

Liss Parish Council

Minutes of the Grounds Committee meeting of 24th February, 2014

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 and S. Smith.

01/G14 Apologies

None.

02/G14 Declarations of interests

Cllr Halstead declared a prejudicial interest in matters relating to the tennis courts as a member of the tennis club and Cllr Mayo declared a prejudicial interest in matters relating to allotment costs arising from his position as an allotment tenant.

03/G14 Minutes & matters arising from the meeting of 25th November 2013

The minutes of the meeting of 25th November 2013 had been approved at the Council meeting of 16th December 2013.

04/G14 Liss Forest recreation ground

- a) Tree work – It was noted that work was underway. Assistant Clerk to check with Groundsman on progress against the list of actions, with a view to the work being completed by the end of March (Action: Assistant Clerk);
- b) Dumping of garden waste – Sign sign prohibiting the dumping of garden waste to be ordered (Action: Assistant Clerk).
- c) Drainage – Assistant Clerk to contact Community Payback about the issue (Action: Assistant Clerk).
- d) Goalpost – it was noted that the second goalpost could not be erected due to the boggy ground.

05/G14 Allotments

- a) The Assistant Clerk gave an update on allotment vacancies (approximately 17 at the present time) and it was agreed that the Assistant Clerk should now seek to fill as many of these as possible from the waiting list (Action: Assistant Clerk).
- b) The Chairman advised that advice had been circulated to allotment tenants on the safety of edible crops following the flooding and that a copy could be obtained from the Parish office if required.
- c) Judging allotments – It was agreed that the criteria to be used in the judging of the allotments would reflect the adverse weather conditions over recent months. Cllr Mayo would consider timing for the judging to be agreed at the next meeting and Cllr Budden would present the award in due course (Action: Cllr Mayo).
- d) Riverside walk – It was noted that the tanks would need cleaning soon (Action: Assistant Clerk to raise with Groundsman).

06/G14 Newman Collard Playing Field

- a) Drainage - the Chair updated Members about the meeting which had taken place on 6th February in relation to the drainage issues on the Newman Collard Playing Field. There was some

discussion over the sites of the blockages and the responsibilities for the pipes concerned. Members agreed that that all parties concerned (HCC, Newman Collard Trust and LPC) have a joint responsibility to seek to rectify the situation. It was agreed that HCC should be contacted to chase up the CCTV survey commissioned with D.I.M. so that the issue could be considered further in light of these investigations (Action: Clerk).

- b) Play equipment – Cllr Budden advised that there was a crack in the footpath (no. 502) near the zip wire which needed looking into (Action: Assistant Clerk to report to HCC).
- c) Tree work – The Clerk advised that this was nearly complete. It was agreed that a response be sent to a member of the public about the trees on Old School Road, stating that the planning applications for the houses concerned had contained a landscape specification which included the planting of the trees as a barrier between the houses and the playing field (Action: Assistant Clerk). It was noted that advice had been received from EHDC that LPC have a duty to maintain trees in a good condition and the Grounds Committee agreed on 25th November 2013 that LPC would only take action on trees that posed a health and safety risk.
- d) Court 3 – The Chair advised Members that Court 3 was due for washing and repainting this year and resurfacing in 2019. Members agreed to fund some additional costs to provide a protective coating to prolong the life of the surface. Some Members expressed concern over any action that might rule out the possibility of the court's use as multi-sport as suggested by the NCPF Trust. The Chair said he would look into the issue of the suitability of the current surface for football and possibly other sports (Action: Chair to liaise with Newman Collard Trust).

07/G14 West Liss recreation ground

The Chair proposed and Members agreed that the remedial work highlighted regarding the safety surfacing under the swings should be commissioned (Action: Assistant Clerk).

