

## LISS PARISH COUNCIL

Minutes of the Grounds Committee of 1<sup>st</sup> March 2010, 7.45pm

Members:            \*Cllr Graham Baker            \*Cllr Keith Budden  
                         \*Cllr Jim Duckham            \*Cllr Sue Halstead  
                         Cllr Gina Logan                    Cllr Brian Mayo  
                         \*Cllr Mullenger                   Cllr Paddy Payne  
                         \*Cllr Stuart Rees

\*present

Also present:        Cllr Howard Linsley  
                         Cllr Angela Wright

### **01/G10 Apologies**

Cllr Mayo, Cllr Logan, Cllr Payne.

In absence of Cllr Mayo, members agreed that Cllr Mullenger took the Chair.

### **02/G10 Declarations of Interest**

Cllr Mullenger and Cllr Baker declared a prejudicial interest in the Newman Collard Field arising from their position as LPC appointed trustees to the Newman Collard Management Trust (NCMT). Cllr Halstead declared a prejudicial interest in any matters relating to Newman Collard arising from her membership of NC Tennis Club (NCTC).

### **03/G10 Minutes and Matters Arising from the Grounds Committee meeting on 30<sup>th</sup> November 2009**

The minutes were agreed as a true record at the full Council meeting on 21<sup>st</sup> December 2009.

### **04/G10 Correspondence**

None received.

### **05/G10 Liss Forest Recreation Ground**

Cllr Budden raised concerns that branches damaged by snow at the far end of LF Rec could be a health and safety issue. A Mann to seek advice from Tree Warden before following up with Tree Surgeon contractor.

### **06/G10 Allotments**

- a) Allotment renewals – The committee were given details showing allotment renewals were good for 2010.
- b) Fernhills – following a request from a tenant, the Committee discussed a quote from D Bain for tree surgery. The Committee agreed not to proceed unless there was a true health and safety issue.
- c) Princes Bridge Re-generation Scheme -  
Cllr Mullenger reported that funding was secured and LPC are currently working on several issues to enable work to commence on 15<sup>th</sup> March 2010. Cllr Mullenger reported that Longmeadows would be awarded the contract to carry out the entire works and it is hoped that the works period would be completed end May 2010. The Committee considered quotes and options for tree clearance, site clearance, site fencing, draining and parking. The additional charge for three extra trees to be negotiated. The Committee discussed whether to install a culvert on the neighbouring property and agreed that the landowner should make a contribution towards the cost. The Committee agreed to defer this decision.

### **07/G10 Newman Collard Field**

- a) Pond clearance – Cllr Mullenger reported that leaves cleared by volunteers had now been removed by the Community Service Team and a replacement drain cover was now in place. In response to a request from G Boller, the Committee agreed that LPC should purchase thigh waders.
- b) Groundsman Hut – Cllr Mullenger said that hut would be re-painted in a darker colour and work would be scheduled in the Spring. A Mann to follow up with Groundsman again as to whether hedging can be planted in border.
- c) Bollards in car park – Cllr Mullenger said that LPC were waiting for clarification from HCC regarding ownership and responsibility.
- d) Damage to car park surfacing following fire – Cllr Mullenger agreed to raise at the next Newman Collard Trust Meeting.

### **08/G10 West Liss Recreation Ground**

No items.

### **09/G10 Riverside Walk**

- a) Entrance improvements (Phase 1) - Cllr Mullenger reported that Phase 1 of this project was almost complete.
- b) Proposal for further improvements (Phase 2) - Cllr Mullenger reported that Councillors had discussed each item at a site visit on 24<sup>th</sup> February. A document was tabled for discussion and no further comments were raised by the Committee.

**10/G10 Any other business**

No items.

