

- h) Groundsman's Yard – the Chairman reported that the Groundsman had raised concerns that yard area was insecure and people were gaining access through a hedge. Members agreed that AM should seek quotes to install old tennis court fencing currently stored in the yard area.
- i) Pond area – following the Groundsman's proposal to hire a digger to scrape the surface behind the pond area, members agreed to inspect the area at their site visit detailed in (a).
- j) Small lychgate to Old School Rd – Cllr Halstead briefed members on the history and members agreed that LPC should accept responsibility for maintenance. AM to seek quote from the agreed contractor detailed in (f).
- k) Memorial rosebed in Centenary Gardens – members agreed to inspect the area at their site visit to agree whether to reduce the size of the bed or plant further rose bushes.

07/G13 West Liss

No items.

08/G13 Riverside Walk

- a) Phase II Improvements – the Chairman reported that "Exploring Liss" leaflets had been received and copies were available at various locations in the village. During a workday on 06.02.13, two noticeboards were now installed and a memorial plaque was erected. The Groundsman was due to repair the trolley before the memorial presentation 06.03.13.
- b) Treework on LPC section – the Chairman reported that work was completed by a contractor, as recommended by EHDC.
- c) Damaged bridge ramp leading from Rotherbank Farm Lane – the Chairman reported that a contractor had suggested a reduced specification in line with the budgeted amount and work was complete.
- d) Muddy pathway – the Chairman reported that many complaints had been received by walk users. A local tree surgeon had delivered wood chippings which the Groundsman had spread in the main problem areas. This solution appeared to alleviate the problem and several positive comments had been received from residents.
- e) Damage to allotment fencing – AM reported that a contractor had repaired allotment fencing following vandalism. Members discussed ongoing concerns that people were damaging fencing to gain access to the railway substation. AM to write to Network Rail to notify them of LPC's concerns and report the incident to the Police.

09/G13 Any other business

- a) Tree Inspections – members reviewed the report completed by ACD Arboriculture and a few questions were raised. Cllr Mayo said that the document would remain a reference document for many years and members agreed that inconsistencies should be addressed. AM to forward amendments to ACD. Members agreed to recommend to full Council 18.03.13 that ACD carry out the first tree inspection, based on revised drawings, and the Groundsman should attend a training course in the forthcoming year.
- b) Grounds Equipment – the Chairman reported that, following consultation with the Groundsman, a new mower and several pieces of hand held equipment had recently been purchased. Members reviewed a document from the Groundsman detailing his concerns with the tractor. Cllr Mayo agreed to investigate the concerns and replacement options.
- c) Facility for youth – AM reported that research was underway and thanked Cllrs Logan, Mayo and Halstead for their input.
- d) Complaint from resident – a letter regarding mowing on Riverside Walk was noted, along with a response from the Clerk and Liss Conservation Rangers.
- e) Outdoor gym – members discussed a sales enquiry for an outdoor gym and decided that LPC were already concentrating on enough projects and had no resources to start further projects at that time.
- f) West Liss pitch – Cllr Chads asked about the pricing regime compared with the Taro Centre. AM to make further investigations.
- g) South East in Bloom – members reviewed an email enquiry and agreed that the enquiry should be forwarded to Mike Jordan, Liss Horticultural Society.

The meeting closed at 9.15pm.

Date of next Grounds meeting: 3rd June 2013, 7.45pm

- p) 09/G13 (f) – West Liss pitch – It was noted that the Penns Place pitch hire was in-line with LPC's hire rates. AM to arrange a meeting with Liss Athletic Football Club (LAFC)/Cllr Dodds/Cllr Budden/R Whatley to understand their pitch requirements.

14/G13 Liss Forest Recreation Ground

- a) Football goals – members discussed an accident which had occurred when a child slid into a metal brace at the back of the goals. It was agreed that, as Liss Forest Residents Association (LFRA) had commissioned the manufacture of the goals, LPC should discuss the matter with them and any recommendations should be a joint decision. AM to write to LFRA and inform the child's parents.
- b) Play equipment – AM reported that a recent press article had prompted several Liss Forest residents to request improved play equipment at Liss Forest. Matter to be discussed with LFRA.

