



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE GROUNDS COMMITTEE WILL BE HELD ON MONDAY 12 JULY 2021 AT 7.00pm in Jubilee Hall.

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

06 July 2021

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 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.***
4. To receive and approve the Minutes of the Grounds Committee meeting held on Monday 17 May 2021.
5. To receive a verbal update in respect of the completed projects/significant works undertaken by the Countryside Team.
6. To receive a report and consider the quotations in respect of the reduction of the hedge at Five Heads Recreation Ground.
7. To consider additional planting within the main flower bed at Jubilee - Parish Office.
8. To receive a report and consider the way forward in respect of the ongoing maintenance of Lith Lane.
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 a report in respect of the current staffing levels within the Countryside Team, and consider a revised schedule of work.
11. To receive an update as to the progress of the landscaping of the Australian War Memorial site and consider the way forward.



HORNDEAN PARISH COUNCIL

MINUTES OF THE GROUNDS COMMITTEE MEETING HELD ON MONDAY 17th MAY 2021 AT 7 P.M.

PRESENT: Cllr Mrs E Tickell (Chairman), Cllr D Alexander, Cllr B Raymond, Cllr P Little, Cllr A Forbes

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Facilitator); Susan Blake, Administrator (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**

Cllr J Lay and Cllr Mrs L Evans.

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

There were no declarations of interest received.

G 003/20/21 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were no members of the public or press present.

G 004/20/21 **TO ELECT A VICE CHAIRMAN TO THE GROUNDS COMMITTEE**

Cllr D Alexander nominated Cllr J Lay and this was seconded by Cllr Mrs E Tickell. All agreed.

Cllr J Lay was duly elected as the Vice Chairman of the Grounds Committee.

G 005/20/21 **TO RECEIVE AND APPROVE THE MINUTES OF THE GROUNDS COMMITTEE MEETING HELD ON MONDAY 22nd MARCH 2021**

It was **RESOLVED** that the minutes of the Grounds Committee Meeting held on 22nd March 2021 be duly signed as a true record of the meeting.

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

G 006/20/21 **TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF THE TREE PLANTED TO COMMEMORATE THE QUEEN'S GOLDEN JUBILEE**

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

It was noted that the tree planted for the Queens Golden Jubilee had shown signs of decay for some time and has now died.

Cllr Mrs E Tickell proposed that only one tree is purchased and the new tree to commemorate the Queens Platinum Jubilee is planted as a replacement for the dead tree.

It was **RESOLVED** to recommend to Council that a replacement Oak tree of 35-40cm girth is purchased. All agreed

G 007/20/21 TO RECEIVE AN UPDATE REGARDING EHDC'S PLAN TO PLANT TREES AND WILD FLOWERS WITHIN THE DISTRICT

Cllr Mrs E Tickell advised that EHDC is yet to set a budget for this and that she will provide an update at the next scheduled meeting.

G 008/20/21 TO RECEIVE AN UPDATE IN RESPECT OF THE COMPLETED PROJECTS/SIGNIFICANT WORKS UNDERTAKEN BY THE COUNTRYSIDE TEAM

The report by the Grounds manager was circulated. The works undertaken by the Countryside team is duly noted.

G 009/20/21 TO CONSIDER ADDITIONAL PLANTING WITH THE MAIN FLOWER BED AT JUBILEE-PARISH OFFICE

Cllr Mrs E Tickell suggested to Members that additional planting is undertaken within the main flowerbed at Jubilee Hall. The suggestion is to bolster the flower beds with low level shrubs, such as Berberis, following a soil test.

Cllr Mrs E Tickell and Cllr Mrs L Evans to investigate pricing and options.

The Grounds Manager proposed additional spring bulbs be planted along the grass verges to allow for diversity and colour during the year. The Chairman requested a report be presented at the next scheduled meeting.

G 010/20/21 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.

Confidential part of the meeting:

G 011/20/21

**TO RECEIVE A REPORT AND AGREE THE BOUNDARY PERTAINING TO
A PROPERTY WITHIN CATHERINGTON LITH.**

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

It was **RESOLVED** to recommend to Council that the suggestions of where the boundary should be are accepted. It is noted that the resident will plant a hedge to demark the boundary.

This was proposed by Cllr Mrs E Tickell and seconded by Cllr A Forbes. All agreed.

The meeting closed at 7:22 pm

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Chairman

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Dated

SUBJECT TITLE: Hedge at Five Heads Rec

PURPOSE OF REPORT:

The hedge at Five Heads Rec is quite tall and is suffering from areas which have died.

I would like to have the hedge lowered to about 6 feet in height by a contractor. After that, I would like to strip out any dead material and restock with new plants.

I am providing quotes only for the hedge reduction but the whole job is up for discussion.

Annually we pay to have the hedge tidied by a contractor.

REPORT PREPARED BY:

Matthew Madill

SUBJECT TITLE: Maintenance of Lith Lane

PURPOSE OF REPORT: The residents at Lith Lane have requested that we carry out works on the track and they will pay for the material.

Areas of the track have worn away again since we filled the pot holes last Autumn and some could be filled to improve the surface. I can only imagine it will get a lot worse over winter once the heavy rains come.

Logistically this job is difficult for HPC staff to carry out. I am concerned where we would store the stone at Catherington Lith. Lorries would dump in large quantities and I am not sure how practical or feasible this is for us without the use of heavy plant machinery to move the material quickly. After last autumns accident I would not recommend we collect and move stone to site.

Another concern if council agreed to the works is staffing levels within the Countryside Team. We are short staffed at the moment and a project like this would be a big one for us to undertake in planning and delivery.

For reference, Catternhorn did quote for the works last year. For Catterhorn to carry out resurfacing work it would have cost £3260 + Vat.

The plan was to lay approximately 40 tonne of new type 1 MOT (crushed concrete) onto the track and roller it in.

Looking at last year's Purchase order, 4 tonnes of type 1 cost £98.40 ex Vat. Circa £1000 for 40 tonnes.

REPORT PREPARED BY:

Matthew Madill