



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE GROUNDS COMMITTEE WILL BE HELD ON MONDAY

16 SEPTEMBER 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, Cllr R Smith.

are summoned to attend.

10 September 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 24 June 2024.
5. To receive an update in respect of the completed projects/significant works undertaken by the Countryside Team.
6. To receive and consider a request from Horndean Football Club, in respect of an extension to the land currently leased to include a spectator's terrace.
7. To receive and consider a request from Horndean Football Club, in respect of sharing the pitch at Jubilee Recreation Ground.
8. To receive and consider the way forward in respect of the delay in the works to be undertaken by SSEN on Hazleton Common.
9. To receive verbal updates regarding the following agenda items from the meeting held on 24 June 2024:
 - engagement of the Farming and Wildlife Advisor - Grants
 - the Woodland Management Plan – Grants
 - Catherington Pond - maintenance
 - Catherington Down Lease
10. To receive an update in respect of the Horndean Green Trail and Heritage Network.
11. To receive a report and consider the way forward in respect of gym equipment at Five Heads Recreation Ground.

12. To receive and consider the quotations in respect of the tree works to be undertaken at Catherington Lith due to Ash Dieback disease.
13. To receive and consider the quotations in respect of the tree works to be undertaken as specified within the annual safety inspection report.
14. **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).**
15. To receive and approve the Confidential Minutes of the Grounds Meeting held on Monday 24 June 2024.
16. To receive an update in respect of an ongoing insurance matter pertaining to a property in Bentley close
17. To receive an update in respect of an ongoing insurance matter pertaining to a property in Stonechat Road.



Horndean Parish Council

MINUTES OF THE GROUNDS MEETING HELD AT JUBILEE HALL ON 24TH JUNE 2024

PRESENT: Cllr J Lay, Cllr S Freeman (Chairman), Cllr R Sowden, Cllr D Prosser, Cllr A Redding, Cllr R Smith.

IN ATTENDANCE : Carla Baverstock-Jones (Chief Officer), Matt Madill (Grounds Manager), Susan Blake (Minute Taker)

PUBLIC : 4 members of the public present

Meeting opened 7pm

G01/24/25 : To receive apologies for absence. – No apologies for absence.

G02/24/25 : Declaration of interest – No declaration of interest

G03/24/25 : To elect the Vice Chairman to the Grounds Committee.

Cllr A Redding elected as Vice Chairman of Grounds Committee

Proposed : Cllr R Smith

Seconded : Cllr S Freeman

G04/24/25 : To open the meeting to members of the public.

Meeting was opened to the public by Cllr S Freeman 7.05pm

4 Members of the Public in attendance

G05/24/25 : To receive and approve the Minutes of the Grounds Committee meeting held on Monday 25 March 2024.

It was **RESOLVED** that the Minutes of the Grounds Committee meeting held on March 25th 2024 be signed as a true record of the meeting
Cllr S Freeman signed.

G06/24/25 : To receive an update in respect of the completed projects/significant works undertaken by the Countryside Team.

Grounds Manager gave verbal update :

Dell Piece West Fencing being looked into
Grass and hedge cutting continues
Bench repairs and being undertaken
Striped boardwalk at Catherington Pond
Shed has been installed in the yard
2 planters are in place in Horndean village
Annual Tree survey report has been sent back due to the report listing last year's findings on it
ROSPA report has been completed
Football pitch maintenance

G07/24/25 : To receive a report from Cllr Freeman in respect of the way forward regarding the parish notice boards.

A discussion took place regarding the notice boards within the Parish, and the following was agreed:

The notice boards only located in high footfall areas will be replaced and maintained, possibly moving unused boards to high footfall locations.

Three notice boards to be purchased to be located at Parsonage Field, Deep Dell and a new location being Five Heads Recreation Ground.

The quotation of £1,086.54 + VAT, being the preferred option – half glazed with half open for public usage and recycled plastic.

RESOLVED to Recommend to Council purchase and install between one/three notice boards with preference given to the above locations.

G08/24/25 : To receive a report regarding the reduction in funding currently received from grants and schemes.

Report circulated.

More details to be sourced by the Grounds Manager – are there any grants available in respect of the preparation of a Woodland Management Plan?

A discussion took place and the following was agreed:

The cost of engaging a Farming and Wildlife advisor to be obtained,
Woodland management plan expires 2026, quotes required.