15/G13 Allotments

Lower Green

- a) Tree next to plot – AM reported that, following concerns from a tenant, a tree had been inspected by the Groundsman and Tree Warden who both advised the tree was showing no obvious signs of instability or poor health, which would give reason for further inspection. D Bowery/A Mann had responded to the tenant.
- b) Oak tree next to horticultural hut – Cllr Budden raised concerns that fungus was visible around fallen limbs. AM to confirm ownership and ask the Tree Warden to inspect the tree.

General

Allotment User Group – the next meeting scheduled for 25.04.13 would be chaired by Cllr Mayo with Cllr Dodds in attendance.

16/G13 Newman Collard Field

- a) Holly tree next to basketball court – members discussed the Groundsman's request to remove the tree and agreed to inspect the tree at the site visit scheduled 15.04.13.

17/G13 West Liss

- a) Circus – members discussed a request from a small circus to hire the field in 2013. Members concluded that problems in 2012 had arisen from excessive rainfall and were keen to continue to provide this amenity. AM to check required date of booking and discuss the option of cancelling one week before due to weather conditions.

18/G13 Riverside Walk

- a) Exploring Liss leaflets – AM advised that a leaflet would be delivered to every Liss household with the next edition of the Village Voice.
- b) Set of walk leaflets – Cllr Halstead advised that it the intention that LPC would hold a long term stock in the office for re-sale. Cllr Halstead/AM to move stock to a dry location.
- c) Ramp to old "white bridge" – members thanked John Neilan and other volunteers for the construction of a new ramp to the refurbished bridge.

19/G13 Any other business

- a) Dog fouling signs – members agreed to order four children's designed posters to be erected at West Liss recreation ground, Riverside Walk and two at Newman Collard. Footpath ??? from schools to Stodham Lane - AM to investigate if appropriate in this area as not a parish owned footpath.
- b) Ordnance Survey information day 11.04.13 – members agreed that AM should contact R Mullenger and attendance at a seminar was not necessary.

The meeting closed at 9.15pm.

Date of next Grounds meeting: 3rd June 2013, 7.45pm

LISS PARISH COUNCIL

Minutes of the special meeting of the Grounds Committee of 10th May 2013, 10.00am

Members: *Cllr Keith Budden *Cllr Becki Chads
*present *Cllr David Dodds *Cllr Sue Halstead
 *Cllr Howard Linsley Cllr Brian Mayo
 *Cllr Paddy Payne
Clerk: A Mann

20/G13 Apologies

Apologies were received from Cllr Mayo.

21/G13 Declarations of Interest

Cllr Halstead declared a personal interest in any matters relating to Newman Collard Tennis Club (NCTC), arising from her membership of the tennis club.

Members agreed an adjournment to receive comments from members of Newman Collard Playing Fields Trust (NCPFT) and NCTC, then the meeting was re-convened.

The Chairman proposed a change to the order of the published agenda and members agreed.

22/G13 Youth Facilities

Cllr Payne presented a draft report on youth facilities for consultation with members. The following actions were agreed in order to complete the final report for presentation to the Grounds Committee meeting 03.06.13:

Skatebowl – no action required.

Mobile skatepark – Cllr Payne/A Mann to provide details of similar facilities for members to view and validate the proposed locations.

Indoor skate facility – no action required.

Skate plaza – Cllr Payne/A Mann to investigate other locations including West Liss Recreation Ground and Liss Forest Recreation Ground.

BMX dirt track including jumps – Cllr Payne/A Mann to further investigate this concept.

Multi-sports hard surface fenced facility – Cllr Payne/A Mann to source comparative quotes. Members suggested that this could be a phased project to include floodlighting at a later stage.

Re-development of single tennis court to create multi-use-games-area (MUGA) – Cllr Halstead said that she was unaware that this idea had been discussed with NCTC and considered it unlikely that the Lawn Tennis Association would permit match play on a multi-use court and confirmed that NCTC entered three pairs for matches and a third court was required. Cllr Halstead pointed out that Court 3 is the court most available for public use and questioned how bookings for each activity would be managed, which would involve taking the net up and down and accessible storage. Cllr Halstead suggested discussing the matter with the Sports Development Officer for Hampshire.

Members agreed that LPC should carry out no further research and any findings should be referred to NCPFT, stating that LPC believe this to be a NCPFT initiative and ask to be involved in any discussions.

Members agreed an adjournment to receive comments from NCTC and the meeting was re-convened.