**Date of next Grounds meeting: 7<sup>th</sup> June 2010, 7.45pm**

## LISS PARISH COUNCIL

Minutes of the Grounds Committee of 7<sup>th</sup> June 2010, 7.45pm

Members:            \*Cllr Graham Baker            \*Cllr Keith Budden  
                         \*Cllr Jim Duckham            Cllr Sue Halstead  
                         \*Cllr Howard Linsley            \*Cllr Gina Logan  
                         \*Cllr Brian Mayo            \*Cllr Roger Mullenger  
                         \*Cllr Paddy Payne            Cllr Stuart Rees

\*present

Also present:        Tony Grant (Liss Forest Residents Association)

### **11/G10 Apologies**

Apologies received from Cllr Halstead and Cllr Rees.

### **12/G10 Election of Chairman**

Cllr Mullenger, proposed by Cllr Linsley and seconded by Cllr Duckham, was voted unanimously as Grounds Chairman for the ensuing year. Cllr Mullenger expressed thanks to Cllr Mayo for his time as Chairman.

### **13/G10 Declarations of Interest**

Cllr Mullenger and Cllr Baker declared a prejudicial interest in the Newman Collard Field arising from their position as LPC appointed trustees to the Newman Collard Management Trust (NCMT). Cllr Logan declared an interest in any matters relating to EHDC funding.

### **14/G10 Minutes and Matters Arising from the Grounds Committee meeting on 1<sup>st</sup> March 2010**

The minutes were agreed as a true record at the full Council meeting on 19<sup>th</sup> April 2010. Any outstanding items were carried forward to the June minutes.

### **15/G10 Liss Forest Recreation Ground**

The Chairman adjourned the meeting to receive comments from Mr Grant.

### **16/G10 Allotments**

Princes Bridge Re-generation Scheme -

The Chairman reported that all Longmeadows work was now complete, the majority of plots were let and tenants gained access to the site on 01.06.10. The Chairman reported that LPC were awaiting a quote from SE Water for water connection.

The Committee discussed concerns over tipping on the site and agreed a line of hawthorn hedging should be installed either side of the main gate. A Mann to organise.

The Committee discussed the use of surplus land to the right of the car park area and decided to visit the site once all plots had been let to agree whether space is available. Cllr Logan suggested that an article could be published in the Village Voice to ask for suggestions. The Committee discussed whether plots should be let to care homes and agreed that any individual should be offered a plot but not a commercial organisation. A Mann to respond to Rakelands Care Home.

### **17/G10 Newman Collard Field**

- a) Re-painting side of groundsman hut – the Committee decided that the paint should be dark green. Cllr Mullenger to follow up with the tennis club.
- b) Bollards in car park – the Committee considered a quote from J A Peters to replace the missing bollards. Cllr Budden said that all bollards should be the same height to comply with DDA. Chairman and A Mann to confirm how many bollards are missing and obtain a 2<sup>nd</sup> quote from Longmeadows.
- c) Damage to car park surfacing following fire – the Committee agreed that Newman Collard Management Trust should approach the insurance company of the burnt out car, via their insurance company.
- d) Repair work to car park surface at entrance – Cllr Mullenger to look at area.

### **18/G10 West Liss Recreation Ground**

No items.

**19/G10 Riverside Walk**

- a) Entrance improvements (Phase 1) - Cllr Mullenger reported that all planned work in Phase 1 was complete and thanked Mr Grant for project managing the works.
- b) Proposal for further improvements (Phase 2) – a working group was formed comprising: Cllr Mullenger, Cllr Mayo, Cllr Budden, Mr Grant and Liss Historical Society. The Committee requested that meeting notifications are sent to all committee members.
- c) Rose bridge – Cllr Payne reported that improvement works were due to start soon and raised concerns that the walk is heavily used at this time of year. A Mann to follow up with Martin Healey, EHDC.

**20/G10 Any other business**

Cllr Mayo said that the new bench at the entrance of Riverside Walk required cleaning. A Mann to follow up with Groundsman.  
Cllr Payne questioned why the bin at Liss Forest end of Riverside Walk had been moved.

**Date of next Grounds meeting: 6<sup>th</sup> September 2010, 7.45pm**

## **Grounds Committee meeting 07.06.10 - Public Comment**

### **Liss Forest Recreation Ground**

Mr Grant thanked Cllr Mayo for his work during his time as Chairman. Mr Grant reported that the donated oak tree had died and a new tree donated.

