Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE GROUNDS COMMITTEE WILL BE HELD ONLINE ON MONDAY 02 NOVEMBER 2020 AT 7.00pm

Members of the Committee Cllr Mrs E Tickell (Chairman), Cllr D Alexander, Cllr Mrs L Evans, Cllr J Lay (Vice Chairman), Cllr B Raymond are summoned to attend.

Members of the public can login – please follow link on the website.

Documents pertaining to the meeting are available to download from the HPC website.

27 October 2020

Carla Baverstock-Jones
Chief Officer

AGENDA

1. To receive apologies for absence.
2. **Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.**
3. To receive and approve the Minutes of the Grounds Committee meeting held on Monday 21 September 2020.
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 verbal update and consider the way forward in respect of the Australian Aircrew Memorial site in terms of landscaping and the ongoing Licence.
6. To receive a report and consider the purchase of a DDA compliant toddler swing at Downs Park funded by the Community Infrastructure Levy: Neighbourhood Portion.
7. To receive a verbal update in respect of the placement of a viewing platform on Catherington Lith.
8. To receive and consider the revised draft Illegal and Unauthorised Encampments Procedure Policy.

9. **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).**

10. To receive and approve the Confidential Minutes of the meeting held on the 21 September 2020.

11. To receive a verbal update in respect of the ongoing land dispute within Catherington Lith.

12. To receive a verbal update in respect of the reinstatement of a parcel of land within the vicinity of Hazelton Common.

Item 3

HORNDEAN PARISH COUNCIL

MINUTES OF THE GROUNDS COMMITTEE MEETING HELD VIRTUALLY ON MONDAY 21st SEPTEMBER 2020 AT 8 P.M. WITH MICROSOFT TEAMS

PRESENT: Cllr Mrs E Tickell (Chairman), Cllr J Lay (Vice Chairman), Cllr Mrs L Evans, Cllr D Alexander, Cllr B Raymond

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

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

G 001/20/21 **TO RECEIVE APOLOGIES FOR ABSENCE**

All members of the committee attended.

G 002/20/21 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

G 003/20/21 **TO RECEIVE AND APPROVE THE MINUTES OF THE GROUNDS COMMITTEE MEETING HELD ON MONDAY 10th FEBRUARY 2020**

It was **RESOLVED** that the minutes of the Grounds Committee Meeting held on 10th February 2020 be duly signed as a true record of the meeting.

This was proposed by Cllr J Lay and seconded by Cllr Mrs E Tickell. All agreed.

G 004/20/21 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were no members of the public present.

G 005/20/21 **TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF TREES PRESENTING WITH DUTCH ELM DISEASE ON LAND ADJACENT TO JUBILEE HALL**

A report was received and a discussion took place.

Quotes for removing the diseased elm trees are to be obtained and returned to the next Grounds meeting on 2nd November 2020 for consideration.

It is noted in the report that there are diseased Ash trees adjacent to Jubilee hall. The chairman requested the Grounds Manger to ascertain land ownership and should the land belong to HPC to obtain quotes for the removal of the ash trees.

G 006/20/21 **TO RECEIVE A REPORT AND CONSIDER THE PURCHASE OF A DDA COMPLIANT TODDLER SWING AT DOWNS PARK FUNDED BY THE COMMUNITY INFRASTRUCTURE LEVY; NEIGHBOURHOOD PORTION**

A report was received and a discussion took place.

The Operations Officer is to seek clarification as to whether the proposed timber frames have metal fittings into the ground. The quotes are to be returned to the next Grounds meeting on 2nd November 2020

G 007/20/21 **TO RECEIVE AND CONSIDER THE QUOTATIONS IN RESPECT OF THE PLACEMENT OF A VIEWING PLATFORM ON CATHERINGTON LITH**

This item has been deferred.

G 008/20/21 **TO RECEIVE AND CONSIDER THE DRAFT ILLEGAL AND UNAUTHORISED ENCAMPMENT PROCEDURE POLICY**

The policy was received and a brief discussion took place.

A number of subjective comments and inapplicable wording is to be removed. The chairman has requested that the draft be returned to the next Grounds meeting on 2nd November 2020 as amendments more in line with Horndean Parish operations are required.

G 009/20/21 **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 (ADMISSION TO MEETINGS) ACT 1960.**

There were no members of the public present.

Public Meeting closed 8:30pm

Confidential part of the meeting.

