Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE GROUNDS COMMITTEE WILL BE HELD ON MONDAY 06 JULY 2015 AT JUBILEE HALL AT 7.00 pm.

Members of the Committee Cllr E Tickell (Chairman), Cllr Mrs L Evans, Cllr M Burridge, Cllr Mrs D Denston, Cllr Alexander, Cllr Sowden, Cllr Wren are summoned to attend.

Carla Baverstock-Jones
Executive Officer and Clerk to the Council

30 June 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 02 March 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 an update regarding projects being planned and undertaken.
6. To receive and consider a report in respect of the replacement of play equipment at Merchistoun Hall.

HORNDEAN PARISH COUNCIL

MINUTES OF THE GROUNDS COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 02 MARCH 2015 AT 7.00 P.M.

PRESENT: Councillor Mrs E Tickell (Chairman), Councillors D Alexander, Mr Burridge, 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: No members of the public were present.

GPS 111 **TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies for absence were received.

GPS 112 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest.

GPS 113 **TO RECEIVE AND APPROVE THE MINUTES OF THE GROUNDS AND PROPERTY COMMITTEE MEETING HELD ON MONDAY 19TH JANUARY 2015**

It was **RESOLVED** that the minutes of the Grounds and Property Committee Meeting held on 19th January 2015 be duly signed as a true record of the meeting.

GPS 114 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

No discussions took place.

GPS 115 **TO RECEIVE A REPORT AND CONSIDER THE FUTURE MANAGEMENT OF CATHERINGTON DOWN.**

A report by the RFO and Grounds Manager were circulated. It was questioned by Cllr Mowatt if it is lawful for the Executive Officer in conjunction with only one Councillor (the Chairman of the Grounds Committee) to have delegated power to negotiate and renew with HCC the lease on Catherington Down.

A discussion took place and It was **RESOLVED** that "The Executive Officer in conjunction with the Chairman and Vice Chairman of the Grounds and Property Committee have delegated power to negotiate and renew with HCC the lease on Catherington Down".

GPS 116 **TO RECEIVE AN UPDATE REGARDING THE PROPOSED TREE WORK TO BE UNDERTAKEN AT PUMP LANE**

A report by the Countryside Team was circulated. The chairman queried what the recommendation was, as stated that the report didn't appear to take the proposal any further forward. The Chairman informed the Committee that she had been in contact

with John Vigay (Tree Warden), and that John has been to look at the trees. The findings were to remove most of the Wych Elm Trees as they do not appear in a healthy condition, and to leave the two healthy Wych Elm Trees on the South East side.

The Clerk informed the Committee that HPC only received three responses from residents after the leaflet drop regarding proposed tree works at Pump Lane. The responses were that residents had no problems or issues with the reduction in height or the removal altogether of the Wych Elm Trees.

Cllr Alexander asked if the work to be done could be completed by the Countryside Team at HPC and if the answer was no, then could an estimated cost for the works be sourced. The Clerk responded by saying that the work could be carried out by the Countryside team at HPC.

It was **RESOLVED** that all Wych Elm Trees would be removed apart from two on the South East side of the Oak Tree and to remove the Lorrell from the Oak, but the Oak Tree to remain.

GPS 117 **TO RECEIVE AND CONSIDER A REPORT REGARDING THE INSTALLATION OF FENCING AT DELL PIECE WEST**

A report was circulated.

A discussion took place and The Chairman expressed that she was happy to go with the recommendation in the report; to proceed with contractor 1 undertaking the required work.

Cllr Alexander queried the recommendation asking the reason for recommending contractor 1 when contractor 3 was the cheaper option. Cllr Tickell explained that contractor 3 had not been used before.

It was **RESOLVED** that

1). Quote 1, (Leydene Fencing) in the sum of £1,228 + VAT be accepted;
2). to take down and away the old fence;
3). to cut back the shrub to give us a clear line; and
4). to supply and erect approx. 155 metres of stock fencing using wooden posts and stock netting with 2 no strands of barbed wire.

GPS 118 **TO CONSIDER AND DISCUSS THE AMENDMENT OF THE TERMS OF REFERENCE IN RESPECT OF THE GROUNDS AND GENERAL PURPOSES COMMITTEE**

The Terms of Reference in respect of the Grounds and General Purposes Committee was circulated.

It was **RESOLVED** that

1). The Grounds and property Committee name be changed to "Grounds Committee";
2). to remove all of paragraph a;
3). final line of "and on caretaking and cleaning duties" to be removed in paragraph c;
4). to remove "War memorials" from paragraph d and replace with "Dog bins" and to remove the "0" in front of "Notice Boards";
5). Paragraph b, e and f to stay the same; and

6). to add another paragraph (d) to the Powers and Duties of Standing Committees as follows:
Where expenditure has been agreed in the budget for a specific item, such expenditure can be incurred by Committee and that fact will be reported to the next meeting of full Council for noting.

