Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE GROUNDS COMMITTEE WILL BE HELD ON MONDAY 02 MARCH 2015 AT JUBILEE HALL AT 7.00 pm.

Members of the Committee Cllr E Tickell (Chairman), Cllr Mrs L Evans, Cllr M Burridge, Cllr B Mowatt, Cllr Mrs S Schillemore, Cllr R Veitch, Cllr Alexander are summoned to attend.

Carla Baverstock-Jones
Executive Officer and Clerk to the Council

24 February 2015

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 receive and approve the Minutes of the Grounds and Property meeting held on Monday 19 January 2015.
4. 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.*
5. To receive a report and consider the future management of Catherington Down.
6. To receive an update regarding the proposed tree work to be undertaken at Pump Lane.
7. To receive and consider a report regarding the installation of fencing at Dell Piece West.
8. To consider and discuss the amendment of the Terms of Reference in respect of the Grounds and General Purposes Committee.

ITEM 3

HORNDEAN PARISH COUNCIL

MINUTES OF THE GROUNDS AND PROPERTY COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 19 JANUARY 2015 AT 7.00 P.M.

PRESENT: Councillor Mrs E Tickell (Chairman), Councillors Mrs L Evans, B Mowatt, Mrs S Schillemore and R Veitch.

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

PUBLIC ATTENDANCE: Two members of the public were present.

GPS 098 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor M Burridge.

Apologies were also received from District Councillor D Denston.

GPS 099 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest.

GPS 100 **TO RECEIVE AND APPROVE THE MINUTES OF THE GROUNDS AND PROPERTY COMMITTEE MEETING HELD ON MONDAY 10TH NOVEMBER 2014.**

It was **RESOLVED** that the minutes of the Grounds and Property Committee Meeting held on 10th November 2014 be duly signed as a true record of the meeting.

GPS 101 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

Mr Evershed and Mr Steward asked the Committee if they could discuss Item 11 on the Agenda before Item 5 is discussed.

It was **RESOLVED** that Item 11 could be discussed first.

GPS 102 **TO RECEIVE AN UPDATE AND CONSIDER THE WAY FORWARD REGARDING THE FUTURE MANAGEMENT OF CATHERINGTON DOWN.**

A Report by the RFO was circulated and Mr Steward (a member of the public) stated that the Report was interesting and suggested that to protect Council Tax Payers; the Parish Council could consider obtaining an indemnity from Hampshire County Council.

Cllr Schillemore mentioned that she wasn't quite sure how much of this Report is regarding Catherington Down or the total running cost of the Countryside Team. Cllr Evans confirmed that a proportion of the running cost of the Countryside Team was apportioned to the Down.

A discussion was had with regards to whether there was a budget for stiles and if monies could be obtained from Hampshire County Council for their replacement and repair. Cllr Tickell confirmed that it was the responsibility of Hampshire County Council. Further, stiles

were no longer used and as and when stiles required replacement, they were being replaced by metal gates suitable for disabled access.

The Chairman noted this Report and suggested proposal and stated that it will come back to the next Council meeting.

GPS 103 **TO RECEIVE AN UPDATE FROM THE WORKING PARTY REGARDING THE SALE AND REPLACEMENT OF THE COUNRYSIDE TEAM VEHICLES AND TO AGREE ON A COURSE OF ACTION**

A report was read out by Cllr Evans. The favoured vehicle was the Ford Ranger. The Countryside Team have booked in a site visit/test drive with Queen Elizabeth Country Park as they currently use a Ford Ranger. Further information is to be sought regarding petrol vs. a diesel engine and whether or not they would be looking to get new or used vehicles.

It was **RESOLVED** that further investigations are done before any decisions are made.

GPS 104 **TO RECEIVE AND AGREE THE AMENDED DRAFT TREE POLICY**

The Draft Tree Policy was circulated and Cllr Tickell started off by saying that amendments had been made with the Policy with a couple of additions having been made in accordance with the discussion at the last meeting.

