instance, a playgroup would not be permitted to leave children's paintings on the walls.

5.5. changing rooms and shower areas for two teams

5.5.1. The changing rooms shall be suitable for cricket kit, with walls and associated fittings capable of withstanding normal use from cricketers and their equipment

5.5.2. Changing rooms to be designed so that use of the whole building is not essential should a hirer only want changing facilities, not the club room/bar

5.5.3. Shall have direct access to pitch i.e. not through clubroom

5.5.4. Bench seating to incorporate lockable storage

5.5.5. Wall finishes should be tough and dent-resistant. Painted block wall would be acceptable.

5.5.6. Easy of cleaning should be considered

5.5.7. Floor – suitable carpet tiles could be considered

5.5.8. Showers, bench seating, coat hooks, wash basins, mirrors and hand driers will be included. (note: junior teams can include boys and girls however, whether this might have any effect of the design is tbd)

5.6. male and female conveniences

5.6.1. Accessible to visitors

5.6.2. Could be the same provision as for teams, provided that lockable doors prevent entry to changing rooms

5.7. 2 x official's rooms

5.7.1. Amendment: One official's changing room required – details TBD

5.8. secure club area and storage room

5.8.1. All rooms to be lockable. In particular, changing rooms

5.8.2. Storage room large enough tables and chairs for club room

5.8.3. Cricket Club equipment storage needs can be accommodated using built-it lockable cupboards. Size and number required tbd.

5.8.4. Storage for users other than cricket clubs tbd

5.8.5. Storage room for cleaner's materials and equipment.

5.9. open area with bar and cold storage area

5.9.1. Amendment: A Bar and associated cold storage area will not be needed in the original build. The design should be capable of future modification (see 5.4.1) to add such facilities if the need arises

5.10. kitchen for food preparation (compliant with food hygiene regulations at the date of construction)

5.10.1. this should be a domestic-type kitchen space with work surfaces, sink, cooker, fridge and freezer, rather than a commercial kitchen for catering

5.10.2. a plumbed-in water boiler for hot drinks, timer controlled, would be preferred.

5.10.3. Cupboards under work surfaces and on walls above are required. Some could be lockable. Details of fit-out to be discussed with HPC.

5.11. internal noise limitation controls and equipment

5.11.1. This requirement needs more details. In particular, what is the sound system envisaged and for what purpose would it be needed?

5.12. cricket scoreboard

5.12.1. To be located under cover, preferably inside club room with window overlooking pitch

5.13. together with access and parking for no fewer than 40 cars

5.13.1. Car park should be adjacent to pavilion

5.13.2. Refuse collection vehicle must have access to proximity of pavilion

5.14. Supplementary details:

These are required but are not provided for in the S106

5.14.1. Sight Screens will be needed. Cost £2.5-£3k each. 15' high.

Appendix 1 . Details copied from the S106 agreement

Cricket Pitch

2.2. not to Occupy or to permit Occupation of more than 60 Care Dwellings in Area A until:

2.2.1. the Cricket Pitch and associated land (measuring not less than 111.56m x 115.85m – size 9 pitch) together with a secure store for grounds maintenance equipment have been completed in accordance with the standards of Sport England and the England and Wales Cricket Board and made available for use (save that the cricket square may not be playable for period of time immediately following completion) in Area A as shown indicatively on Plan 4 to the satisfaction of the Council;

2.2.2. The Cricket Pitch and Commuted Maintenance Sum in respect of the Cricket Pitch has been offered to the Relevant Parish Council to ensure management and maintenance is secured in perpetuity

2.3. In any event to complete the Cricket Pitch as required under 2.2.1 and offer the same and the Commuted Maintenance Sum therefor to the Relevant Parish Council as required under 2.2.2 no later than 30 months after Commencement of Development in Area A

2.4. that any transfer of the Cricket Pitch will contain a restrictive covenant to be registered at the Land Registry to secure public use of the Cricket Pitch for no other purpose other than for the playing of cricket, rounders, stoolball and green bowls and for the holding of occasional fetes and village shows other than with the consent of the Owner of Area A from time to time and such public cricket use and the management and maintenance of the Cricket Pitch is secured in perpetuity unless otherwise agreed with the Council

