



# Horndean Parish Council

## NOTICE OF MEETING

**A MEETING OF THE GROUNDS COMMITTEE WILL BE HELD ON MONDAY 10 FEBRUARY 2020 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) are summoned to attend.

04 February 2020

A handwritten signature in black ink, appearing to read 'Carla Baverstock-Jones'.

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 14 October 2019.
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 report and consider the way forward in respect of the repairs to Lith Lane.
6. To consider the type and location of tree carvings within Catherington Lith.
7. To receive the draft Code of Conduct in respect of outdoor fitness classes.
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 review the contractual terms and conditions pertaining to the hire of the football pitches.
10. To consider the boundaries within Catherington Lith Local Nature Reserve, and discuss the way forward.



## HORNDEAN PARISH COUNCIL

### MINUTES OF THE GROUNDS COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 14<sup>th</sup> OCTOBER 2019 AT 7:00 P.M.

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

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

**PUBLIC ATTENDANCE:** There were three members of the public present. No press attended.

G 026/19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

All members of the committee attended.

G 027/19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

G 028/19/20 **TO RECEIVE AND APPROVE THE MINUTES OF THE GROUNDS COMMITTEE MEETING HELD ON MONDAY 19<sup>th</sup> AUGUST 2019**

It was **RESOLVED** that the minutes of the Grounds Committee Meeting held on 19<sup>th</sup> August 2019 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 029/19/20 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to the public. There were no questions for members.

G 030/19/20 **TO RECEIVE AN UPDATE REGARDING FUTURE PROJECTS IN RESPECT OF THE AVAILABLE s106 FUNDS SDNP DEVELOPER CONTRIBUTIONS BEING A TOTAL OF £9,589.14**

A report was circulated and a discussion took place.

The funds available are split into two specific covenants:

- **Environmental Improvement - £2,712.71**

Cllr Mrs L Evans suggested improvement on public footpaths not covered by HCC. Cllr Mrs E Tickell and Matt Madill will make enquiries to identify suitable footpaths.

▪ Public Open Space - £6.567.70

Matt Madill is to liaise with SNDP with regard to list of projects they are working from as the skate park at Five Heads have been removed some time ago and will question whether the funds could be used for the play equipment at Five Heads

Matt Madill to produce an updated report for the next Grounds Committee meeting on 2<sup>nd</sup> December 2019

G 031/19/20                    **TO RECEIVE AN UPDATE AND CONSIDER THE WAY FORWARD IN RESPECT OF THE PLAY AREA AT MERCHISTOUN HALL**

No funding has been secured to renew the playground equipment at Merchistoun. Cllr Mrs L Evans proposed that the dangerous equipment (as per the ROSPA report) is removed and that the remaining playground equipment be offered to Merchistoun Hall to manage and maintain. Cllr D Alexander seconded this proposal.

It was **RESOLVED** to recommend to Council that the remaining playground equipment at Merchistoun hall is offered to the trustees. All agreed

G 032/19/20                    **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF HEDGE CUTTING WITHIN CATHERINGTON LITH**

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

Matt Madill explained that the previously granted TPO permission had expired and that a new application has been made.

It was **RESOLVED** to accept the recommendation as per the report. Contractor 2 was selected.

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

G 033/19/20                    **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE TREE WORKS TO BE UNDERTAKEN WITHIN YEOLLS COPSE**

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

It was **RESOLVED** to accept the recommendation as per the report. Contractor 3 was selected.

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

G 034/19/20                    **TO RECEIVE A VERBAL UPDATE AND CONSIDER THE WAY FORWARD IN RESPECT OF FOOT PATH 26a**

Cllr Mrs E Tickell provided a verbal update and circulated some photographs taken of the footpath. The condition of the footpath is pretty good and accessible. It is evident that the vegetation has been trimmed. No work is required at this time.

G 035/19/20                    **TO CONSIDER PROJECTS IN READINESS FOR PREPARATION OF THE BUDGET 2020/2021**

A short discussion took place and the following projects were identified as requiring future work:

- Bracken control at Hazleton Common (3-4 year plan)
- Potholes on Lith Lane (suggested an amount be accumulated in EMR)
- Boardwalks at Hazleton Common and Dell Piece West - following rejection of the funding application from s106 this will need to be budgeted.

It was **RESOLVED** that Matt Madill will gather quotes for the proposed works which is to be received at the next F&GP meeting.

G 036/19/20                    **TO RECEIVE AND CONSIDER THE PROPOSAL FOR A CHRISTMAS TREE TO BE PLANTED/DECORATED WITHIN CATHERINGTON**

A submission by CVRA was received and a brief discussion took place.