08/G14 Riverside Railway Walk

- a) The Chair advised that close to £5,000 had been spent following the storm damage. The Chair proposed that expert advice on bank erosion might be required. Members agreed that when the water level had reduced it would be prudent to re-consider the tree management strategy, in particular due to the erosion of the banks and resulting exposed tree roots. It was also agreed that the Groundsman should cut down some of the ivy to assist. Finally it was agreed that advice on managing the LPC section of the Riverside Walk should be sought from the South Downs Rangers and the Arun and Rother Rivers Trust (Action: Chair and Assistant Clerk).
- b) The Chair highlighted the erosion of the path and agreed to speak to Cath Hart at HCC about possible funding streams for resurfacing (Action: Chair).
- c) Cllr Payne informed members that the oak bridges were no longer slippery.

09/G14 Any other business

None.

Members of the public were excluded from the meeting due to the confidential nature of the next items of business

10/G14 Exempt Item

Date of next meeting: 2nd June 2014, 7.45pm

Liss Parish Council

Minutes of the special Grounds Committee meeting of 1st April, 2014

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: S. Smith.

11/G14 Apologies

Councillors Keith Budden, Rebecca Chads, Sue Halsted and Howard Linsley.

12/G14 Declarations of interests

None.

13/G14 Exempt Item

Members of the public were excluded from the meeting due to the confidential nature of item of business.

- a) The Chair updated Members regarding the requirements for a more suitable vehicle for use by the Groundsman, specifically to allow the Groundsman to carry all equipment in one journey to and from the three locations required, and to allow for the collection of fuel in an LPC vehicle.
- b) It was agreed that a standard pick up vehicle was too long but that a short wheel base vehicle could be stored where the tractor is currently kept. This would mean the vehicle could be kept inside avoiding any opportunities for vandalism. The tractor along with the gang mowers would no longer be required and so would be sold to raise some of the funds required for the proposed purchase.
- c) Members agreed on the following option: a short wheel base vehicle (Land Rover Defender 90 or similar) for approximately £13,000 with as low mileage as possible and as new as possible without the proposed budget. A hard top was discussed as an option for security reasons. The Chair agreed to discuss the benefits of an open pick up against a lockable hard top vehicle with the Groundsman to ensure that the Groundsman's needs would be met by the purchase.
- d) Some measurements were taken of a trailer which could be purchased at a low cost. The Chair undertook to liaise with the Groundsman to check these measurements against the relevant equipment to assess suitability. It was noted that a bracket could be added to allow for the spare tyre to be kept on the bonnet to allow for maximum storage in the rear.
- e) The durability of the ride on mower was raised (in the absence of the tractor and gang mowers). Members agreed that regular maintenance of equipment was important and it was noted that there was budget provision for this. It was agreed a possible contingency in the case of equipment failure could be considered given the savings in subsequent years that the purchase would give rise to as opposed to a lease.
- f) It was agreed that the following motion would be submitted to the special meeting of the Council on 9th April: "That Liss Parish Council agree to purchase a four wheel drive vehicle and trailer for use by the Groundsman as a general purchase vehicle for a sum not exceeding £14,000 in accordance with the proposed budget inclusions in 2014/15 and future years."

Date of next meeting: 2nd June 2014, 7.45pm

Liss Parish Council

Minutes of the Buildings Committee meeting of 2nd June, 2014

Members; * Cllr E. Thomas (Chairman), *Cllr K. Budden, Cllr H. Linsley, *Cllr B. Mayo, *Cllr P. Payne, Cllr J. Szpitalak, *Cllr D. Dodds.

*Present, plus 1 member of the press.

Clerk: S. Smith.

11/B14 Apologies

Apologies were received from Cllrs Linsley and Szpitalak.

12/B14 Declarations of Interests

There were no declarations of interests.

13/G14 Election of Chairman

Cllr Thomas, nominated by Cllr Mayo and seconded by Cllr Dodds, was unanimously voted Buildings Committee Chairman for the ensuing year.

14/B14 Minutes & matters arising from the meeting of 24th February 2014

The minutes of the meeting of 24th February 2014 had been approved at the Council meeting of 17 March 2014. Outstanding items were to be considered under their relevant agenda headings.

