



# Horndean Parish Council

## NOTICE OF MEETING

**A MEETING OF THE GROUNDS COMMITTEE WILL BE HELD ONLINE ON MONDAY 22 MARCH 2021 AT 7.00pm**

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 link on the website.**

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

16 March 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 receive and approve the Minutes of the Grounds Committee meeting held on Monday 25 January 2021.
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 and consider the request for information in respect of the Climate Panel – EHDC.
6. To receive a report and consider the installation of memorial benches as requested by residents.
7. To receive an update in respect of the completed projects/significant works undertaken by the Countryside Team.
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 25 January 2021.



## HORNDEAN PARISH COUNCIL

### MINUTES OF THE GROUNDS COMMITTEE MEETING HELD VIRTUALLY ON MONDAY 25<sup>th</sup> JANUARY 2021 AT 7 P.M. WITH MICROSOFT TEAMS

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

**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.

**Recording started at 7:00pm**

G 022/20/21 **TO RECEIVE APOLOGIES FOR ABSENCE**

All members are in attendance.

G 023/20/21 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

G 024/20/21 **TO RECEIVE AND APPROVE THE MINUTES OF THE GROUNDS COMMITTEE MEETING HELD ON MONDAY 2<sup>nd</sup> NOVEMBER 2020**

It was **RESOLVED** that the minutes of the Grounds Committee Meeting held on 2<sup>nd</sup> November 2020 be duly signed as a true record of the meeting.

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

G 025/20/21 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were no members of the public or press present.

G 026/20/21 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE REMOVAL OF TREES SUFFERING FROM ELM DISEASE AT JUBILEE**

Cllr Mrs E Tickell provided members with a verbal update.

The Grounds Manager is to contact EHDC to establish who owns the Ash trees adjacent to Jubilee Park.

The Grounds Manager's report and quotations were circulated prior to the meeting, and a brief discussion took place.



Cllr Mrs E Tickell proposed to accept quote 1 with the instruction that the ash tree works are not to be undertaken until ownership has been established. This was seconded by Cllr B Raymond.

It was **RESOLVED** to recommend to Council to accept Quote 1 for the removal of trees at Jubilee suffering from Elm Disease. All agreed.

G 027/20/21                    **TO RECEIVE AN UPDATE IN RESPECT OF THE ONGOING MANAGEMENT OF JAPANESE KNOTWEED ON SITES WITHIN THE OWNERSHIP OF THE PARISH COUNCIL.**

The Grounds Manager gave a verbal update. The following is noted:

- There is Knotweed on the top of Catherington Lith. This is ongoing and regularly monitored.
- Small amount at Southdown Road which has been treated.
- Small growth at Napier Hall which has been treated and no regrowth has been observed.

G 028/20/21                    **TO CONSIDER AND AGREE AN APPROPRIATE REPORTING PROCESS IN ORDER TO UPDATE MEMBERS AS TO ONGOING MATTERS AND THE COMPLETIONS OF PROJECTS/ACTIONS**

A number of suggestions was discussed.

The Chief Officer proposed a future agenda item for a progress report, to update Councillors.

G 029/20/21                    **TO RECEIVE AND CONSIDER THE QUOTATION IN RESPECT OF A TREE CARVING AT YEOLLS COPSE – COUNCILLOR COMMUNITY GRANT SCHEME**

The Grounds Manager's report and quotation were circulated prior to the meeting, and a brief discussion took place.

An application to the Councillor Community Grant Scheme has been made under District Cllr C Hatter.

All agreed with the quote, and recommended it went ahead.

G 030/20/21                    **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.

Recording of meeting ended at 7.37 pm

Confidential part of the meeting.

G 031/20/21                    **TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE GROUNDS COMMITTEE MEETING HELD ON MONDAY 2<sup>nd</sup> NOVEMBER 2020**

It was **RESOLVED** that the confidential minutes of the Grounds Committee Meeting held on 2<sup>nd</sup> November 2020 be duly signed as a true record of the meeting.

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

G 032/20/21

**TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE ONGOING LAND DISPUTE WITHIN CATHERINGTON LITH**

Cllr Mrs E Tickell provided members with a verbal update

It was **RESOLVED** to recommend to Council to seek legal advice in respect of the boundary dispute. All agreed.

G 033/20/21

**TO RECEIVE AN UPDATE IN RESPECT OF YEOLLS COPSE, AND THE HISTORIC ISSUES REGARDING UNAUTHORISED ACCESS**

The Grounds Manager provided a verbal update. A brief discussion took place.

Residents have put gates in their back fences to access the Copse. Previously a letter was sent to all residents in regard to not using these entrances to the Copse. It is proposed that the Grounds Manager look into dead hedging as a possible deterrent. The Grounds manager will continue to monitor this.