2.5. to meet all costs incurred by the Relevant Parish Council in connection with the transfer of the Cricket Pitch, prior to the date of transfer

2.6. In the event the transfer of the Cricket Pitch and associated land is accepted by the Relevant Parish Council within 2 months of the offer referred to in paragraph 2.2.2 above being made, to transfer the said Cricket Pitch to the Relevant Parish Council within three months of the said acceptance by the Relevant Parish Council or within such other period agreed between the Owner of Area A and the Relevant Parish Council and to pay the Commuted Maintenance Sum in respect of the Cricket Pitch to the Relevant Parish Council on the date thereof

Pavilion Building

2.7. Prior to submission of reserved matters applications for the Phase in Area A which includes the Pavilion Building and after receiving a draft design brief from the Council to submit to the Council a detailed specification for the Pavilion Building to be constructed in Area A in a location to be agreed with the Council to the to meet the following criteria:

2.7.1. A minimum net floor area of 180 – 200 square metres

2.7.2. a minimum 2.75m deep undercover veranda to the front elevation

2.7.3. 50 square metres of high performance solar panels and solar heating

2.7.4. Club / committee room

2.7.5. changing rooms and shower areas for two teams

2.7.6. male and female conveniences

2.7.7. 2 x officials rooms

2.7.8. secure club area and storage room

2.7.9. open area with bar and cold storage area

2.7.10. kitchen for food preparation (compliant with food hygiene regulations at the date of construction)

2.7.11. internal noise limitation controls and equipment

2.7.12. cricket scoreboard

together with access and parking for no fewer than 40 cars

PROVIDED ALWAYS that if the said design brief is not received within eight weeks of request to the Council, the Owner of Area A shall be permitted to proceed with submission of the detailed specification referred to in this sub-paragraph 2.7

2.8. on submission of the specification under 2.7 above to pay the Pavilion Building Architects Contribution to the Council

2.9. Not to Commence Development in Area A until the specification for the Pavilion Building has been approved in writing by the Council provided that if the Council has not responded following submission of the said specification within eight weeks of such submission or a specification has not been approved by the Council within 12 weeks of such submission (or within such further period as may be agreed between the parties) the Owner of Area A may, upon obtaining the relevant reserved matters approval, and upon the expiry of the said 12 week period, Commence Development in Area A

2.10. not to Occupy or to permit Occupation of more than 60 Care Dwellings in Area A until:

2.10.1. the Pavilion Building and associated land have been completed in accordance with the approved specification and made available for use to the satisfaction of the Council;

2.10.2. the Pavilion Building and associated land have been offered to the Relevant Parish Council to ensure management and maintenance is secured in perpetuity

2.11. that any transfer of the Pavilion Building will contain a covenant to be registered at the Land Registry to secure public use of the Pavilion Building for community purposes only but excluding the holding of events that would interfere with the quiet enjoyment of the Care Village by the residents thereof other than with the consent of the Owner of Area A

2.12. to meet all costs incurred by the Relevant Parish Council in connection with the transfer of the Pavilion Building prior to the date of transfer

2.13. In the event the transfer of the Pavilion Building and associated land is accepted by the Relevant Parish Council within two months of the offer referred to in paragraph 2.10.2 above, the Owner of Area A shall transfer the said Pavilion Building to the Relevant Parish Council within three months of the said acceptance by the Relevant Parish Council or within such other period agreed between the Owner of Area A and the Relevant Parish Council provided that the Owner of Area A shall not be obliged to transfer the Pavilion Building to the Relevant Parish Council unless the Relevant Parish Council also takes a transfer of the Cricket Pitch and associated land

Appendix B

Questionnaire Data from 23rd January 2016 Exhibition

Each response scored as: Never/blank = 0, Sometimes = 1, Often = 2, Regularly = 3