G09/24/25 : To receive a verbal update in respect of the parking on a grass verge at Wagtail Road.

Utilities have been located under grass verge so posts can not be put into the ground.
Grounds Manager has placed 3 metre Ash logs on the verge in order to help solve the parking issue

G10/24/25 : To receive a verbal update and consider the way forward in respect of the Speed Indicator Devices.

Cllr D Prosser gave a verbal update and report circulated.

Average speed cameras to be secured and moved with the help of the Countryside Team.

3 Cllr's identified to lead so this project can move forward – Cllr S Freeman, Cllr A Redding and Cllr D Prosser.

Cllr Prosser expressed that it would be useful to share the information with SpeedWatch.

G11/24/25 : To receive and consider the way forward in respect of Catherington Pond.

Grounds Manager gave a verbal update on the condition of the pond.

Grounds Manager to seek quotes for a specialist pond consultant

G12/24/25 : To receive an update in respect of the Horndean Green Trail and Heritage Network.

Cllr A Redding advised the Strategy Proposal for the Green Trail and Heritage Network has been sent out and is available to everyone.

The first meeting of the Horndean Green Trail & Heritage Network Strategy Group will take place on Monday 5th August at 16:00 at Jubilee Hall; invitations to District Councillors and local interest groups have been sent out.

G13/24/25 : 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).

Public left 8.20pm

G14/24/25 : To receive and approve the Confidential Minutes of the Grounds Meeting held on Monday 25 March 2024.

It was **RESOLVED** that the Confidential Minutes of the Grounds Committee meeting held on March 25th 2024 be signed as a true record of the meeting

Cllr S Freeman signed.

G15/24/25 : To receive a report and consider the way forward in respect of the waste collection contract.

A report was circulated and considered regarding the waste bins within the Parish, which are emptied jointly by the Countryside Team and an external contractor. The proposal presented was for the emptying of the waste bins to be undertaken in its entirety inhouse thereby constituting a saving. It is noted that four large bins will need to be purchased at a cost of £500 per bin.

It was **RESOLVED** to Recommend to Council for the current contractor to be given notice and for the contract to cease. In due course replacement bins to be purchased at an approximate cost of £2,000.

G16/24/25 : To receive a report and consider the current lease in respect of Catherington Down, which expires in April 2026.

The site is owned by Hampshire County Council (HCC) and leased to the Parish Council, to manage and maintain.

The current Lease expires in 2026. Chief Officer to contact HCC with regards to making enquiries as to HCC's intention to renew the lease and clarification of the terms.

Meeting closed 850pm

Signed

Date

Item: 6

I have spoken to the local councillor and Matt Madill about ground grading requirements that Horndean FC need to perform. We have managed to move forward on most of the imposed needs apart from one.

For supporters to watch the match they only have access to three sides of the pitch. Our pitch is at the minimum requirements and cannot not be reduced in any way, (64x100m).

What we would like to request is use of a 2m strip along the boundary wall to introduce a terrace to watch the game. The new boundary wall 3m high would be constructed with green gladding so it cannot be climbed by the local kids that congregate in this area. This will also have a roof to ensure spectators can watch the game in a dry environment.

The area is viewed as a dead area that cannot be used and wouldn't be missed by the local communities.

We seem it fit to request this now as last week we obtained a new 20 year lease on the ground and have a secure future.

Could you please let me now the steps for this to be considered?

Regards

Ian Sheppard.
Horndean FC.

Sent from my iPad

Map of Horndean FC/5 Heads Rec

Not to Scale, just to give an idea of what i believe is being requested

They want to extend out 2 meters from their current setup (blue) and to achieve this they need to take 2 meters of Five Heads Rec (in red).

We have approx 4 Holm Oaks in this area.



Subject: Additional playing areas at Horndean

Hi Carla

I hope you are well.

Over the past years our Youth section has grown and we now have 15 teams ranging from 6 to 16. This has obviously put a strain on facilities at the club and our ability to hire additional pitches in the area.

At Five Heads Park we share with Horndean Hawks so I would like to suggest due to fairness that we have shared access to Jubilee Fields.

I hope you agree this to be a fair way in supporting both local community clubs.

I look forward to your response as we need more playing surfaces.

Regards

Ian.
Horndean Youth.