GPS 119 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE GROUNDS AND PROPERTY MEETING HELD ON MONDAY 19TH JANUARY 2015**

It was **RESOLVED** that the confidential minutes of the Grounds and Property Committee meeting held on 19th January 2015 be duly signed as a true record of the meeting.

The meeting closed at 7:46PM

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Chairman

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Dated

HORNDEAN PARISH COUNCIL

GROUNDS AND PROPERTY MEETING **Date: 06/07/15**

AGENDA ITEM 5

SUBJECT OF REPORT: Countryside team progress report

PURPOSE OF REPORT: To feed back to council the teams' progress and upcoming projects planned

Achievements

- New pond dipping platform for Catherington Pond. A grant applied for by The Conservation Volunteers (TCV) covered this new platform to be built in June 2015, with the help of volunteers.

- New fence laid at Stubbins Down Paddock, a three week very tough job, materials paid for through the HLSA, troughs also covered in the funding to be fitted before winter grazing.

- Action the current management plans with a strong focus on the HLSA, including step-by-step analysis of work that needs to be carried out on each site and updated management guidelines.

- Three weeks of hedgerow laying at Parsonage Field in Jan 2015 with the help of volunteers. Three weeks of coppicing beforehand to get the hazel products needed for the project.

- BioBlitz event on Dell Piece West. A community-involved event to survey the area, identify and document all species found and promote conservation locally. The event involved all age groups and backgrounds and was a great success; a total of 85 people attended the 24 hour event. Experts in different fields came and gave their help. The total number of species recorded is still to be confirmed. Plans will follow for another BioBlitz event next year on a different Parish site.

- Tree management in Wagtail Copse- hazel and other species were planted with the help of volunteers. The area will be managed as a hazel coppice and in the future produce products that we can use in hedge laying but also give the area further purpose aside from its conservation benefits.

- The team pushed hard and met targets laid out in the HLSA before the end of the year (end Jan 2015). The maximum amount of financial help on offer was applied for and many last minute projects planned in order to receive as much of the funding available as possible.

- Started up weekly volunteering help throughout winter 2014/15.

- Wardens have been patrolling Catherington Down to deter and issue tickets for anyone see to be allowing their dogs to litter and not pick it up. Two more staff members will be trained so that this patrol can be on rotation.

- Maintenance work carried out at the yard, including building new storage units for the teams clothing and equipment.

- Various tree work around the parish including, removal of dangerous limbs, protecting yew trees, fencing off areas to protect whips, planting an aspen coppice, maintenance of greenfield flower bed.

- New fence installation around the pond at Dell Piece West.

- Butterfly transect recording on parish sites as part of a nationwide survey.

Matters in hand:

- Review and update out of date management plans.

- New interpretation boards, report with council now, aim is to have them up by the end of the summer 2015.

- Sorting out climbing equipment for tree work planned to start in July 2015.

Future plans and projects:

- Organise a winter work schedule for the team for volunteers CT.

- Plan a second BioBlitz event for 2016

- Management plans for tree work around the parish

- Organise a clean up the work voluntary event (September)

- Downs Park planting project

- Devise a management plan for better green waste and wood disposal as the new in house tree work will create a lot more and needs to be planned for.

Carole Burnett
Grounds Manager

HORNDEAN PARISH COUNCIL

GROUNDS AND PROPERTY MEETING **Date: 06 July 2015**

AGENDA ITEM 6

SUBJECT OF REPORT: Replacement of Play Equipment

Background

The Cargo Net attached to an item of play equipment - Trailblazer Victoria Falls at Merchistoun Hall has become worn to the extent that the metal core has become exposed in several areas. These have been covered with tape on a regular basis as a temporary repair. The RoSPA report which was completed on the 19 May 2015, has assessed the net as being of medium risk and for it to be repaired. The net has been redesigned and therefore to replace the net will incur an additional cost, as the log to which the net is attached would also need to be replaced.

On further investigation it transpires that the net cannot be professionally repaired on a cost effective basis and therefore this is not a viable option.

The play equipment at this site is provided by one company who additionally undertakes repairs of the same. It is for this reason that additional quotations have not been obtained as there is a reluctance for contractors to part repair/replace equipment to existing framework provided by another contractor.

Quote 1

To replace the Cargo Net and top Log **£2,521.66 + VAT.**

Recommendation

There are two options available which are either to replace the net and the overhead log as per the above quotation, given that it is assessed as being a medium risk.

Alternatively, to continue to repair the net by the taping over of the exposed wire. The issue to consider is that eventually the wire strands will break which will increase the level of risk and will necessitate prompt removal.

Report prepared by

Carla Baverstock-Jones
Executive Officer and Clerk to the Council