



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE GROUNDS COMMITTEE WILL BE HELD ON MONDAY 22 JANUARY 2024 AT 7.00pm in Jubilee Hall.

Members of the Committee Cllr J Lay, Cllr S Freeman (Chairman), Cllr R Sowden, Cllr D Prosser, Cllr A Redding (Vice Chairman)

are summoned to attend.

16 January 2024

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 27 November 2023.
5. To receive an update in respect of the completed projects/significant works undertaken by the Countryside Team.
6. To receive a report and consider the way forward in respect of the Parish Council Notice Boards
7. To receive and consider the quotations in respect of the repairs to the surfacing at Downs Park and Deep Dell play areas.
8. **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).**
9. To receive and approve the Confidential Minutes of the Grounds Meeting held on Monday 27 November 2023.
10. To receive an update pertaining to the alleged damage to property whereby trees within the ownership of HPC are implicated – namely Stonechat Road, and consider the way forward.



Horndean Parish Council

MINUTES OF THE GROUNDS COMMITTEE MEETING HELD AT JUBILEE HALL 27TH NOVEMBER 2023.

PRESENT : Cllr P Little (Chairman), Cllr J Lay, Cllr S Freeman, Cllr D Prosser, Cllr A Redding.

IN ATTENDANCE: Carla Baverstock Jones (Chief Officer) Susan Blake (Minute Taker)

PUBLIC

ATTENDANCE : No Public

Meeting opened 7pm

G 14/23/24 To receive apologies for absence.

No apologies for absence

G 15/23/24 To receive any Declaration of Interest

No declarations of interest

G 16/23/24 To elect a Vice Chairman to the Grounds Committee.

Cllr Andy Redding elected as Vice Chairman.

Proposed : Cllr Simon Freeman, **Seconded :** Cllr Derek Prosser

G 17/23/24 To receive and approve the Minutes of the Grounds Committee meeting held on Monday 26 June 2023.

It was **RESOLVED** that the minutes of the Grounds committee held on 26 June 2023 be signed as a true record of the meeting

G 18/23/24 To receive an update in respect of the completed projects/significant works undertaken by the Countryside Team.

Chief Officer read out an email from the Grounds Manager

Play areas – waiting on quotes

The Countryside team carried out village maintenance in readiness for Remembrance Sunday. In January the sleeper retaining wall will need to be replaced.

Leaf clearance around the woodland footpaths and car parks.

Contractors installed new height barrier at Jubilee.

Bench removed, repaired and replaced at Downs Park and Deep Dell.

Matt Potter is now 1st Aid at Work qualified

Matt Madill passed his 3 year 1st Aid refresher course.
Volunteers have started woodland management in Catherington Lith and pond clearance
There are a number of Tree works to complete due to high winds

G 19/23/24 **To receive and consider the draft Recreation/Play Area Strategy Policy.**

DEFERRED until the next Grounds Committee meeting 22nd January 2024

G 20/23/24 **To receive a report and consider the quotations in respect of the replacement of play equipment at Jubilee Recreation Play Area.**

Waiting for quotations

G 21/23/24 **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).**

No Public

Signed

Date



Paper for Discussion at Horndean Parish Council Grounds Committee: Notice Boards

Introduction

This paper pertains to the physical position of HPC Notice Boards and does not address any conversations regarding content that has been agreed previously within the HPC Engagement Strategy.

A decision was taken previously by Council that they would no longer use the Parish Council Notice Boards. However, an integral part of the HPC Engagement Strategy is to communicate information to all parts of our community. As part of this, it has been agreed that we utilise all existing Notice Boards initially and review whether to increase or decrease this each year, based on perceived usage and condition of the Notice Boards themselves.

Notice Boards have been allocated to individual Councillors to be responsible for:

- Ensuring content is contemporary, as per the HPC Engagement Strategy
- Monitoring condition of the Notice Board and referring issues to the Grounds Committee for consideration.