Sent from my iPad

SSEN FUTURE WORKS AT HAZLETON COMMON - SUBMISSION TO HORNDEAN PARISH COUNCIL GROUNDS COMMITTEE**Intentions for Reactivated Works in 2025**

For a variety of reasons, the pole replacement works at Hazleton Common, previously planned for 2024, have been delayed to 2025. The scope of works is unchanged; they will still comprise the agreed replacement of the same two rutter poles with H poles, the one-for-one replacement of an existing H pole and the type of enabling works envisaged for 2024.

Regarding the time-frame, SSEN proposes to replace the affected poles between April 2025 and October 2025. In addition, a short period of access to Hazleton Common may be required during the winter of 2024/2025 (outside the bird breeding/ nesting season) if 'top-up' vegetation removal is necessary.

The replacement of the poles in situ must be completed between April and October. This is the only period when planned power outages can be implemented because demand on the electricity network is at its lowest during British Summer Time.

Due to the ecological sensitivity of Hazleton Common, the attached (and recently revised) Ecological Method Statement has been developed and refined following the issue of the Preliminary Environmental Assessment Report (PEAR) in January 2024. The method statement sets out the good practice measures and mitigation to be implemented during all activities at the site. Combined, these measures are considered sufficient to mitigate all ecological risks and impacts, including those related to reptiles, amphibians, bats, birds and notable habitats. Full details are provided in the attached document (pp 5 to 8) and include:

- the appointment and presence of a suitably experienced Site Manager, supported by a qualified and experienced Ecological Clerk of Works (ECoW) and mandatory training in the form of "toolbox talk" briefings (Para 2.1);
- restrictions and precautions for clearing vegetation (Para 2.2) and vehicle movement (Para 2.3);
- measures to protect legally protected species (Paras 2.2, 2.6, and 2.7);
- pollution prevention (Para 2.8);
- tree protection (Para 2.9).

Well before the works are due to commence in 2025, a revised access document will be drafted and submitted to the Council.

For Consideration by the Parish Council Grounds Committee

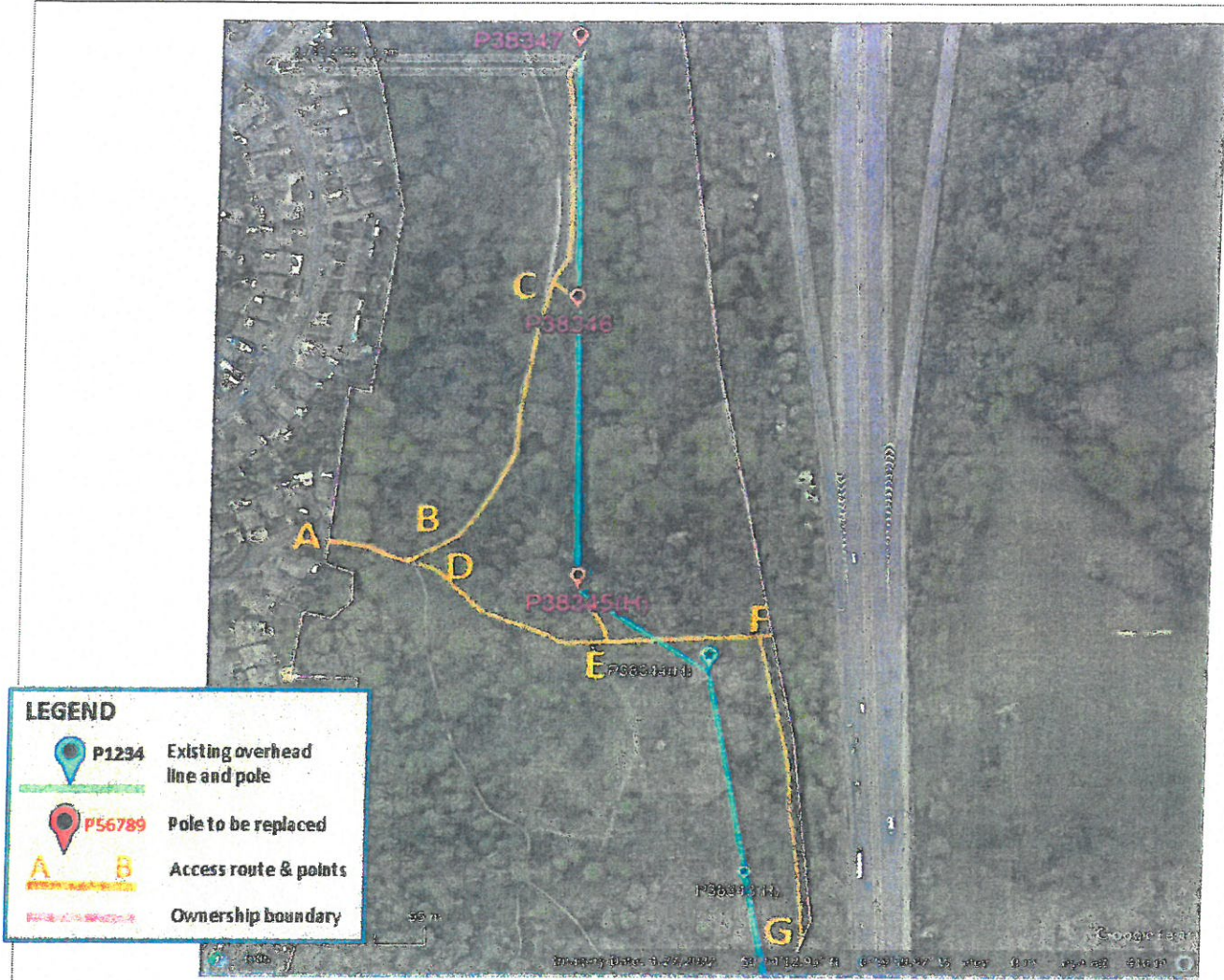
The Committee is requested to:

- note that the proposed timeframe for the reactivated pole replacement works is for them to start from April 2025 with possible additional vegetation clearance undertaken outside the bird nesting/breeding season beforehand;
- review the July 2025 ecological method statement, in particular the paragraphs associated with Hazleton Common, and forward any comments or observations to SSEN through the undersigned;
- note that, once SSEN's plans have been further refined, a revised access document will be drafted and submitted to the Council for consideration and eventual approval in advance of the confirmed start date.

Nigel Smillie
Consents Officer,
Strategic Projects, Wimborne Office
Mobile : +44(0) 7709 597 489
Email : nigel.smillie@savills.com

11 September 2024

Landowner / Occupier:	Horndean Parish Council, Access Contact: Matt Madill, Grounds Mgr	Plot	HP519726: Hazleton Common, PO8 9ES
Address:	Jubilee Hall, Crouch Lane, Horndean, Waterlooville, Hants, PO8 9SU	Pole No.(s):	Pole Replacements Rutter poles P38347, P38346; H pole P38345
Tel:	Phone: 02392 597 766	Email:	matthew.madill@horndeanpc-hants.gov.uk
Advanced Notice Required?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Please specify:	At least 3 week's notice to confirm arrangements – area is in regular use by the public with occasional livestock grazing.	

Savills Agent: **Nigel Smillie** nigel.smillie@savills.com**Additional Comments**

- Access.** Site access through locked gate (A). Gates and fence at B will need to be removed. Exit track at (B) to access rutter poles. Tree root protective measures/matting required around oak tree (D). Off track at Point E, through temporarily removed fence to access P38345. Exit route to gate at F onto bridleway; access to newly built track (F to G) an option if bridleway cannot be used. Further details overleaf.
- Ecology.** Hazleton Common is a nature reserve and managed under a higher level stewardship (HLS) agreement. Special care must be taken throughout all works in the area as it is the known habitat for several protected species – see further details overleaf.
- Enabling Works.** Details overleaf.
- Remediation/compensation.** In accordance with terms specified in wayleave agreement.

I/we acknowledge that I/we have been informed of the forthcoming works on SSEN infrastructure shown on this plan and confirm my/our contact details are correct.

Signed

Name

Dated

ACCESS AND ENABLING WORKS

5. Access (continued).

- Vegetation cutting in preparation for main works is to be undertaken by hand/small machinery (eg mowers, trimmers and chainsaws) and over winter to minimise disturbance to the site and wildlife.
- Main works need to be undertaken outside the reptile/amphibian breeding season (April-May) and before birth periods (late July and August) which leaves available the window of June to early July.
- Maximum vehicle speed on site is 5mph; heavy machinery on soft ground will be detrimental to the site and could compromise the high level status of the site.