G 034/20/21

**TO RECEIVE A VERBAL UPDATE IN RESPECT OF REINSTATEMENT OF A PARCEL OF LAND WITHIN THE VICINITY OF HAZLETON COMMON**

The Grounds Manager gave a verbal update. The highlights are noted as follows:

- Resident has removed but some cars from HPC land, but one vehicle remains and prevents HPC from fencing the area.
- Previous communication has not resulted in vehicle being moved.

It is proposed that the Grounds Manager writes to the resident again with final date for the vehicle removal. An update is to be provided at the next scheduled Grounds meeting.

The meeting closed at 7:54 pm

.....  
Chairman

.....  
Dated

items

I work with David and Elaine on the climate panel at East Hants and have been asked to investigate whether there are any areas in the Southern Parishes, including those owned by HPC, that might be suitable for developing in the following ways:

- 1) Open green space (with potential for wildflower growing and/or local community gardening) – similar to ‘pocket parks’
- 2) Areas that might be suitable for the tree-planting program at EHDC (where there is an effort to plant one tree for every resident in the district)
- 3) Other aligned open space/open use areas

I understand that a number of years ago there was a transfer of the smaller/isolated sites that EHDC owned in Horndean to the Parish. As such EHDC do not have these smaller parcels in our area, in the same way that they do in the other parts of the district, and there is a desire to see whether we can work together to develop some of these projects to benefit residents.



## HORNDEAN PARISH COUNCIL

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**AGENDA ITEM**

**6**

**22nd March 2021**

**SUBJECT TITLE:** Memorial Benches

**PURPOSE OF REPORT:** To discuss Memorial Benches

I have had two requests for memorial benches around the Parish.  
One for Catherington Lith and the other for Sheppard Close.

This report is to open up a conversation about Memorial benches and discuss the way forward.

I have attached a design and a costing for a green oak bench but I have not managed to source a price for engraving. I used this design at my previous job and the benches are very sturdy, easy to make and easy to install without the need for concrete due to their long legs.

There are 2 options for engraving: 1 a plaque that the resident can source and pay for which we attach to the bench or the bench can be engraved directly into the wood (if we can source a local engraver).

**My thoughts:**

- Benches would be a good addition to the sites we manage. We often receive comments about the need for more benches.
- Wooden benches are more in keeping with the Countryside Sites.
- Oak is a strong material for benches and should last well.
- We should stick to one bench design as too many different designs starts to look untidy.
- HPC choose the suitable locations for benches on each site.
- HPC would need to limit benches in areas/site.
- HPC could maintain the bench for 5 years. After that, if the bench becomes damaged/unfit for use it can be removed.
- It should be the bench owner's responsibility to keep us up to date with contact details if we need to contact them about a replacement bench. If we cannot contact the individual, the bench space can be used by someone else.
- We paint the bench with dark oak paint when purchased and every 2 or 3 years after to help keep it maintained and looking fit for purpose.

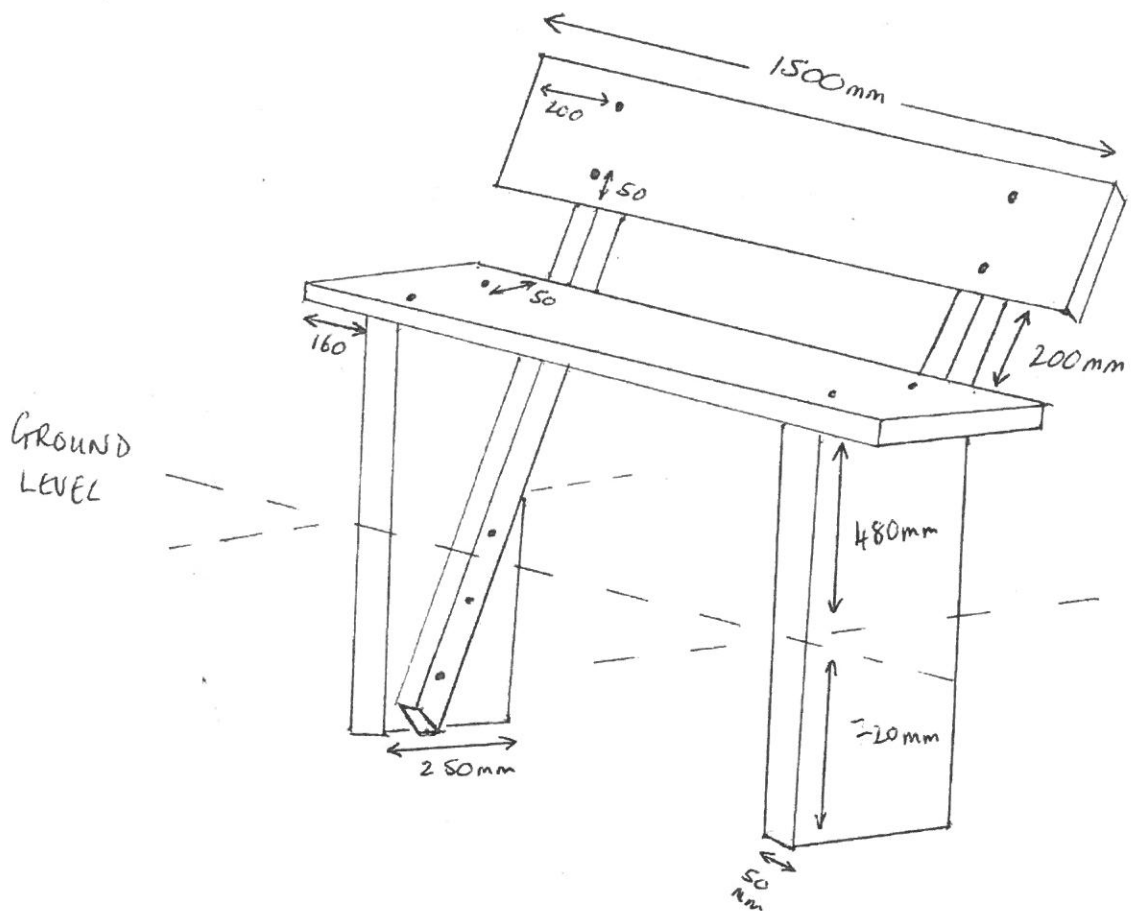
Some councils have guides/policies regarding memorial benches that can be read for further ideas.