## LISS PARISH COUNCIL

Minutes of the Grounds Committee of 6<sup>th</sup> September 2010, 7.45pm

Members:            \*Cllr Graham Baker            \*Cllr Keith Budden  
                         Cllr Jim Duckham            \*Cllr Sue Halstead  
                         \*Cllr Howard Linsley            \*Cllr Gina Logan  
                         \*Cllr Brian Mayo            \*Cllr Roger Mullenger  
                         Cllr Paddy Payne

\*present

Also present:        Tony Grant - Liss Forest Residents Association (LFRA)  
                         Bob Luckhurst, Mike Jordan - Liss Area Historical Society (LAHS)

### **21/G10 Apologies**

Non received.

### **22/G10 Declarations of Interest**

Cllr Mullenger and Cllr Baker declared a prejudicial interest in the Newman Collard Field arising from their position as LPC appointed trustees to the Newman Collard Playing Field Trust (NCPFT). Cllr Logan declared an interest in any matters relating to EHDC funding.

### **23/G10 Minutes and Matters Arising from the Grounds Committee meeting on 7<sup>th</sup> June 2010**

The minutes were agreed as a true record at the full Council meeting on 21<sup>st</sup> June 2010. Any outstanding items were carried forward to the September minutes.

### **24/G10 Riverside Walk**

The Chairman adjourned the meeting to receive comments from Bob Luckhurst and Mike Jordan, LAHS (see Public Comments on page 3). The meeting was then resumed.

Phase 2 Improvements - The Committee considered recommendations made by the working group (see attachment) and agreed the document should be put to full Council on 20.09.10, subject to the following change:

- Item 11 – assuming LPC Tree Warden approval, the trees at the front of the platform should be removed in order to preserve the platform.

### **25/G10 Correspondence**

Email from T Grant, LFRA, regarding safety surfaces – this was discussed under item 26/G10.

### **26/G10 Liss Forest Recreation Ground**

The meeting was adjourned to receive comments from T Grant then resumed.

Safety surfaces in play area – the Committee discussed the request from T Grant to replace safety surfaces. The Chairman explained that a recent inspection by Zurich Insurance had only highlighted faults at Newman Collard and not Liss Forest. The Committee agreed to visit both sites on 15.09.10 before making a decision. A Mann to investigate rules for swings.

### **27/G10 Allotments**

#### Kelseys

The Chairman reported that, following an Allotment Users Group meeting, correspondence from tenants and comments from residents a meeting was held with LPC Tree Warden to agree works in the SE corner of the site. The Chairman reported that work would be carried out by LPC Ground staff, Community Payback Team (CPT). A tree surgeon will be required to remove one tree.

#### Princes Bridge

Water connection – the Committee agreed that a quote from SE Water in the value of £2491.18 was unrealistic and LPC should investigate other options. A Mann to investigate cost of Braithwait tanks, dewatering pumps and extraction license.

Rubbish – the Committee agreed that a skip should be provided in November to remove rubbish dug up from plots. A Mann to organise and inform tenants beforehand.

Parking area – the Committee arranged a site visit for 15.09.10 to consider use of the ground to the right of the car park.

Polytunnels – the Committee considered two requests from tenants to erect polytunnels. The Committee agreed that permission should not be granted and polytunnels were not favoured at any site. The Committee agreed to reconsider the requests in 12 months, when growing conditions have been monitored for at least a year. A Mann to include clause in 2011 tenancy agreements.

#### Mitchells

The Chairman reported that LPC were awaiting a date from the CPT to re-instate the path within the site.

### Riverside Walk

The Chairman reported that, following a request from tenants, LPC were investigating the possibility of running a supply from Mainline Business Centre. One suggestion was for the use of rainwater from the roofs.