6. Ecology (continued).

- Hazleton Common is a nature reserve (SINC Site Ref: EH0 159) and the land is classified as lowland heathland, managed under a higher level stewardship (HLS) agreement. As such, special care must be taken throughout all works in the area as it is an important and the known habitat for several protected species including adders, grass snakes, slow worms, common lizards and great crested newts. The latter (GCN) are known to be present in the area close to the newly-built track between Points F and G.
- Possible dormouse presence; if necessary, SSEN will arrange licences through Natural England and mitigation measures may mean that after construction the site is monitored for up to two years.
- The SSEN ecologist, Dave Jones (dave.jones2@sse.com), has undertaken surveys of the area and liaised closely with relevant organisations and specialists including Hampshire & Isle of Wight Amphibian and Reptile Group (HIWARG). Detailed environmental and ecological precautions and procedures will be incorporated in the task RAMS (see below).

7. Risk Assessment and Method Statement (RAMS). The RAMS will include details of plant and equipment to be used, public signage, site fencing, safety and security arrangements. A copy of the RAMS is to be made available to the council prior to any commencement of works.

8. Enabling Works Overview. Enabling works include vegetation clearance & tree-cutting of low-hanging branches (currently scheduled late 2023); removal of fencing & gates to enable access by vehicles/plant.

Figure 1. Entry at Hollybank Close via gate at Point A (locked – contact Matt Madill for access).

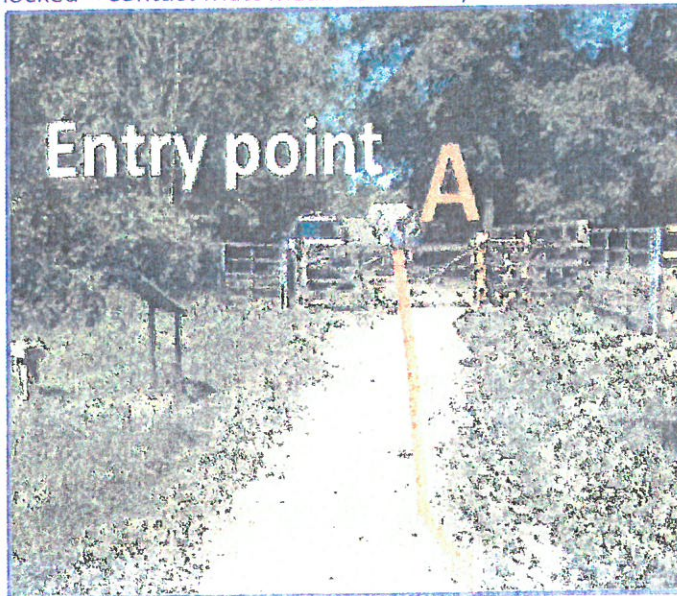


Figure 2. Wicker hurdle fencing at Point B1 will need to be temporarily removed to enable vehicle/plant access.



Figure 3. Fencing and gate at Point B2 will need to be temporarily removed to enable vehicle/plant access.



Figure 4. Tree branches & vegetation cut along access routes to provide 4m wide x 4m high corridor for vehicles/ plant.

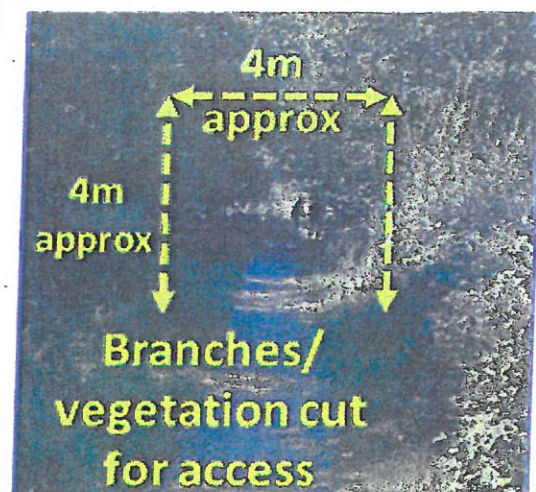


Figure 5. Exit off track at Point C to access poles. Open area required for assembling replacement H poles.