Ranked by Total Score for each activity

	Group	Activity	
1	Cinema:	Recent Films	90
2	Live feed	West End Theatre productions	85
3	Live performances by:	Professional touring theatre companies	78
4	Live performances by:	Public lectures/presentations	76
5	Live performances by:	Local Theatre Groups	70
6	Community	Art exhibitions	68
7	Cinema:	Older Blockbusters	67
8	Live performances by:	Comedy	64
9	Live feed	Opera	65
10	Community	Antiques fairs	63
11	Community	Horticultural shows	59
12	Live feed	Ballet	60
13	Live performances by:	Classical Music	53
14	Cinema:	Classic or "Arthouse"	52
15	Community	Car Boot Sales	48
16	Live performances by:	Jazz	47
17	Community	Jumble sales	43
18	PH	Family Parties	41
19	Clubs	Art Classes	40
20	Live performances by:	Local bands	38
21	Clubs	Music Classes	37
22	Dances:	"Vintage" eg '60s, '70s, themed etc	35
23	Clubs	Dance Classes	35
24	Dances:	Ballroom or Latin	34
25	Live performances by:	Rock/pop bands	33
26	Dances:	Line/Country dancing	32
27	Clubs	Cubs/Scouts/Brownies/Guides	30
28	Dances:	Discos/pop/rock	28
29	Dances:	Zumba	27
30	Community	Pet shows	25
31	PH	Weddings	20
32	Clubs	Other	17

LEOH Cricket Pavilion & Pitch – Decisions Required Table

This List may not be comprehensive and is intended to provide guidance for the preparation of the detailed specification.
Recommendations below are the result of a meeting on 16th March with Robin Sykes, Chairman Havant Cricket Club and Andy Beadle, Chairman Waterlooville Cricket Club, and Carla Baverstock-Jones, Lynn Evans, David Alexander and David Evans
Note: Some of these facilities may not be possible within the space and/or cost allowed for

Subject	Detail	Decision required	Recommendation	Design Brief
Pavilion	Min net floor are 180-200m^2	This is from S106	n/a	5.1
General	In accordance with ECB TS5			5.1.1
	Style	Traditional or modern		5.1.9
	Location	To west of wicket which runs N-S	Acceptable	5.1.2
	External	Brick with flint detail?		5.1.9
	Lighting	LED	Include microwave movement sensors	5.1.7
	Secure with Intruder and fire alarms		Yes, remote linked	5.1.8
	Make Veranda DDA compliant	If possible	Yes	5.2.1
	High degree of DDA compliance		Yes	5.1.4
	Very high standard of energy efficiency inc Solar panels			5.3.1
	Internal/external CCTV		No – who would monitor it?	na
	Quality internal finishes – not painted blockwork		Blockwork OK in Changing rooms Quality finish in Club room	5.5.5 5.4.5
	Signature design			
	All rooms lockable		Especially Changing rooms	5.8.1
	Free WiFi		Not needed	na
	Fibre broadband		Not needed	na
	Ventilation, natural where possible			
	Noise impinging or leaving	Minimise by design		5.11
	Windows facing pitch to be cricket ball proof		Yes	5.4.3
	Shutters over windows		Yes, for security, but could be inside and therefore less obtrusive	5.4.4
Club Room	Primary function is Cricket Club	Other uses would have to fit in	Yes	5.4.5
	Size available approx. 80-90 m^2			na
	To accommodate short mat bowls	Needs 15m hence room is 15x5m	Maybe – depending on viability	5.4.2
	To accommodate play group	What shape is best? Square?		