G 010/20/21 **TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE GROUNDS COMMITTEE MEETING HELD ON MONDAY 10th FEBRUARY 2020 AND 14TH OCTOBER 2019**

It is noted that the minutes of the 14th October 2019 was omitted from the agenda on 10th February 2020.

It was **RESOLVED** that the confidential minutes of the Grounds Committee Meeting held on 10th February 2020 be duly signed as a true record of the meeting.

This was proposed by Cllr J Lay and seconded by Cllr D Alexander. All agreed.

It was **RESOLVED** that the confidential minutes of the Grounds Committee Meeting held on 14th October 2020 be duly signed as a true record of the meeting.

This was proposed by Cllr Mrs E Tickell and seconded by Cllr J Lay. All agreed.

G 011/20/21 **TO CONSIDER THE PREVIOUSLY REVIEWED/AMENDED CONTRACTUAL TERMS AND CONDITIONS PERTAINING TO THE HIRE OF THE FOOTBALL PITCHES**

It was **RESOLVED** that the contractual terms and conditions pertaining to the hire of the football pitches are to be presented to the football clubs for agreement and signing.

This was proposed by Cllr J Lay and seconded by Cllr B Raymond. All agreed.

The meeting closed at 8:42 pm

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Chairman

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Dated

HORNDEAN PARISH COUNCIL

GROUNDS COMMITTEE MEETING **DATE: 02 November 2020**

AGENDA ITEM: 6

SUBJECT OF REPORT:
To receive a report and consider the purchase of a DDA compliant toddler swing at Downs Park funded by the Community Infrastructure Levy: Neighbourhood Portion.

UPDATE following Grounds Committee Meeting on 21 September 2020
Members requested clarification as to whether the posts were metal at the point of entry into the ground. The following information has been obtained.

Quote 1	Quote 2	Quote 3
The entire swing unit is made from steel	Posts include metal post feet	Stainless Steel swing frame
£9,832.96 + VAT	**£5,234.61 + VAT**	**£7,933.00 + VAT**

Please see previous report and quotations attached for your information.

Report prepared by:

Sarah Guy
Operations Officer

HORNDEAN PARISH COUNCIL

GROUNDS COMMITTEE MEETING **Date: 21 September 20**

AGENDA ITEM: 6

SUBJECT OF REPORT
Play Area Maintenance quotation, following RoSPA Inspection

BACKGROUND AND COST
Following the latest RoSPA inspections in May, it was highlighted that the toddler swing at Downs Park has been flagged as Medium risk due to decayed timber. Quotations have been requested for testing to be undertaken, as well as quotations for replacement equipment.

We were only successful in obtaining 1 quotation for the timber testing, as shown below.

Current Equipment

Testing of current equipment

Play Equipment	Location	Action/work	Quote 1	Quote 2	Quote 3	Quote 4
Toddler Swing	Downs Park	Resistance penetration testing to determine the internal condition of the timber.	**£495 + VAT**	**Does not provide the service: penetrating timber could potentially lead to further acceleration of degradation of the timber.**	**Unable to quote**	**Unable to quote as they do not have the equipment.**

Please note that this is a preliminary piece of work, as dependant on the outcome of the test, the toddler swing may then require replacement.

Replacement Equipment

Play Equipment	Location	Action/work	Quote 1	Quote 2	Quote 3
Toddler Swing	Downs Park	Replacement double swing DDA inclusive	**£9,832.96 + VAT**	**£5,234.61 + VAT**	**£7,933.00 + VAT**

RECOMMENDATION

Council may wish to consider the above quotation for the repair and maintenance work of the toddler swing at Downs Park, in order to meet the recommendations from the recent RoSPA inspection report.

They may also wish to consider the quotations received for a replacement double seat swing set, consisting of 1 x Mirage Seat and 1 x Cradle Seat (DDA Inclusive), funded by the Community Infrastructure Levy: Neighbourhood Portion.

Report prepared by:

Sarah Guy

Operations Officer

HORNDEAN PARISH COUNCIL

AGENDA ITEM 7 **10th Feb 2020**

SUBJECT TITLE: Viewing Platform – Catherington Lith

PURPOSE OF REPORT:

I was asked to come up with an estimate of costings for a viewing platform at Catherington Lith.

This has been difficult to get due to Covid but I have manage to get some prices for Jetty constructions which can be seen on the attached document. While this is not specific for Catherington Lith, I hope it gives an idea of potential costs.

The prices do not include ongoing maintenance/inspection costs etc.

It is also worth noting that as newly planted trees grow, the view could become obscured.