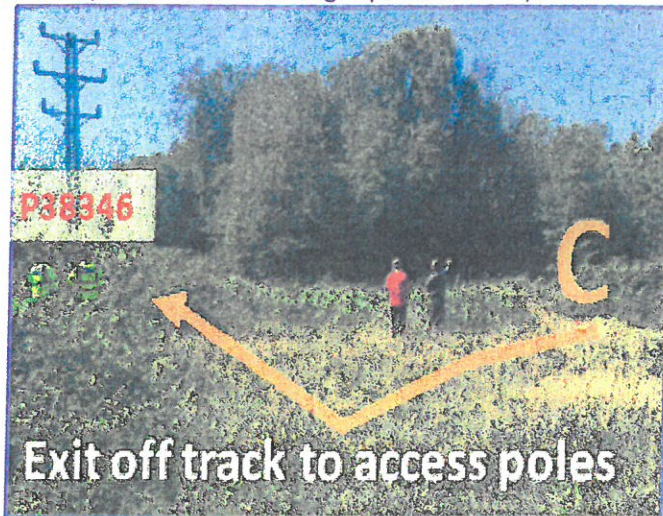


Figure 6A. Access pole P38346.



Figure 6B. Access pole P38347.

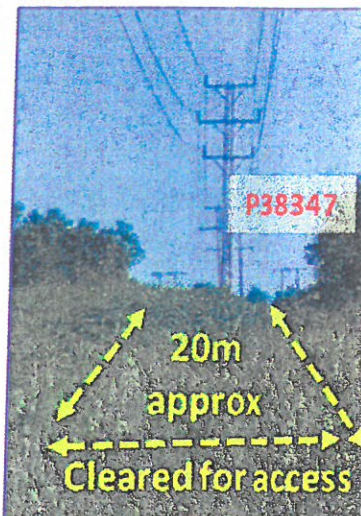


Figure 7. Access to H pole P36345 is from the south and via at temporary break in the woodland fence at Point E.

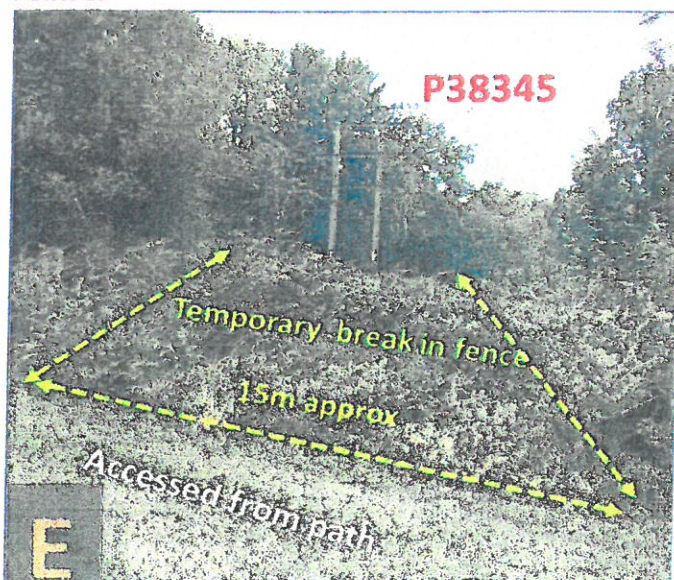


Figure 8. Exit route towards gate at Point F onto brideway. Tree root protective measures (eg matting) required for mature oak tree (Point D) to avoid damage by vehicles/plant.