Subject	Detail	Decision required	Recommendation	Design Brief
	Internal walls	Tough internal walls – dent resistant	Yes, in changing room. Others, not so important	5.5.5
	Floor: type	wood block – vinyl - carpet	Changing rooms can be carpet tiles	5.5.7
	Floors to be spike-proof		All floors must be resistant to cricket spikes.	5.1.3
	Provision for club history boards		Not needed	na
Bar	Located in club room		Not needed for proposed club usage. The space could be used for other purposes or included in the club room. If a Horndean club eventually develops, then a bar facility might be introduced	5.9.1
	Nature of bar use			
	Bar cellar/secure store			
	Lockable screen			
Changing rooms	For Sports field, as per SE for two teams, showers/toilets/basins/mirrors/hand driers		Yes. Note that Junior teams can have boys and girls in the same team	5.5.8
	Changing rooms for 2 officials	Are these needed?	Yes, but one room is sufficient	5.7.1
	Shall be usable without opening clubroom		Yes	5.5.2
	Personal lockers (coin/key?)		Not needed	na
			Bench seating could incorporate lockable storage underneath	5.5.4
	Direct access from pitch ie not through club room		Yes – necessary	5.5.3
	Walls/coat hooks to suit heavy bags		Coat hooks, normal type as they do not need to hold bags as these remain on the floor	5.5.8
Kitchen	Suitable for catering an event in main hall		Cricket club use is restricted to making tea/coffee. Members make sandwiches/cakes and bring them in. Therefore, there is no club need for other than domestic-type kitchen	na
	Commercial standard fittings			na
	Storage for crockery Linen etc			5.10.3
	Easy access from car park			na
	Extractors (by regulation)			tbd
Storage	Room 1 – Cricket Club	Size?	Only storage needed is for wicket materials, sets of stumps/bails. Special wickets for artificial strip. Could be house in cupboard or under bench in changing room.	5.8.3
	Room 2- other sport club eg short mat bowls	Size?		5.8.4
	Room 3 - playgroup	Size?		5.8.4
	Room 4 – Cleaners	Size?		5.8.5

Subject	Detail	Decision required	Recommendation	Design Brief
	Room 4 – Tables and chairs	Size?	Yes, for use in clubroom	5.8.2
Services	Electricity, Gas, Telephone, Fibre Broadband		Query telephone re need for calling emergency services. Fibre broadband – not needed.	5.1.6
	Defibrillator	Added post meeting	TBD	
	Water and main sewerage			5.1.6
	Refuse bin stowage			5.1.5
Scoreboard	Built into front wall?	Needs to be specified	could be manual unit, best internally operated	5.12.1
Outside Toilets	For spectators		Must not be possible to get access to changing rooms during match i.e. lockable doors between them	5.6.2
Future expansion	Building layout/plot to enable club room to be extended		Yes	5.4.1
Pitch	Built in accordance with ECB TS4			3.4.1
	What type/level of match should be planned for?		Hampshire Division 1	3.4.1
	9 strips	In S106		3.2
	One artificial?	Allows all week play	Yes. Uses special spring-loaded stumps	3.2.1
	Secure Store	Size	If pitch is to be maintained and prepared for matches by a specialist contractor (Recommended approach) then they will bring their own equipment and a store room may not be needed	3.3
		Nature	If used, would need garage door type access	3.3.4
		Power & lighting	Yes	3.3.3
		To house what?	See above	3.3.1
		Should be attached to pavilion?		na
	Maintenance	How and by whom will it be maintained	Recommended approach is to use specialist contractors, hired by HPC. One for outfield, one for pitch. Clubs would report condition of pitch to HPC	na
	Game preparation needs		Contracted with maintenance	na
	Space for later provision of practice nets		Not needed. Cost, inc security £50k	na
	Junior cricket provision	Needs to be specified	Can use artificial wicket with suitable stumps and appropriate boundary	3.2.1

Subject	Detail	Decision required	Recommendation	Design Brief
	Sight Screens		Necessary. Cost £2.5-£3k each. 15' high. Needs concrete base to attach to. Off season, chained up together behind pavilion, for instance.	3.1.2 3.1.3 5.14.1
General	Principle of promoting the game in Horndean	Key commitment looked for	Havant and Waterlooville are interested in using this pitch, each on alternate Saturdays in season	na
	Engagement with HTC and youth in general			na

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date:18 April 2016**

AGENDA ITEM: 19

SUBJECT OF REPORT: Parking - Northfield Close

BACKGROUND

At the meeting of the Council on the 14 March 2016, a discussion took place regarding the number of vehicles currently being observed as using the green space at Northfield Close for parking. This practice has subsequently damaged the grassed area and has therefore raised some concerns.

It was resolved that a consultation letter be sent to the residents of Northfield Close seeking their views as to the possible installation of wooden posts to protect the area.