Multi-sports non-fenced court – Cllr Payne/A Mann to source a quotation for an option to include football goals and basketball hoops.

Running track – members agreed that this option was unviable and no further research was required.

Football wall/kick board – members agreed to refer any findings to NCPFT and LAFC for their progression, stating that LPC would offer their help to investigate further and give any contribution request their due consideration.

Free running equipment – members agreed to keep this suggestion on hold and no further research was required.

Organised skating events – no further research required.

Cllr Payne confirmed that the next stage was to arrange a meeting with NCPFT.

The Chairman summarised the discussions and read the following recommendations made by Liss Village Design Group in the Liss Parish Plan 2013, confirming that most recommendations had been discussed:

- Liss Parish Council should endeavour to find a conclusion to the issue of providing a skatebowl facility
- Liss Parish Council should conduct a review of all the playground equipment within the parish with the aim to provide more equipment for use by older children (9yrs plus).
- Liss Parish Council should investigate the feasibility of providing a bike track.
- Investigations should be made of the feasibility of providing an outdoor exercise trail.

23/G13 Play Equipment for Older Children at Newman Collard

Two proposed locations were discussed for the siting of a zip wire and climbing net at Newman Collard. Members considered comments received from NCPFT and NCTC and agreed to Option A, allowing for adequate space for a tractor & attachment to maintain the hedge. A Mann to confirm minimum space required.

24/G13 Any Other Business

Trees at Newman Collard – members agreed that a holly tree next to the basketball court should be removed due to health & safety concerns. A Mann to confirm ownership of large oak tree next to Lower Green allotments before a decision can be reached.

The meeting closed at 12.15pm.

Date of next Grounds meeting: 3rd June 2013, 7.45pm

with Awards for All funding. AM to complete final funding documentation and check with insurance company whether user signage is required.

- b) Tennis court re-surfacing – the Chairman reported that re-surfacing and painting was complete. The meeting was adjourned to receive comments from NCTC then re-convened. Members discussed concerns and a response from the contractor. It was agreed to allow the court to bed-in and NCTC should respond with further concerns.
- c) Pond area – the Chairman reported that a site visit 22.04.13 had concluded that it was not necessary to clear ground using a digger. The same site visit agreed that the holly around the pond was invasive and should be thinned. Cllr Halstead said that Hampshire & IoW Wildlife Trust had recommended sheltering one end of the pond and members responded by agreeing that the holly growth had become excessive.
- d) Car park entrance & Old School Rd lychgate – the Chairman reported that work was complete. AM said that the Clerk had agreed to write to school PTA's and the doctors surgery to request a donation.
- e) Groundsman's yard fencing – the Chairman reported that work was ongoing.
- f) Holly tree next to basketball court – the Chairman reported that, following H&S concerns, the tree had been removed.
- g) Oak tree adjacent to Lower Green allotments – members viewed an OS map and agreed that the tree was not on LPC land. The Chairman advised that the matter had been referred to HCC Estates team.
- h) Damaged/boggy ground inside pedestrian gate from Inwood Rd – members agreed to Cllr Mann's suggestion to remove topsoil, add a scalping base & replace the topsoil. AM to speak to Groundsman to ask if he is happy to undertake the work, including concreting in a wooden post.

32/G13 West Liss

- a) Circus & fair – the Chairman reported that the fair would be in touch again in the Autumn and no further requests had been received from the circus.
- b) Pitch charges & usage – Cllr Budden & Payne to request informal meeting with Liss Athletic Football Club (LAFC) to understand their requirements and encourage usage during the next season.

33/G13 Riverside Walk

- a) Memorial plaque – the Chairman reported that the plaque would be fixed to the main buffer following vandalism.
- b) Bridges – Cllrs Payne & Budden confirmed that the new bridges were very slippery when wet and created a true safety concern. Members discussed the response from M Healey, EHDC, and Cllr Payne agreed to take samples from the bridges following wet weather. AM to ask M Healey for update.
- c) Sculptures – it was noted that sculptures had been ordered and were expected to arrive in August.
- d) Land opposite Yorkwood – members agreed that this issue should be referred to full Council.