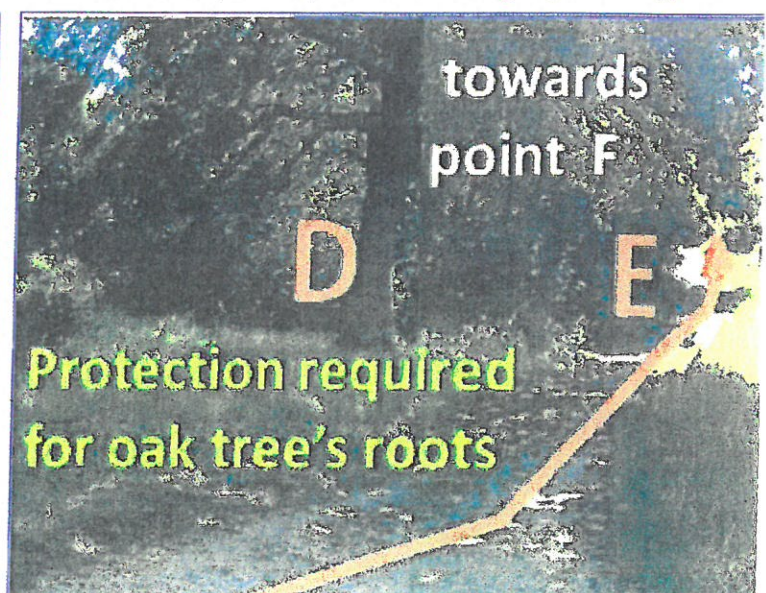
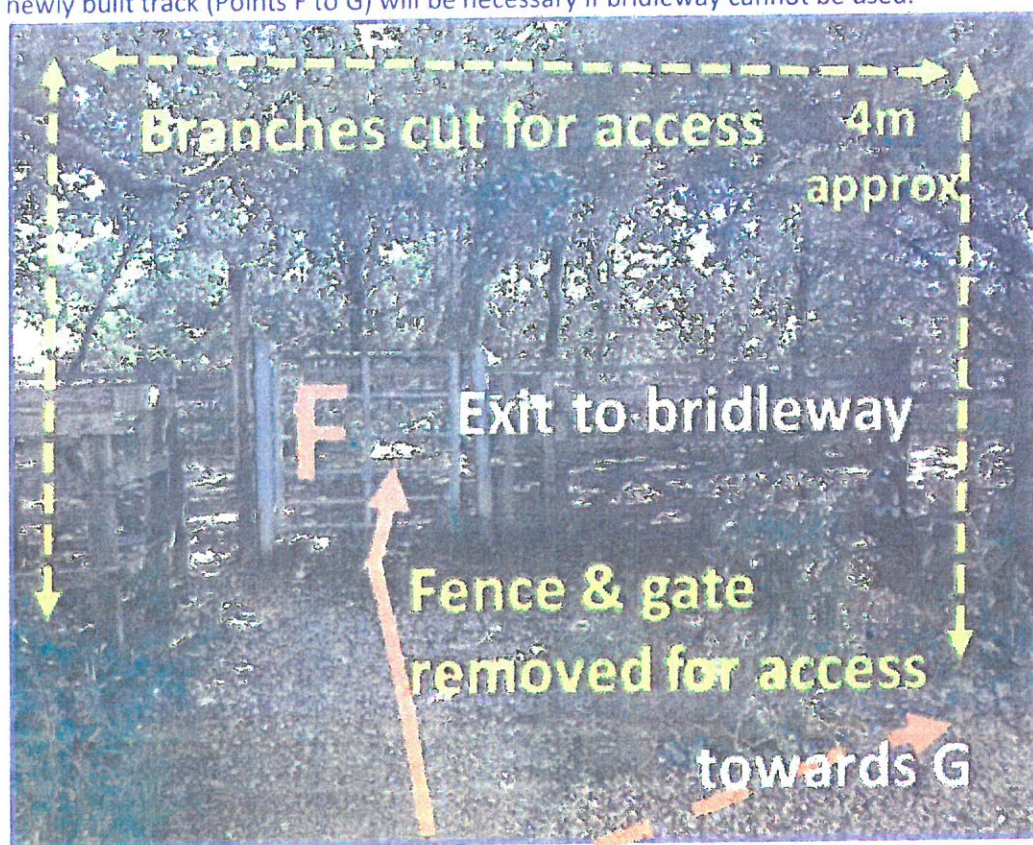


Figure 9. Exit gate at Point F: tree cutting required and gate/fencing will need to be temporarily removed. Access to newly built track (Points F to G) will be necessary if bridleway cannot be used.



HORNDEAN PARISH COUNCIL

AGENDA ITEM 14

SUBJECT TITLE: Gym Equipment at Five Heads Rec.

PURPOSE OF REPORT:

Our recent ROSPA report was carried out and the fitness equipment has been flagged up as Medium Risk items (both their risk scores are as low as possible) and the item is not compliant with the requirements of the relevant standards.

I have also looked into sourcing new buffers for the equipment (even though there are low risk issues), and this has proved difficult.