The suggested location next to the pond was considered to be inappropriate. Cllr Mrs E Tickell also explained the environmental impact of the dropped needles. The alternative suggestion next to the school is on land owned by HCC, therefore HPC cannot grant permission. There is a decorated tree in the Horndean Square at Christmas time and this is for the entire Parish.

It was **RESOLVED** to reject the application for the decorated Christmas tree within Catherington.

This was proposed by Cllr Mrs E Tickell and seconded by Cllr Mrs L Evans. All agreed.

G 037/19/20                    **TO CONSIDER HPC'S SUPPORT OF THE WOODLAND TRUST TREE CHARTER DAY, ON THE 30<sup>th</sup> NOVEMBER 2019**

A brief discussion took place.

It was **RESOLVED** not to participate in the Woodland Trust Tree Charter Day on 30<sup>th</sup> November 2019.

This was proposed by Cllr Mrs L Evans and seconded by Cllr Mrs E Tickell.

G 038/19/20                    **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.**

The attending members of the public left the meeting.

Public Meeting closed 7:50 pm

Confidential part of the meeting.

G 039/19/20

**TO RECEIVE A VERBAL UPDATE AND DISCUSS THE WAY FORWARD  
AS TO UNAUTHORISED ACCESS ON TO HPC LAND**

An update was given by the Grounds Manager, Matt Madill. A brief discussion took place.

Cllr Mrs E Tickell proposed a second letter to be sent to the resident following the correct ownership information being obtained from the electoral register.

It was requested that the Chief Officer liaise with the insurer as to the significance of unauthorised access with regard to HPC liability.

A verbal update will be given at the next Grounds meeting on 2<sup>nd</sup> December 2019.

G 040/19/20

**TO REVIEW THE CONTRACTUAL TERMS AND CONDITIONS  
PERTAINING TO THE HIRE OF THE FOOTBALL PITCHES**

A copy of the current agreement was circulated for both Five Heads and Jubilee.

Cllr J Lay noted a number of discrepancies between the contracts and proposed that the wording be consistent for both locations.

Cllr J Lay proposed that amended contracts be brought back to the next Grounds Committee meeting of 2<sup>nd</sup> December 2019. This was seconded by Cllr Mrs L Evans. All Agreed.

The meeting closed at 8:10 pm

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Chairman

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Dated

## **HORNDEAN PARISH COUNCIL**

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### **AGENDA ITEM 5**

**SUBJECT TITLE:** Lith Lane - Resurfacing

**PURPOSE OF REPORT:** To discuss proposed work suggested by residents to re-surface Catherington Lith.

Some residents (Three Bears and the Donkey House) who lives along Lith Lane have approached me asking if Lith Lane could be re-surfaced.

They have priced up the job and proposed that the residents, with Horndean Parish Council assistance be allowed to employ Catterhorn to carry out resurfacing work. I believe the works would cost £3260 + Vat (in the current condition).

The plan would be to lay approximately 40 tonne of new type 1 MOT (crushed concrete) onto the track and roller it in. Similar to the works we carried out and paid for in May 2018.

To my knowledge there are 4 land owners along this lane that have access and they are Hollybank, Lith Cottage, Three bears and the Donkey House.

20% of £3260 would be £652.00.

To make this work at the price quoted, all residents would need to contribute to the work and at the time of writing this report I am not sure that all residents have agreed.

If Horndean Parish agree to the works, I would recommend they be delayed until the Ash works have been completed. Due to machinery presence that will be on site, I believe this will make the tracks worse. I believe works will need to be carried out on the track.

If works were agreed, I would anticipate they could go ahead from March/April time.

I have added some pictures of the worst potholes along Lith Lane.

**REPORT PREPARED BY:**

**Matthew Madill**



**SUBJECT TITLE:** Outdoor Fitness/Boot camp Agreement

**PURPOSE OF REPORT:** To discuss the need for an Outdoor fitness agreement on HPC Land.

A member of public has requested permission to host an Outdoor Fitness Class at Deep Dell. While I have no objection I do feel we need some sort of agreement in place before we allow an activity like this to happen.

The reason I have drafted an Outdoor Fitness Agreement is due to an incident that recently happened with Denmead Parish Council. A few months ago, they had let an organised Boot Camp use one of their parks for outdoor fitness classes (this was held 2 times per week). On one occasion, the ground was very wet and there was damage sustained to the grass/ground. Without an agreement in place, I believe DPC would have found it difficult to recoup any cost to the repair of the surface – this issue was a hot topic on the Denmead Facebook page.