Currently, the location of the HPC Notice Boards and the responsible members who have volunteered to "adopt" specific Notice Boards are shown below.

Horndean Parish Plan – Engagement Strategy Appendix 1								
Appendix 1.1 - Notice Board Locations and Condition								
Number	HPC Notice Board Location	Councillor "Owner"	Date Updated	Condition of Content	Board Condition and Appearance	Issue reported	Date Of Report	Issue Rectified
1	Clanfield Co-op*	Cllr Attlee						
2	Catherington Infant School	Cllr Smith			This Board can be removed to replace the Parsonage Field board (See below)			
3	The Precinct - Horndean	Cllr Freeman						
4	Napier Hall	Cllr Attlee						
5	Lovedean Village Hall	Cllr Redding						
6	Kings Mede Spar	Cllr Jenkins						
7	Deep Dell Hazleton	Cllr Freeman						
8	Parsonage Field	Cllr Smith		Wet and partially obscured	Poor - RHS Door is missing - LHS Door Perspex is clouded and now opaque			
9	Catherington Lith	Cllr Redding						
10	Yoell's Copse**	Cllr Jenkins						
11	Hazleton Common	Cllr Freeman						
12	Dell Piece West Entrance	Board Removed - Un-serviceable			Should we replace the rotted Board?			
Notes		* Clanfield Co-op is a shared asset with Clanfield PC ** Yoell's Copse is not enclosed - All material must be weatherproof						

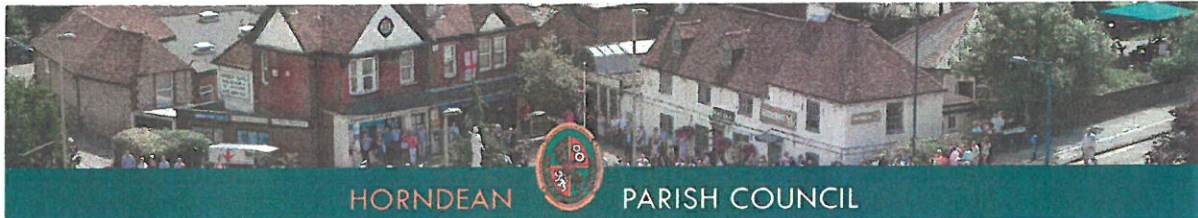
Objective

The purpose of this paper is to recommend to Council, one of two possible decisions

- Should Council maintain, and possibly improve, our range of Notice Boards and if so, what will be the strategy going forward
- Should Council discontinue the use of Notice Boards

Discussion Points:

It has become clear that some of the current notice boards are in poor condition and will need work to bring them up to a standard that reflects those of the Parish Council, as such the Grounds Committee should formulate a recommendation to Council on the following areas.



1. Should the boards continue to be an integral part of the Engagement Strategy of the council going forwards?
 - a. If so:
 - i. Should we identify all boards that now fall below standard?
 - ii. What remedial action should we recommend (repair/replace)?
 - iii. Who would carry out remedial works (Grounds Team/ Contractors)?
 - iv. Are there better physical positions where boards should be sighted?
 - v. Are there sites, that would benefit from a Notice Board that are currently not serviced by one?
 - b. If Not:
 - i. Should we continue to use any of the boards?
 - ii. Should we continue to maintain those boards that are up to standard?
 - iii. Should we take steps to remove all boards, or those that's condition reflect poorly on the Council

Footnote

Current costs to fully replace a Noticeboard is approximately £800

Recommendations

The Grounds Committee have considered the current situation regarding the condition of the Notice Boards owned and maintained by the Parish Council and wish to make the following recommendation for consideration by Council.....

Wet Pour Resurfacing

Deep Dell Play Area

Hazleton Way/Deep Dell, Horndean, PO8 9BH

- Multiplay Jnr (surface is crumbling).
- Mushroom (surface wearing)
- Slide (Surface wearing)

Downs Park

Off First Avenue, Horndean, PO8 0JR

- Rotar (surface needs repair) (City Spinner)