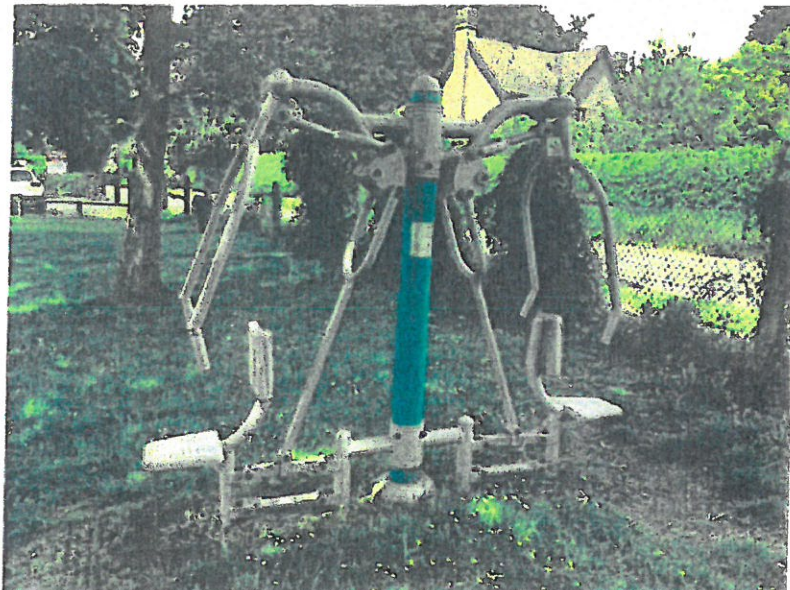
As the items are medium risk and does not comply with the relevant standards, I was wondering if there is any merit in removing the items from use?

If we chose to remove the item, we would need a contractor to do the works due to the weight of the equipment.

See Rospa report below:

Fitness - Chest Press

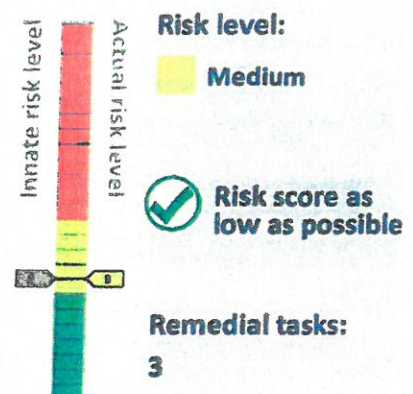
Manufactured by Wicksteed Leisure Ltd



Standards:

EN 16630:2015

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.



Standard Compliance Finding

Description

Risk level:

The vertically moving parts are found outside of the users field of view and the distance vertically between moving parts and the ground is less than 110 mm.

Medium

Tasks

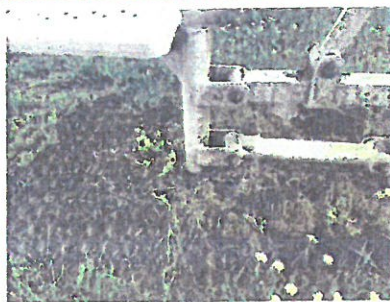
Risk score:

No reasonably practicable action is identified.

Note

Significant potential crushing points present.

Finding Photos



Inspection S10000253197. Report produced on 29/05/2024 at 07:04:43

Fitness - Leg Press

Manufactured by Wicksteed Leisure Ltd

Maintenance Finding

Description

Additional comments are noted below.

Risk level:

See finding
details

Tasks

Monitor.

Note

Asset has been repaired. Monitor repairs for cracks/corrosion.

Finding Photos



REPORT PREPARED BY: Matthew Madill

AGENDA ITEM 13

SUBJECT TITLE: Tree Safety Report 2024 – Quotes for works

PURPOSE OF REPORT:

We recently had our tree safety report completed and this has raised a list of works we need to do for public safety. There are also some additional safety jobs that I have noticed and added to the quotes:

They are: extra dead ash at Cath Down by footpath, dead Crab Apple at Yeolls Copse by footpath, dead wooding of oaks at Yeolls Copse over footpath, Ash with die back at Jubilee Hall field – along Catherington Lane, and elder hedge reduction at Eskdale Close due to it overgrowing a property.

I have obtained 4 quotes for the recommended works:

The quotes are:

1. £9800 + Vat
2. £12475 + Vat
3. £14600 + Vat
4. £17,650 + Vat

RECOMMENDATION:

Quote 1 and 2 are both Arboriculture Association approved contractors. Quote 1 is the cheapest so I would recommend using them.

Go to trees.org.uk for more information on arb approved contractors.

REPORT PREPARED BY:

Matthew Madill