Cllr Vietch commented that the Policy is very complete and to the point and very easy to read and understand. Additional clarification was added confirming that the Parish Council would not bear the cost of any investigation or report.

It was **RESOLVED** that the Tree Policy be agreed with the following amendments:

1). and engineers to be changed to **an** engineer.

2). To add a sentence to the end of the Subsidence paragraph as follows: The person/body providing the evidence will bear the cost.

GPS 105 **TO RECEIVE AND CONSIDER THE QUOTATION FOR THE REPLACEMENT OFFENCING AT WAGTAIL COPSE**

A Report by the Countryside Team was circulated. The two options for fencing were option 1: To supply and erect 40 metres of 6 foot tall close board fencing using concrete mortised posts and wooden gravel boards and option 2: The same as option 1 but with concrete gravel boards.

The three quotes that were received were as follows:
Contractor 1: For option 1: £1770 exc. VAT and for option 2: £1945 exc. VAT.
Contractor 2: For option 1: £2043 exc. VAT and for option 2: 2251 exc. VAT.
Contractor 3: For option 1: £2415 exc. VAT and for option 2: 2562 exc. VAT.

Cllr Tickell highlighted that the recommendation in the Report was to go with contractor 1 as this was the most economical.

Cllr Vietch queried the quote for Contractor 1 as the quote implied that the fencing was one straight line when in fact this wasn't the case. The Chairman responded by saying that the

quote be accepted subject to the contractor confirming that the quote took into account that the fencing to be done around the Copse was not straight.

It was **RESOLVED** that:

1). The necessary work be undertaken for a new fence to be supplied and erected; and that

2). Company 1 be asked to confirm that their quote was on the basis that the fence was not in a straight line and that they be contracted to undertake the works in accordance with the submitted quotation of £1945.00 + VAT, using concrete posts and concrete gravel boards.

GPS 106 **TO DISCUSS AND CONSIDER THE TREE MAINTENANCE AT PUMP LANE**

A Report by a member of the Countryside Team was circulated. The Chairman informed the Committee that she had done her own investigation and Wych Elm was not supposed to produce suckers as referred to in the Report. The Chairman advised that she would like to see a reduction in the height of the Wych Elm Trees as the indications were that they were supposed to be a hedge as part of a planting scheme. The team could assess how they responded to this rather than removing them.

Cllr Evans suggested that due to the significant alteration of the landscape, HPC should first notify residents in the area first before cutting back or removing the trees.

It was **RESOLVED** that Horndean Parish Council consult informally with the residents in the area on the cutting back of Wych Elm trees to 5ft in height with additional Native British Wych Elm Whips planted to bolster the planting at the next planting opportunity.

GPS 107 **TO RECEIVE AN UPDATE FROM THE COUNTRYSIDE TEAMS GROUNDS MANAGER IN RESPECT OF COMPLETED AND ONGOING PROJECTS**

A Report by the Grounds Manager was circulated and Cllr Shillemore stated that she was thrilled to see so much moving on. This was then agreed by all the Committee. The Chairman noted the Report.

GPS 108 **TO CONSIDER THE SALE OF THE RIDE ON MOWER**

The Clerk informed the Committee that no Report had been prepared for this Item but that the idea was for the Committee to discussion the way forward regarding the sale of the ride on Mower.

Cllr Tickell mentioned that due to the grass cutting being contracted out, the obvious option was for the Mower to be sold as it would no longer be used. It was agreed that Cllr Evans would make enquiries to get an idea of the value of the Mower.

It was **RESOLVED** that initial enquiries be made for an idea of the value of the Mower with a view to selling it.

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).

9. To receive and approve the Confidential Minutes of the Grounds and Property meeting held on Monday 19 January 2015.

GPS 109 **TO AGREE TO EXCLUDE THE PUBLIC AND 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 remainder of the meeting.