34/G13 Any other business

- a) Tree inspection 03.06.13 – AM to ask Cllr Mayo whether he would like to attend.
- b) Dog fouling signs – the Chairman reported that signs had been ordered.
- c) Grounds equipment – the Chairman presented a document summarising the current Grounds equipment and limitations, options for replacements and a proposal for future replacement budgeting. He said that the proposed timings were to agree a recommendation at the Grounds meeting 02.09.13, for approval at full Council 16.09.13, which would allow discussion at the 2014 budget meeting 28.10.13. Members agreed that detailed discussion was required through a smaller working group. The Chairman/Cllr Mayo/Cllr Payne/Cllr Budden to attend.
- d) Report on facilities – Cllr Payne presented an update from questions raised at the Special Grounds Meeting 10.05.13. Findings were noted and the following actions were agreed:
 - Skate plaza – members agreed that Cllr Payne should carry out further research to investigate different price options. Cllr Linsley said that a questionnaire showed that the majority of the village did not want a skatebowl. Cllr Payne responded saying a questionnaire to the under 18's showed that a skate facility was desired. AM said that any recommendation would take questionnaire responses into account and agreed to prepare a summary of the questionnaire conclusions.
 - BMX dirt track including jumps – following approval from NCPFT, members approved this concept and agreed that Cllr Payne should finalise costs to be recommend to full Council 17.06.13.
 - Re-development of single tennis court – Cllr Payne briefed members on an agreement from NCPFT & NCTC for LAFC to use the court for youth football training on Tuesday evenings. Members supported this agreement for a trial period, stating that this trial period should not set a precedent, but concluded that the Groundsman's time should not be used to take down & put up the nets. It was agreed to monitor any impact on the court, nets & fencing.
 - Multi-sport non-fenced facility – Cllr Payne to investigate further multi-goal options.
 - Football wall/kick wall – Cllr Payne informed members that the concept had been referred to NCPFT and he was carrying out further research as a NCPFT trustee.

The meeting closed at 10.15pm.

Date of next Grounds meeting: 2nd September 2013, 7.45pm

41/G13 West Liss

- a) Pitch usage – the Chairman reported that LAFC were now regularly booking the pitch.

42/G13 Riverside Walk

- a) Bridges – Cllr Payne reported no further complaints following a dry Summer. Members agreed to monitor and inspect the bridges following wet weather.
- b) Sculptures – the Chairman reported that LPC had not yet been advised of an exact date when the sculptures would be installed.

43/G13 Any other business

- a) Tree inspection 03.06.13 – members viewed a report completed by ACD Arboriculture and noted the required actions to be followed up by the Chairman, Clerk & Groundsman. It was noted that the report identified no issues at West Liss Recreation Ground.
- b) Dog fouling signs – AM to confirm whether signs had been erected.
- c) West Liss Recreation Ground – Cllr Linsley reported that the hedge area next to the Station Rd courtesy crossing was in a poor state and required improvements.
- d) Trees – members noted that the Woodland Trust were offering free trees to communities and agreed that details of the offer should be forwarded to Liss Conservation Rangers.

Date of next Grounds meeting: 25th November 2013, 7.45pm

The public meeting closed at 9pm.

In accordance with the provisions of section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public were excluded from the meeting from this point in the agenda, by reason of the confidential nature of the business to be discussed.

EXEMPT ITEM

Report from the Grounds Equipment Working Group

Members discussed a report prepared by the Cllr Dodds & Cllr Budden and agreed to a proposal to submit to the Finance Committee 2014 budget meeting 28.10.13 a figure of £36,000 for grounds maintenance.

Liss Parish Council

Minutes of the Grounds Committee meeting of 25th November, 2013

Members; * Cllr D Dodds (Chairman), *Cllr K Budden, Cllr R Chads, *Cllr S Halstead, *Cllr H Linsley, *Cllr B Mayo, *Cllr E Thomas, *Cllr P Payne.

*Present

Clerk: R Bowery.

44/G13 Apologies

Cllrs Chads & Payne. (Cllr Payne joined the meeting at 20.15hrs & left again at 20.45hrs)

45/G13 Declarations of interests

Cllr Mayo declared a prejudicial interest in matters relating to allotment costs arising from his position as an allotment tenant.

46/G13 Minutes & matters arising from the meeting of 2nd September

The minutes of the meeting of 2nd September had been approved at the Council meeting of 15th September.

Cllr Linsley, referring to minute 43/G13 reported that the hedge to the western end of West Liss recreation ground was still in need of reinstatement. Other outstanding items were to be considered under their relevant agenda headings.