I am hoping that having an agreement all outdoor fitness classes must abide by will makes sure that people hosting boot camps in our parks are doing so in a respectful manner with minimal damage to the ground, and upset to other park users. It gives us a point of contact for any outdoor fitness class and makes sure that they have risk assessed their activity and have public liability insurances.

If this is agreed, I also think there needs to be mention on the website that any outdoor fitness class must sign our agreement before using our facilities.

**REPORT PREPARED BY:**

**Matthew Madill**



**Horndean Parish Council Code of Conduct and Licence Agreement for Outdoor Fitness Classes**

Before anyone can undertake formal fitness classes on Horndean Parish Council Land they must first seek permission, agree to and sign the below code of conduct and provide the Parish Council with a risk assessment and a copy of their Public Liability insurance.

**The purpose of this agreement is:**

- To avoid conflict between those undertaking fitness classes in our parks and other park users.
- To protect our parks
- To ensure fitness classes comply with current Health and Safety Regulations
- To ensure that all fitness classes are fully insured and hold public liability for participants safety.

Horndean Parish Council accept no liability for any accident/incident related to outdoor fitness classes

**The Code:**

The fitness operator shall not have exclusive rights over any area and shall ensure that right of way is given to members of the general public.

Fitness operators shall leave the parks in a clean and tidy condition and be liable for any loss, damage or tidy up to Council property through their direct improper use.

The fitness operator must make sure that no particular area is overused to the extent it causes unreasonable wear – if this is the case the fitness operator will be liable for repair/reinstatement.

The fitness operator must provide a copy of their Risk Assessment

The fitness operator must provide a copy of their Public Liability Insurance (£5 Million cover)

Music is allowed, but this must not be played at a volume to cause disturbance to other park users

<p>Fitness instructor Name:</p> <p>Company Name:</p> <p>The Park you wish to use:</p> <p>Day(s) and time you will use the Park:</p>  <p>Signed:</p>	<p>Address:</p>          <p>Telephone Number:</p>   <p>Email:</p>
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Horndean Parish Council have the right to revoke this licence at any time

## HORNDEAN PARISH COUNCIL

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AGENDA ITEM 7

10th Feb 2020

**SUBJECT TITLE:** Tree Carvings

**PURPOSE OF REPORT:**

I emailed a couple of tree carvers to get an idea of prices. To give you an idea a sculpture that measures 6ft tall by 3ft wide carved from top to bottom and all the way round on average would be £2500 to £3000.

The South Downs National Park S106 fund is - £6,568.70 and they said they would permit the money to be spent on this. I believe we would be able to afford 2 to 4 carvings depending on design and size.

Common designs are: Owls, elf houses (good for Children's imaginations), dragons, Green Man face etc.



There is a local sculpture based in Clanfield.

His name is Chris Bain

He has a website: <https://www.thechainsawsculptor.co.uk/>

His best pictures are on facebook: Chris Bain Chainsaw Sculptor

If you look at the attached map, I believe the ash trees with highest public impact would be Number 7, Number 15 (double stem) and Number 31 (double stem).

If council is happy, I will contact Chris Bain for further discussion/ideas and get a better idea of what can be done/cost?

**REPORT PREPARED BY:**

**Matthew Madill**

*Report*

Tree Number	Works Required
1.	Remove north (left) limb over property Deer leap
2.	Fell
3.	Fell
4.	Fell
5.	Fell
6.	Fell
7.	<b>Monolith</b>
8.	Fell
9.	<b>Monolith</b>
10.	<b>Monolith</b>
11.	Fell
12.	Fell
13.	Fell
14.	Dead wood only
15.	<b>Monolith</b>
16.	<b>Monolith</b>
17.	Fell
18.	Fell all – group of 3 small
19.	Fell
20.	Fell all – group of 5 small
21.	<b>Monolith</b>
22.	<b>Monolith</b>
23.	Fell
24.	Fell
25.	Fell
26.	Fell
27.	<b>Monolith</b>
28.	Fell
29.	<b>Monolith</b>
30.	<b>Monolith</b>
31.	<b>Monolith</b>
32.	Fell stem nearest path, monolith stem furthest away
33.	Fell
34.	<b>Monolith</b>
35.	Fell
36.	Double Stem – Fell both
37.	<b>Monolith</b>
38.	Fell

On any ash tree that is being left as a monolith, look into options of creating chainsaw carved cavities for bats and/or installing bat boxes and Tawny Owl boxes.