.....
Chairman

.....
Dated

Item 5

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 19-01-2015

SUBJECT OF REPORT: Catherington Down

PURPOSE OF REPORT: To outline the income and expenditure relating to Catherington Down

BACKGROUND:

To ascertain the cost to Horndean Parish Council of looking after Catherington Down it is first necessary to calculate the full cost of the Countryside Team.

EXPENDITURE

The best estimate is to use the budget for 2014-15, which is as follows:

DIRECT EXPENDITURE:	
Countryside Team Salaries (4 Staff)	95,740
Litter Picking	1,559
Dog Waste Bins	3,800
Equipment Maintenance, Hire & Capital	4,565
Vehicle Running Costs	7,979
Waste removal	1,703
Training for Countryside Team	2,500
Tree Work & Maintenance	5,000
Uniform for Countryside Team	397
Personal Protection Equipment	2,000
Open Spaces, Capital items	5,000
Open Space Facility, Projects (Woodchipper Hire)	800
TOTAL DIRECT	131,043

We now need to add a proportion of overhead costs that are not directly budgeted within the Countryside cost centre.

INDIRECT EXPENDITURE	
Admin Staff (inc. Recruitment)	38,044
Insurance	10,000
Audit, IT, Printing & Stationery, Office Eqt	2,210
TOTAL INDIRECT	50,255
TOTAL EXPENDITURE	181,298

These costs have been allocated by considering all overhead costs incurred by the Council and apportioning those that are impacted by Countryside activity.

At this stage, some of the figures are best estimates and some refinement is required.

INCOME

Horndean Parish Council is in receipt of annual grants from Hampshire County Council (£500) and Higher Level Stewardship (£8,200) per annum.
The HLS Grant is to cover six sites that we manage.
An enquiry has been made requesting what proportion of the £8,200 is due to Catherington Down but we have not yet received a response.

MANPOWER

The Countryside team comprises of four full time members of staff.
Taking into consideration, annual leave, bank holidays, sick and training days, this equates to a total of 6,157 hours available.

MAN HOURS PER ANNUM	260
Less ANNUAL LEAVE	22
Less BANK HOLIDAYS	8
Less SICK	10
Less TRAINING	12
TOTAL AVERAGE DAYS AVAILABLE PER PERSON	208
TOTAL HOURS AVAILABLE PER PERSON	1,539
TOTAL HOURS IN TEAM (4 MAN TEAM)	6,157

The total estimated time spent on Catherington Down is 216 hours per annum, which is 3.51% of the total hours available.

It is now necessary to allocate a proportion of the total direct and indirect costs and income to Catherington Down.
This is work in progress at the moment but the first estimate would suggest that it would be reasonable to apportion the following costs/income:

	Cath. Down Full
INCOME:	
Grants	
Hampshire County Council	500
Higher Level Stewardship (to cover six sites)	2,500
TOTAL INCOME	3,000

DIRECT EXPENDITURE:

Countryside Team Salaries (4 Staff)	3,359
Dog Waste Bins	253
Equipment Maintenance, Hire & Capital	160
Vehicle Running Costs	280
Waste removal	60
Training for Countryside Team	88
Uniform for Countryside Team	14
Personal Protection Equipment	70
TOTAL DIRECT	4,284
INDIRECT EXPENDITURE	
Admin Staff (inc. Recruitment)	1,335
Insurance	351
Audit, IT, Printing & Stationery, Office Eqt	78
TOTAL INDIRECT	1,763
TOTAL EXPENDITURE	6,047
INCOME Less EXPENDITURE	-3,047

With the caveat that these are provisional figures it would suggest that the full cost of Catherington Down, including apportioned overheads, is c£3k more than the income we receive.

However, the vast majority of these costs would be incurred regardless of whether the Council manage Catherington Down so the marginal cost is negligible.

The possible exception being the collection from the three Dog Waste bins on Catherington Down. It may be possible to negotiate a reduced cost if we were no longer responsible for them but the annual saving would be small.

These figures will be refined over the next few weeks.