47/G13 Liss Forest recreation ground

- a) Replacement football goals – The Chairman informed Members that one set of posts had been installed but the water level on the field had prohibited the installation of the second set. It was agreed that a letter of thanks be sent to Mr Clarke for his assistance.
- b) Trees – The groundsman would be felling trees identified in the ACD Arboricultural report.
- c) Dumping of garden waste by residents – The Clerk read an extract from the minutes of the LFRA AGM where some residents had objected to the cessation of permission from LPC for residents to dump garden waste at the wooded end of LFR.

It was understood that at a site meeting between LPC Councillors & Mr Grant of LFRA some years ago, it had been agreed that the desired objective of filling in swampy areas had been achieved & that no further garden waste was required.

After discussion it was agreed that LPC write to LFRA & endorse their statement made at their AGM. It was also agreed that an appropriate sign be erected at the recreation ground prohibiting the dumping.

- d) Drainage issue – It was agreed that LPC contact Community Payback to establish how much they would charge to clear the drainage ditches on the recreation ground.
- e) LFRA AGM – The Clerk read a minute from the residents' meeting that expressed satisfaction with the level of maintenance there.

48/G13 Allotments

- a) The Chairman explained the difficulties that the Assistant Clerk had in trying to get a response from SW Trains, BY Police or Network Rail to get action to stop metal thieves accessing the Rail sub- station via the Riverside Railway Walk allotments. It was agreed that the matter should be dropped.

- b) RRW fencing – It was noted that the fence repair needed because of damage caused by a falling tree, should have been completed on this day.
- c) Lower Green – It was reported that tree surgery had been carried out to clear fallen & damaged trees.

An email from Mr Meader offering to sell an apple tree to LPC for transplanting to RRW was considered. Members agreed to decline the offer to move a mature tree & instead agreed to purchase a new tree for RRW.

- d) General – Following the inaugural open meeting for all allotment holders a list of small jobs had been passed to the groundsman for auctioning. Attendees had also agreed with the LPC policy of no permanent structures on the Lower Green allotments.
- e) Waiting List – It was agreed that an article be included in the Village Voice to publish the fact that there were now vacant plots. Cllr Mayo suggested that if there were some vacant plots that could be turned to other use LPC could give consideration to establishing a community orchard. The Chairman felt that this would be a long term solution for a short term problem. It was agreed to review the situation, following year-end renewals, at the next Grounds Committee meeting.

49/G13 Newman Collard Playing Field

- a) Tennis Courts - Cllr Halstead reported that the tennis courts had been slippery following an early morning frost at the weekend.
- b) BMX track - Cllr Payne informed the meeting that the grading of existing BMX jumps was awaiting the availability of the contractor. Following that a professional company would come to build a new track & would be configuring the course & jumps on site.
- c) Driveway - The Clerk informed the meeting that the trust had applied for an HCC rights of way grant towards the cost of resurfacing the drive & footpath from the top gate to the pavilion.
- d) Communication – The Clerk said that he was in regular communication with the Chairman of the Trust as well as receiving their meeting minutes. Mr Mullenger usually made contact before the Trust meeting to see if there was any matters that LPC wanted raised.
- e) Resident's complaint – A letter had been received requesting tree surgery on LPC trees that bordered his property. It was agreed that a response be sent stating that LPC would only take action on trees that posed a health & safety risk.

50/G13 West Liss recreation ground

There were no matters to report.

51/G13 Riverside Railway Walk

- a) It was agreed that EHDC be chased to address the health & safety issues caused by the slipperiness of the three oak bridges.
- b) The Clerk informed the meeting that the foundations for the Shipwrights Way statues had been installed.

52/G13 Any other business

- a) Safety checks – The groundsman was carrying out the routine safety checks & LPC was waiting to be contacted by Playsafe who would be quoting for repair works.

- b) Insurance claims – The Clerk said that the claim relating to personal injury at Liss Forest recreation ground was in the hands of the insurers. There had been a subsequent communication from a resident whose dog had suffered injury; full details were awaited.
- c) War memorial – Council had referred the HCC offer to transfer ownership of land at the war memorial site to LPC. After discussion it was agreed that LPC should decline the offer.

Date of next meeting: 24th February 2014, 7.45pm