



# Horndean Parish Council

## NOTICE OF MEETING

**A MEETING OF THE GROUNDS COMMITTEE WILL BE HELD ONLINE ON MONDAY 21 SEPTEMBER 2020 AT 8.00pm**

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 this link:**

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

15 September 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 10 February 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 report and consider the way forward in respect of the trees presenting with Dutch elm disease on land adjacent to Jubilee Hall.
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 report and consider the quotations in respect of the placement of a viewing platform on Catherington Lith.
8. To receive and consider the 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 10 February 2020 and 14 October 2019.

11. To consider the previously reviewed/amended contractual terms and conditions pertaining to the hire of the football pitches.



# HORNDEAN PARISH COUNCIL

## MINUTES OF THE GROUNDS COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 10<sup>th</sup> FEBRUARY 2020 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 4 members of the public present. No press attended.

G 039/19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

All members of the committee attended.

G 040/19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

G 041/19/20 **TO RECEIVE AND APPROVE THE MINUTES OF THE GROUNDS COMMITTEE MEETING HELD ON MONDAY 14<sup>th</sup> OCTOBER 2019**

It was **RESOLVED** that the minutes of the Grounds Committee Meeting held on 14<sup>th</sup> October 2019 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 042/19/20 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to the public.

G 043/19/20 **TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF THE REPAIRS TO LITH LANE**

A report was circulated and a discussion took place. Several members of the public commented.

Repair of the lane is under the responsibility of HPC. It is noted that the repair work cannot be undertaken until the works related to Ash dieback has been completed.

Cllr Mrs L Evans proposed 3 quotes being obtained and received by full Council at the meeting of 23<sup>rd</sup> March 2020. This was seconded by Cllr Mrs E Tickell. All agreed.

G 044/19/20

**TO CONSIDER THE TYPE AND LOCATION OF TREE CARVINGS  
WITHIN CATHERINGTON LITH**

A report was circulated and a discussion took place.

The Grounds Manager is to advise SNDP that the available £6,567.70 of s106 Developer Contributions is committed for use and will be drawn down as soon as possible.

Cllr Mrs E Tickell proposed 3 quotes being obtained and received by full Council at the meeting of 23<sup>rd</sup> March 2020. This was seconded by Cllr Mrs L Evans. All agreed.

G 045/19/20

**TO RECEIVE THE DRAFT CODE OF CONDUCT IN RESPECT OF  
OUTDOOR FITNESS CLASSES**

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

Several amendments to the agreement was suggested by members.

Cllr Mrs L Evans proposed the amended agreement be received by full Council at the meeting of 23<sup>rd</sup> March 2020. This was seconded by Cllr J Lay. All agreed.

G 046/19/20

**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

**SUBJECT TITLE Dutch elm disease**

**PURPOSE OF REPORT: To discuss management of trees at Jubilee.**

Attached to this report is a map and some pics of the tree works required at Jubilee Hall.

A number of Elm trees at Jubilee Hall appear to have succumbed to a fungus known as Dutch elm disease and are dead or dying. The fungus is spread from infected trees to healthy trees by elm bark beetles. The tree reacts to infection by the fungus by plugging its own xylem tissue. The plugs prevent water and nutrients from travelling up the trunk of the tree, thereby starving it and eventually killing it.

All these trees pose a potential risk to the public as they are along road sides (Frogmore Lane) or by footpaths and houses.

There is a handful of elm trees that currently look healthy at the moment but I imagine they will also suffer a similar fate in the coming years so will need monitoring.

A group of ash trees also border along Jubilee and Catherington Lane that have ash dieback but I am not 100% they are under our ownership, this need further investigation.

Is council happy for me to get quotes to remove the above trees?

**REPORT PREPARED BY:**

**Matthew Madill**



Jubilee Trees:

T1 – T3



T4 – T13



T14 – T18



T22

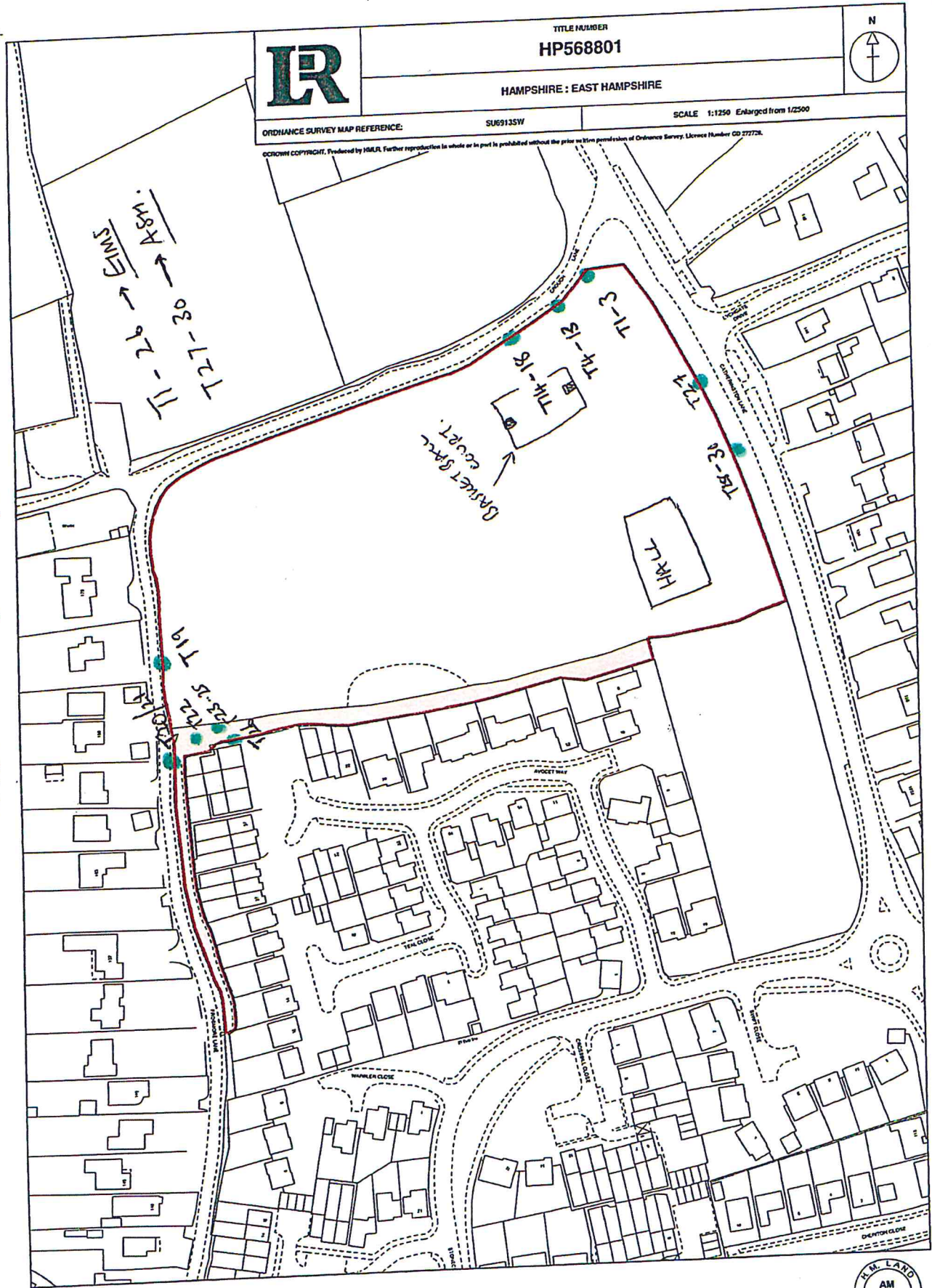


NOTE:

Ash Trees T27 to T30 are boundary trees and looking at the Land Reg we don't manage the verge but I am not 100% at the moment where the boundary line sits. I however believe Norse cut the verge under our contract. Needs investigating.



Jubilee Tree Works





## HORNDEAN PARISH COUNCIL

### GROUPS 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

## 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 – A minority of travellers may be involved in behaviour which causes a nuisance or fear and intimidation to people living near to an encampment. Incident of this nature 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, or three Councillors if the Chief Officer is unavailable.

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. If in turn the Vice Chairman is not contactable, advise other Councillors until three can be found to authorise further action.
- ii. The Chief Officer and the Chairman, or if unavailable the Vice Chairman, or if none are available, at least 2 Parish Councillors will attend the site to assess the occupation and try to record the number of caravans and vehicles.
- iii. If the Chief Officer or at least two Parish Councillors (or at least three Parish Councillors if the Chief Officer is unavailable) are agreed that the unauthorised occupiers are to be removed, the steps below should be taken. Those agreeing to such action together with the reasons for it should be recorded and reported to the next Parish Council Meeting.
- iv. 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.
- v. If the Police decision is to use Section 61, they will make their own site welfare enquiries, if the PC is to take its own legal action then the PC will have to carry out its own welfare enquiries or request for the to be carried out by the GLO/AGLO for which there will be a charge.
- vi. 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.
- vii. 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.
- viii. 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.
- ix. 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.
- x. Once the time of eviction is known, the following should be considered:
  - a. Alert the grounds maintenance company and East Hampshire District Council (EHDC) litter 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. There may be a need to close a road or control traffic movements during the eviction period.
- xi. The Parish Council's appointed solicitor will, if necessary, arrange for locally hired tow trucks.
  - xii. Once the Travellers have left the site the Parish Council should expect a lot of calls from residents during any unauthorised encampment in the Parish. Councillors and the Chief Officer should stay calm and explain to the public the legal process that has been started and advise members of the public not to confront the Travellers.
  - xiii. The Chief Officer should update the website with progress reports, members of the public should be advised to call 101 to report any issues.
  - xiv. The Chief Officer should keep in touch with the Hampshire Constabulary beat officer and the Company dealing with the eviction, there will be pressure from the public to keep chasing the Police to exercise their Powers under Section 61 and get the Travellers moved on quickly. Under this law, the Police have powers to move the travellers on if there are more than 6 caravans and criminal damage; however, the Police must use this power in a balanced way. They will try to balance the impact on the residents with the human rights of the travellers.

### **Contact Numbers:**

*To be inserted when accurate details have been established*