Report Prepared by Simon Ritson, Responsible Finance Officer

CATHERINGTON DOWN

MAN HOURS PER ANNUM	260
Less ANNUAL LEAVE	22
Less BANK HOLIDAYS	8
Less SICK	10
Less TRAINING	12
TOTAL AVERAGE DAYS AVAILABLE PER PERSON	208
TOTAL HOURS AVAILABLE PER PERSON	1,539
TOTAL HOURS IN TEAM (4 MAN TEAM)	6,157
ESTIMATED HOURS AT CATHERINGTON DOWN PER ANNUM	216
%	3.51%

	Country-side Full	Cath. Down Full	Cath. Down Marginal
INCOME:			
Grants			
Hampshire County Council	500	500	0
Higher Level Stewardship (to cover six sites)	8,210	2,250	0
TOTAL INCOME	8,710	2,750	0
DIRECT EXPENDITURE:			
Countryside Team Salaries (4 Staff)	95,740	3,359	0
Dog Waste Bins	3,800	253	253
Equipment Maintenance, Hire & Capital	4,565	160	
Vehicle Running Costs	7,979	280	
Waste removal	1,703	60	
Training for Countryside Team	2,500	88	
Uniform for Countryside Team	397	14	
Personal Protection Equipment	2,000	70	
TOTAL DIRECT	131,043	4,284	253
INDIRECT EXPENDITURE			
Admin Staff (inc. Recruitment)	38,044	1,335	
Insurance	10,000	351	
Audit, IT, Printing & Stationery, Office Eqt	2,210	78	
TOTAL INDIRECT	50,255	1,763	0
TOTAL EXPENDITURE	181,298	6,047	253
INCOME Less EXPENDITURE		-3,297	

ITEM 6

Jordan Walker 01/10/2014

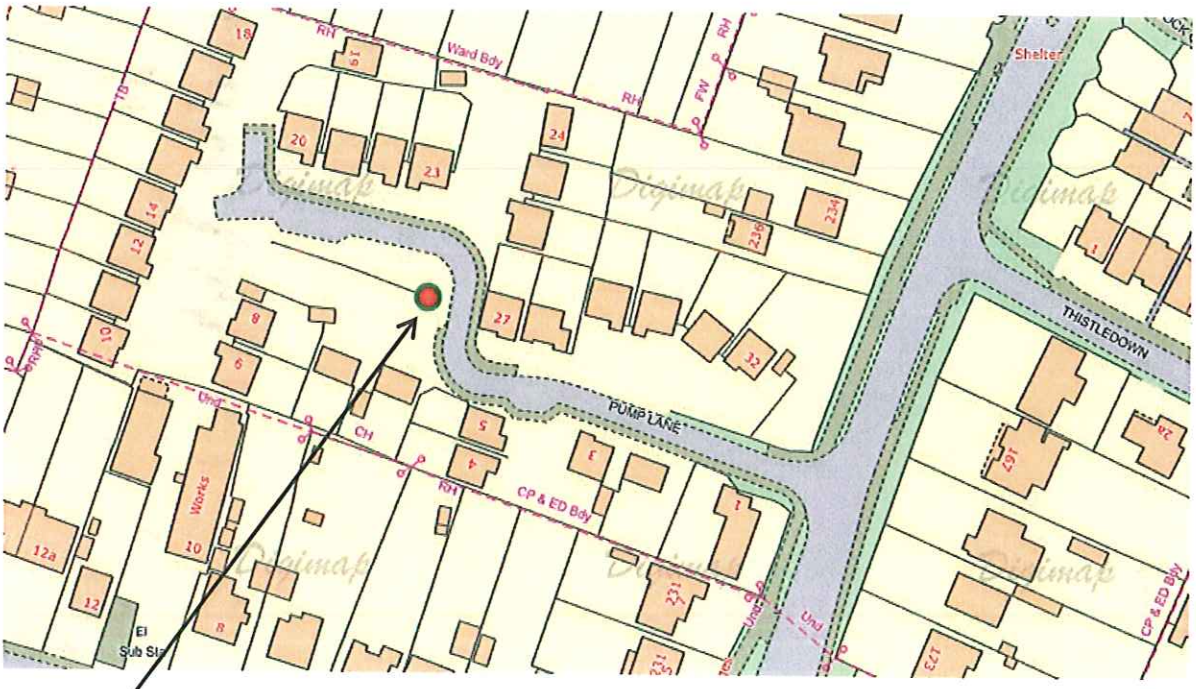
Horndean Parish Council - Pump Lane Tree Works Report