**REPORT PREPARED BY:**

**Matthew Madill**

# COMMEMORATIVE BENCH. - SAWN GREEN OAK

2	x	38mm	x	250mm	x	1500mm	- BACK + SEAT.
2	x	50mm	x	250mm	x	1200mm	- LEGS
2	x	38mm	x	100mm	x	1500mm	- BACK SUPPORTS
6	x	100mm	galvanised coach bolts, nuts + washers.				
4	x	80mm	galvanised coach screws.				
4	x	140mm	galvanised coach screws.				



## Matthew Madill

**From:** English Woodlands Timber <ian@englishwoodlandstimber.co.uk>  
**Sent:** 19 November 2020 10:05  
**To:** Matthew Madill  
**Subject:** Your quotation from English Woodlands Timber



## English Woodlands Timber

**Quote Number**

**92264.1**

**Total (ex VAT)**

**£146.77**

**Customer**

Horndean Parish Council  
 Matthew Madill  
 PO8 0AA

**Tel Email**

matthew.madill@horndeanpc-hants.gov.uk

Timber Type	Qty	Th (mm)	W (mm)	L (m)	Extras	Machining	Price
Fresh Sawn Oak	2	40.00	250.00	1.50			£57.40
Fresh Sawn Oak	2	50.00	250.00	1.20			£57.40
Fresh Sawn Oak	2	40.00	100.00	1.50			£31.96
Transport							£0.00
Sub Total							£146.76
VAT at 20.0%							£29.35
<b>Total</b>							<b>£176.11</b>

Thank you for your enquiry. Please confirm by email that we have interpreted your requirements correctly so that we can proceed to order and selection. Once confirmed wood produced or processed to bespoke dimensions cannot be refunded or returned if information provided is not correct or order cancelled after production.

**Delivery Instructions:**

N/A

**Fresh Sawn Oak and Featheredge Oak:**

This quote is valid for four weeks from date of offer. Thereafter we reserve the options of revising the price subject to the Sterling:Euro Exchange.

**Other Stock offers and fresh Sawn softwood:**

This quote is offered subject to stock availability and is valid for 3 months from date of offer.

## TERMS & CONDITIONS

### 1. GENERAL



## **HORNDEAN PARISH COUNCIL**

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### **GROUNDS MEETING**

**AGENDA ITEM: 7**

**Date: 22 March 2021**

#### **SUBJECT OF REPORT: Countryside Team Update**

The following projects and significant works have been undertaken since the meeting of the Grounds Committee on the 25 January 2021:

- Catherington Lith replanted with assistance from volunteers. In the region of 950 trees planted by the end of March, with a further 40 being provided by a go-green scheme supported by our photocopier supplier.
- Catherington Lith boundary fence installed
- Hillview reinstatement of land
- RoSPA play area report – all recommendations as appropriate completed
- Applications to HCC/SSE for permission to enable flower baskets to be located within the village have been submitted - delay due to a new requirement for weight testing
- The removal of bramble and hawthorn on Catherington Down.

#### **Planned projects:**

- Tree works – areas within Catherington Lith residual cosmetic work to be undertaken following completion of contract
- Removal of two large dens built in Yeolls Copse
- Tree carving within Catherington Lith and Yeolls Copse should commence approximately on the 10 May 2021.

Report prepared by



Carla Baverstock-Jones  
Chief Officer