Instead of a viewing platform, I could recommend a bench. There is a gentleman currently enquiring about installing a memorial bench at the Lith and this could be placed to utilise the best view.

REPORT PREPARED BY:

Matthew Madill

Item 7

Hexagonal Jetty £ 8,500.00 + VAT

Curved Jetty £19,000.00 + VAT

installation

1 Item: 8

HORNDEAN PARISH COUNCIL

Illegal & Unauthorised Encampments Procedures Policy

Introduction:

When Travellers move their caravans etc., onto a piece of land they do not own, without the permission of the landowner, this is called an unauthorised encampment. This is a civil matter of trespass between the landowner and the Travellers and it is the responsibility of the landowner to deal with the encampment.

If the land is privately owned by a company or individual, the landowner needs to take advice from their solicitor about obtaining a Possession Order through the County Court. If the land is owned by a Local Authority, it may still apply for a Possession Order through the County Court or evict the Travellers using common law.

Anti-Social or Criminal Behaviour which causes a nuisance, fear and intimidation to people living near to an encampment should be reported to the Police.

Action Plan:

*Unauthorised encampment on private land **not** owned by the Parish Council:*

i. Parish Councillors should **not** approach the encampment;

ii. Inform the landowner that they have an encampment, inform the police and Hampshire County Council's Gypsy and Traveller Service (GTS) through the HantsDirect switchboard and/or the Liaison Officer (HCC GLO) and/or the Assistant Gypsy Liaison Officer (HCC AGLO)

iii. Ask to be informed of progress so that updates can be put on the Parish Council website.

*Unauthorised encampment on land **owned and/or leased** by the Parish Council.*

The policy of Horndean Parish Council is to evict unauthorised encampments (caravans & vehicles) as promptly as practical. The cost of removal shall be met by the Parish Council and authorised at the monthly meetings in the normal manner. The procedure for removal can be authorised by the Chief Officer in conjunction with any two Parish Councillors, in the absence of the Chief Officer, the Chairman will schedule an Extraordinary Meeting of the Full Council.

Adopted: FC

Parish Councillors should **not** initially approach the encampment, see procedure below:

In the event of an unauthorised encampment the following procedure should be initiated.

i. Notify the Chief Officer and/or Chairman. In the event of either of these not being contactable, advise the Vice Chairman and the Grounds Manager. The Chief Officer and the Chairman, or if unavailable the Vice Chairman with the Grounds Manager, will attend the site to assess the occupation and try to record the number of caravans and vehicles.

ii. If the Chief Officer agrees that the unauthorised occupiers are to be removed, the steps below should be taken and an Extraordinary Meeting of the Full Council scheduled by the Chairman.

iii. Report the encampment to the Police immediately via 999 or 101 and request they ask the occupiers to leave immediately. It is possible that the police will be able to move the Travellers on immediately under Section 61 of the Criminal Justice and Public Order Act 1994 if the travellers are using threatening behaviour, causing damage or have 6 or more vehicles.

iv. If the Police decision is to use Section 61, they will make their own site welfare enquiries, if the Parish Council is to take its own legal action then the Parish Council will have to carry out its own welfare enquiries or request for them to be carried out by the GLO/AGLO for which there will be a charge.

v. If there is no Police action, then the Parish Council will take immediate action to evict the Travellers as soon as possible but will take advice from the Police and the HCC GLO.

vi. The Parish Council's appointed solicitor* will require details of the number of vehicles/persons, location and contact details for an authorising representative of Horndean Parish Council, via whom they can maintain contact and monitor the situation.

vii. The Notices will be served on the Travellers by the Parish Council's appointed solicitor* on the day of the eviction, an appropriate number of hours before the deadline.

viii. The Parish Council's appointed solicitor* will require at least one police officer to be present at the time of the Notices being served and at the time of the eviction. Actual numbers required at the eviction will depend on the scale of the occupation. Liaison between the Parish Council's appointed solicitor,* the Parish Council and the local Inspector is essential.

ix. Once the time of eviction is known, the following should be considered:
   a. Alert the Countryside Team so that any necessary cleaning of the site can be undertaken immediately following the eviction.
   b. Review security on other Parish council property that may be used as an alternative site.
   c. The Chief Officer, in conjunction with the police, to notify local organisations or individuals of the eviction in time to enable them to secure other likely target sites.
   d. Consider traffic and pedestrian management in the surrounding area.

Contact Numbers:

To be inserted when accurate details have been established

Appointed solicitor could be an individual privately instructed by Council, or provided by EHDC's Legal Team as per shared services.