Summary:

Request for the Countryside Team to fell 7 Wych Elm trees.

Location:

Land adjacent to Pump Lane; known as Pump Lane Green. Trees situated underneath large oak tree shown on map below.



Large tree

Reasoning:

We received one verbal and one written request (Attachment 1), regarding the removal of the Elms due to the following reasons:

- Growth overhanging road
- Notable substantial lean in the trees towards road
- Suckers sprouting up through grass area

Jordan Walker 01/10/2014

Management:

Best management would be to remove the trees as they have no choice but to continually lean out towards light over the road; this is due to a large veteran Oak tree overhead of the Elms (Photos).

The trees appear to have been planted on the site however they were not managed and have outgrown their positioning.

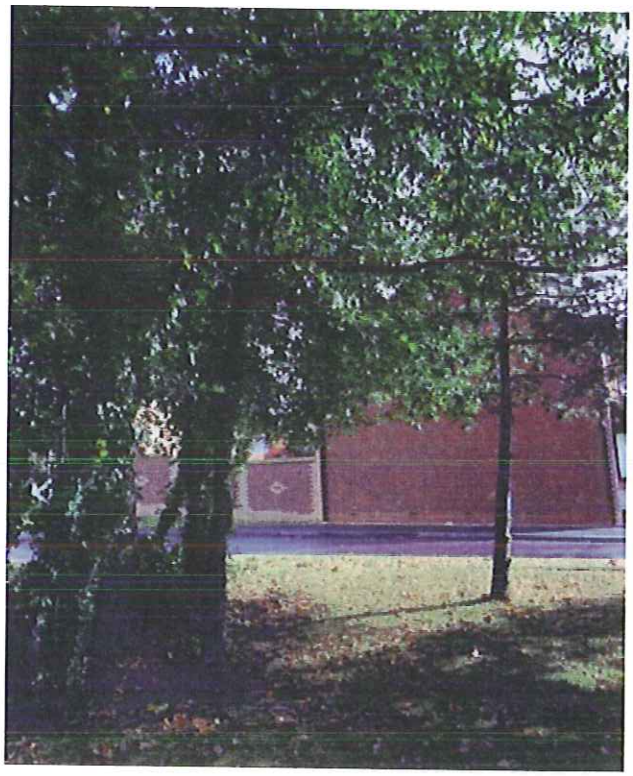
Reducing their height to 5ft for hedging could be carried out but the trees will look bare and poorly managed and possibly will not put on enough growth to become hedging. There is also the possibility of the trees not recovering and dyeing back.