### **28/G10 Newman Collard Field**

- a) Re-painting side of groundsman hut – the Chairman said that paints and brushes were purchased and LPC were still waiting for a date from the CPT. S Halstead agreed to liaise with the tennis club.
- b) Bollards in car park – the Committee looked again at quotes to replace the missing bollards in the car park. The Chairman explained that no funds were budgeted from this work and K Budden explained that work was necessary to comply with the Disability Discrimination Act. The Chairman agreed to ask NCPFT to contribute towards the cost.
- c) Damage to car park surfacing following fire – the Chairman reported that LPC insurance company had given approval and work was now complete.
- d) Pond clearance – the Chairman reported that G Boller is organising another work day at the end of October to clear the pond.

### **29/G10 West Liss Recreation Ground**

No items.

### **30/G10 Any other business**

- a) Oak trees – the Chairman said that he would look again to replace the two oak trees planted last year at West Liss and Newman Collard which subsequently died.
- b) Newman Collard Centenary Gardens – G Logan said that the Skatebowl working group had identified that work is required in the central beds. G Logan to include article in next Village Voice.

The meeting closed at 9.10pm.

**Date of next Grounds meeting: 29<sup>th</sup> November 2010, 7.45pm**

## LISS PARISH COUNCIL

Minutes of the Grounds Committee of 29<sup>th</sup> November 2010, 7.45pm

Members:        \*Cllr Graham Baker                        \*Cllr Keith Budden  
                     \*Cllr Jim Duckham                        \*Cllr Sue Halstead  
                     \*Cllr Howard Linsley                       \*Cllr Gina Logan  
                     \*Cllr Brian Mayo                         \*Cllr Roger Mullenger  
                     Cllr Paddy Payne

\*present

Also present:    Tony Grant - Liss Forest Residents Association (LFRA)  
                     Bob Luckhurst, Mike Jordan - Liss Area Historical Society (LAHS)

**31/G10 Apologies** – Cllr Payne.

### **32/G10 Declarations of Interest**

Cllr Mullenger declared a prejudicial interest in the Newman Collard Field arising from his position as LPC appointed trustee to the Newman Collard Playing Field Trust (NCPFT). Cllr Halstead declared a personal interest in any matters relating to Newman Collard arising from her membership of the tennis club. Cllrs Mayo and Baker declared a prejudicial interest in any allotment matters arising from their own allotment tenancy agreements.

### **33/G10 Minutes and Matters Arising from the Grounds Committee meeting on 20<sup>th</sup> September 2010**

The minutes were agreed as a true record at the full Council meeting on 20<sup>st</sup> September 2010. Any outstanding items were carried forward to the November minutes.

### **34/G10 Correspondence**

The Chairman reported that he had received an email from a resident in the Roundabouts regarding broken glass on "Liss Common". He said that he had asked them to clarify the location of "Liss Common" but had received no reply.

### **35/G10 Liss Forest Recreation Ground**

The meeting was adjourned to receive comments from T Grant then resumed.

### **36/G10 Allotments**

#### Kelseys

Work agreed at September meeting - The Chairman reported that the Community Payback team (CPT) had cleared the ground, a contractor had been instructed to remove one tree and LPC Grounds staff were due to remove further smaller trees shortly.

Dumping on site - the Committee discussed ongoing problems of dumping on the site and agreed that the areas behind 12 Silver Birches and 31 Patricks Copse Road should be inspected again.

Locks – Cllr Mayo reported ongoing problems with the padlocks recently installed on both gates. The Chairman and A Mann to raise the issue at the next Allotment User Group meeting.

#### Princes Bridge

Water connection – the Chairman reported that a proposal to purchase a petrol pump to pump water from the River Rother and install a water tank had been approved in the 2011 budget. He explained that the proposed pump will be portable. The Committee agreed that the ends of the existing pipes should be buried but the pipes should remain in the ground, with the hope that water connection is possible in the future.

Skip hire – the Chairman said that a skip had been provided. The Committee agreed that it may be necessary for LPC to provide a skip annually on the basis that tenants would continue to dig up uncompostable material.

Un-used ground to right of car park – decision deferred.