I have received two responses from the resident's (as attached) who are in favour of some form of protective measure being put in place and for the area to be repaired.

RECOMMENDATION

The grass area may require protection and repair, therefore consideration could be given as to the placement of wooden posts to prevent vehicles parking and using the area on which to turn. Any measures would need to be capable of facilitating the grass cutting machinery which needs to have access to the area.

Report completed by

Carla Baverstock-Jones
Executive Officer and Clerk to the Council.

Sent: 19 March 2016 16:10
To: contact@horndeanpc-hants.gov.uk
Subject: Damage to open green space in Northfield Close

For the attention of Carla Baverstock-Jones.

Carla,

Thank you for the opportunity to comment on this matter.

I live at No 15, right opposite this green area, and have lived here for over 32 years. For many years the edge of the green has been worn bare due to various reasons. It is not caused entirely by parked vehicles alone but but also by the drivers of vehicles using the green to turn around to exit the cul-de-sac. The wear is caused by a combination of vehicles such as those of a few residents, taxis and delivery vans. There has also been instances of visitors using the green to park their vehicles for prolongued periods during visits and even on occasions overnight.

The worn area has recently been turned into a mud bath by a well intentioned resident who had a large delivery of top soil for her rear garden. The excess was spread over the worn area but with the wet weather this soon became a complete mess with mud being washed into the road.

I am in the process of selling my house and this has done little to enhance the kerb appeal of my property.

I would support the installation of a picket fence or wooden posts however I do believe this would simply encourage these vehicles to use my driveway to turn around as it would no longer be possible to use the green area to manoeuvre these vehicles. Also I think there needs to be some repair to the damaged area to return it to its original state.

Regards

David Hughes

Sent: 20 March 2016 08:56
To: contact@horndeanpc-hants.gov.uk
Subject: Northfield Close - Horndean

Dear Carla

Many thanks for your letter regarding the damage being done to the open green space. My husband and I would support anything you can do to return this space to the condition it was in when we moved here in 2012. Lately it has become a disgrace and a seeming dumping ground.

We walk around this area on a daily basis and have noticed a very big deterioration in many of the grass verges through vehicles of all shapes and sizes parking on them and in many cases blocking the path as well. We previously lived in a village in Devon and parking on grass verges was a fineable offence needless to say it didn't happen very often.

We hope the area concerned will soon be returned to its original state.

Yours sincerely

Sue & Tony Visser.

NORTHFIELD CLOSE – Reply from resident

I think that your suggestion of installing wooden posts at the perimeter of the green space would be an excellent solution to this problem and would enhance the general appearance of the area. I would be fully supportive of any such work.

Kind regards

Andy Redding
Resident of Northfield Close

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 18th March 2016**

AGENDA ITEM 20

SUBJECT OF REPORT

Quotes for the Contracting-Out of Dual-Purpose and Dog Waste Bins.

BACKGROUND

The parish has 21 public bins, both dog-waste and dual purpose, that are contracted out to a third party contractor for emptying. The current contractor have emptied bins for at least the last year, up to and including March 2016.

We received notification that as of April 2016 the prices of collection would increase because of the new National Living Wage being implemented.

- The new price quoted was £7 per bin-lift totalling £5460 per annum. This quote was a 47.4% increase on the previous price of £4.75 per lift, totalling £3705 per annum.
- Therefore, four other waste management businesses were contacted for further quotes regarding the emptying of said bins.

The following responses were received:

1. One quote of £5404.40 per annum.
2. One quote of £7358 per annum.
3. A phone call request for more time to assess; no further communications received from this party despite follow-up emails.
4. One statement that these particular services are not carried out by the waste-management business in question.

The current contractor were also contacted for a revised quote, considering the significant percentage increase in price.

- A revised quote was provided from the current contractor, from £7 to £6 per bin-lift, constituting a 26% rise on the previous year rather than the original 47.4% rise, and now totalling £4680 per annum.

RECOMMENDATION

It is therefore recommended that the current contractor should continue with the service they already provide us, at the new price of £6 per lift, being the lowest cost quoted.

Report prepared by Simon Howe, Grounds Manager