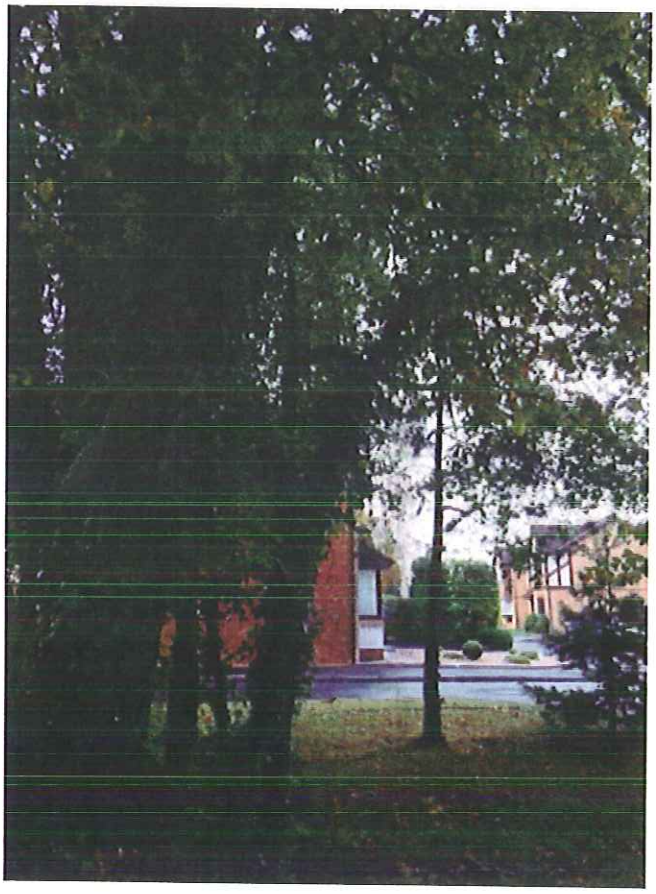
In compromise for removing the valuable wych elm trees we could replant and manage wych elm hedging onsite.

Jordan Walker 01/10/2014

Supporting Documents:

Photos





HORNDEAN PARISH COUNCIL

Date: 2/03/15

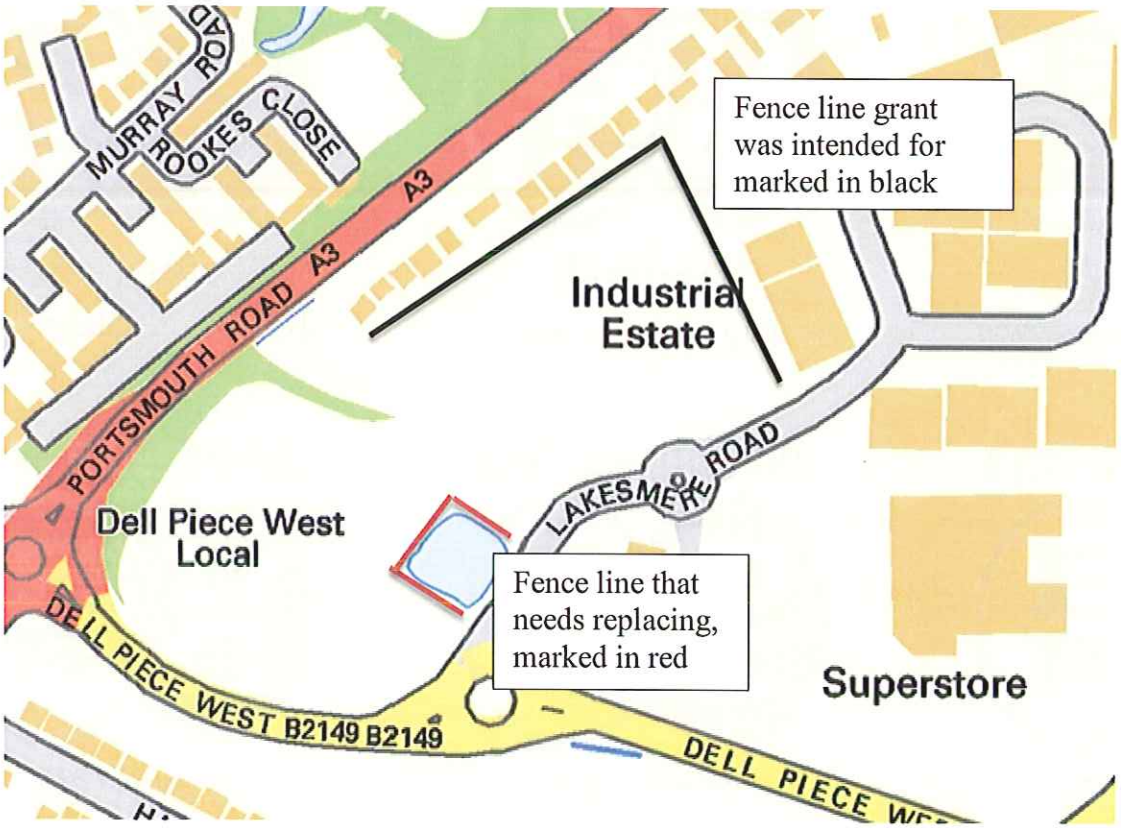
SUBJECT OF REPORT: Fencing surrounding the pond at Dell Piece West