#### Mitchells

The Chairman reported that the CPT had completed the work to dig out and re-instate the footpath.

#### Riverside Walk

Water supply – the Chairman reported that LPC were in discussion with the allotment user group and waiting for a reply from the Mainline Business Centre Manager.

### **37/G10 Newman Collard Field**

Groundsman Hut – the Chairman reported that LPC Grounds staff had painted the side of the building. He also reported that the CPT have advised LPC they are not confident in carrying out painting tasks.



Bollards in car park – the Chairman reported that NCPFT had agreed to pay 50% of the cost of replacing the missing bollards. He also said that £1165 had been approved in the LPC 2011/12 budget to cover the other 50%.  
Repair to fire damage area in car park – the Chairman reported that work was now complete and the cost had been reclaimed from Zurich Insurance.

Pond clearance – the Chairman reported that, due to poor weather conditions, volunteers had not been able to clear as much as was hoped. Members discussed reports of foul smells around the pond. A Mann to ask SE Water to inspect drains in the area and LPC Groundsman to check the inspection ditch.

Centenary Gardens – the Chairman reported that a separate working group had carried out work in the beds in the centenary gardens. Some reinstatement planting will be required.

### **38/G10 Riverside Walk**

The meeting was adjourned to receive comments from T Grant, B Luckhurst and M Jordan, then resumed.

#### Phase II Improvements

Following a full proposal being accepted by Council on 20.09.10, the Chairman updated the Committee that:

- Developers Contributions were approved for the removal of trees in front and behind the old platform and the installation of play equipment in the picnic area.
- EHDC had advised LPC that further developers contributions for allotment fencing would be considered in January 2011.
- Buffer - the Committee discussed a proposal to replace the buffer with one similar to the original buffer which would be donated by the MOD (see attachment 1). After discussion the proposal was agreed and T Grant agreed to manage the project.
- Platform building – work to clear and return the building to it's original state was complete. T Grant was working on a solution to fill the gaps at ground level in between the shelter and platform.
- Play equipment – Members considered proposals for three pieces of equipment and agreed that the Grounds Chairman and Assistant clerk would produce some firm proposals based on the meeting discussions.
- LAHS proposal to form subsidiary walk – the Chairman to meet with Mike Jordan to determine exact location.
- The LAHS agreed to investigate whether funding is available for signs and noticeboards.

The Committee thanked A Mann for her work.

### **39/G10 West Liss Recreation Ground**

No items.

### **40/G10 Any other business**

#### Safety Surface in Play Areas

The Chairman updated members on issues highlighted in the September play equipment inspection:

- Funds were available to repair three main areas at Newman Collard and small patching areas at Liss Forest.
- One quote was received to cover the existing surfacing at Newman Collard with a new spray-on material. A Mann to source comparison quote for wet pour. The Chairman said that a decision should be made before Spring 2011.
- A Mann to order patching kit for repairs at Liss Forest.

#### Basketball Court at Liss Forest

The Chairman said that a provision to re-surface the court had been made in the 2011/12 budget.

The meeting closed at 8.50pm.

**Date of next Grounds meeting: 14<sup>th</sup> March 2010, 7.45pm**

## **Grounds Committee meeting 29.11.10 - Public Comments**

### **Liss Forest Recreation Ground**

T Grant from LFRA, said that LFRA had filled the gaps in the upright posts of the tower in the play area, as highlighted in the Zurich safety inspection. He also said that LFRA were happy to work with LPC and take responsibility for the general maintenance of the equipment.

### **Riverside Railway Walk**

Bob Luckhurst and Mike Jordan, Liss Area Historical Society, made the following comments in relation to LPC's proposal for Phase II improvements:

- Mike Jordan and Bob Luckhurst said they agreed with LPC's proposals so far.
- Mike Jordan asked what was LPC's decision on LAHS's recommendation to create a subsidiary walk to the north of the allotments.
- Mike Jordan and Bob Luckhurst agreed to investigate whether funding is available for signs and noticeboards..