The fencing that surrounds the pond on this site is aging and rotting in places. The horses grazing the site over winter have also pushed the fencing down at the opening in order to gain access to the water.

Replacing the 155m of stock fencing and installing a stile for access to the pond

Background

There was £1,800 available from Natural England for fence line repairs on this site. The originally intended fence line to be replaced in the HLSA agreement was at the northern and eastern side of the side (shown in black on the below map).This fence was replaced around the same time the agreement was being written (2/3 years ago) and the money never claimed. However, after investigation Natural England are letting us claim this money now. It would be great to use this to replace the pond fence line, which is now in need of replacing.



There will be an event held on this site in June 2015 and pond dipping will be a big feature of this and so have the new fence line in place and the site looking smart will be good as there will be many extra visitors including the media on site at this time. Other work will also be carried out on this site to improve to for this coming event and for grazing in winter 2015.

- to take down and take away old fence line
- Cut back the scrub to gain access to the fence
- To supply and erect 155 meters of stick fencing using wooden posts and stock netting with 2 strands of barbwire

Quotations (excluding VAT)

Quote 1 = £1,228

Quote 2 = £1,687

Quote 3 = £1054

Three contractors have been approached, all have vast fencing experience.

Contractor 1 is a local company, which we have used many times before as do other parish councils in the area.

Contractor 2 is a regional organisation who has carried out work for us in the past and present.

Contractor 3 is a local fencing company who has not been used previously

Recommendations

Contractor 1 is local, knows the site very well and is used to working in a very sensitive manor on nature reserves. The materials and the methods he uses are in keeping with the HLSA and we would prefer he carried out the work.

POWERS AND DUTIES OF STANDING COMMITTEES

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

(a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;

(b) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;

(c) In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

GROUNDS AND PROPERTY COMMITTEE

(a) Dealing with the provision, maintenance and management of all Council property including Jubilee Hall, Napier Hall, the Works Depot (Lucky Lite), the Council offices (Tyfield House), the Granary and War Memorials and the making of recommendations annually to the Policy and Resources Committee in respect of budgetary requirements, rents and charges;

(b) Dealing with the provision, management and maintenance of Countryside sites, other open spaces and amenity sites, recreation grounds, sports pitches and play areas and the closed churchyard and the making of recommendations annually to the Policy and Resources Committee in respect of budgetary requirements, rents and charges, and/or management agreements/lease terms.

(c) The making of recommendations to the Policy and Resources Committee regarding matters relating to the Council's staff engaged on countryside, open spaces and amenities and on caretaking and cleaning duties;

(d) Dealing with the provision and maintenance of Parish Council owned facilities including Street Furniture, War Memorials, Public Seats, Bus Shelters, Public 0Notice Boards, and Litter, Salt and Grit Bins;

(e) The co-ordination and direction of the Council's environmental improvement programmes and related initiatives, including the initiation and co-ordination of plans to increase the awareness of conservation and environmental matters in the Parish;

.(f) To promote the Council's recreational facilities, the use and improvement of public and permissive Rights of Way and the active involvement of volunteers, including Tree Wardens and Conservation Volunteers in enhancing the Council's objectives of protecting and enhancing the natural environment and habitats of the parish.

DELEGATION TO CHAIRMEN GENERALLY

To cancel or postpone a meeting, owing to lack of business, or in the event of an emergency.