15/B14 Village Hall

- a) Fire safety update – The Chair advised that all actions arising from the Canon Safety Inspection of June 2013 had been carried out, aside from the fitting of the standalone fire point alarms. These were due to arrive from the supplier in the next couple of days. Once fitted the new fire system should be fully operational. The Chair advised that the new fire procedure had been written and a new hirer's contract for the village hall, as regards responsibilities in the case of fire and training, would need to be signed by hirers. An additional action to replace the existing luminaire over the porch door with a running man luminaire had been commissioned.
- b) Entrance hall – The Chair advised that the side window had been replaced and internal redecoration was complete. It was agreed that the Chair would seek a written quote for the replacement carpet including screed preparation as well as to some carpet samples to choose from (Action: Chair). Three quotes had been received for the external re-pointing and it was agreed that the lowest quote represented best value for money (Action: Assistant Clerk to commission the work by the chosen contractor). It was agreed that the front window required repainting (Action: Assistant Clerk to seek quote).
- c) Chair replacement – The Chair proposed to reduce the number of chairs required for the Village Hall to 80 to reduce cost whilst still meeting user requirements. Members agreed to purchase 80 comfort chairs from the chosen supplier. It was also agreed that 20 or so of the best of the current stock of chairs would be retained to meet any additional demand for seating and the remainder would be disposed of. (Action: Assistant Clerk).
- d) Sound system – The Chairman updated Members on the quote received for the sound system with two Wi-Fi microphones. Members agreed to proceed with the purchase in order to improve facilities in the hall which could have a positive impact on bookings. (Action: Chair).

- e) Security lighting in side path – The Chair advised that the work was underway but not yet complete.
- f) Serving hatch shutter - The Chair advised that the Women’s Royal Voluntary Service lunch club had requested a replacement shutter that would better meet their needs. Some financial support had been offered from district councillors. One quote had been received and it was agreed that two further quotes for electrically operating serving hatch doors should be sought (Action: Assistant Clerk). The work would be commissioned on the premise that the offer of funding remained in place.
- g) Tap in ladies toilet – The Chair advised that work to replace the tap had been commissioned due to incorrect operating of the previous system which meant that the temperature of the water was not sufficiently controlled. It was agreed that a deadline would be given for the work commissioned to be carried out (Action: Assistant Clerk).

16/B14 West Liss Pavilion

It was noted that a replacement microwave had been provided and that the side skylight which had been broken had been repaired with wood to secure the premises.

17/B14 Groundsman’s Hut

The Chair advised that the electrical work required to the Hut (in addition to the other buildings) following the Electrical Installation Report had not yet been carried out and that he would speak to the contractor who was due to provide a quote (Action: Chair).

18/B14 Council office

The Chair noted that the office chairs had been replaced with chairs provided at no cost by EHDC who had replaced their own stock. It was agreed that the Assistant Clerk should now look into a replacement centre table (Action: Assistant Clerk).

19/B14 Any other business

There were no other matters to discuss.

20/G14 Date of next meeting: 8th September 2014, 7.00pm

Liss Parish Council

Minutes of the Grounds Committee meeting of 8th September, 2014

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: S. Smith.

22/G14 Apologies

Apologies were received from Cllrs Budden, Mayo and Payne.

23/G14 Declarations of interests

Cllr Halstead declared a prejudicial interest in matters relating to the tennis courts as a member of the tennis club and Cllr Linsley as a Newman Collard Trustee.

24/G14 Minutes & matters arising from the meetings of 2nd June and 7th July 2014

The minutes of the meeting of 2nd June and 7th July 2014 were approved as an accurate record of the meeting (proposed by Cllr Halstead and seconded by Cllr Thomas). Outstanding items were to be considered under their relevant agenda headings.

25/G14 Liss Forest recreation ground

- (a) The Chair advised that Community Payback had carried out the clearance of the drainage ditch. The Assistant Clerk would seek clarification on the Groundsman's disposal strategy (Action: Assistant Clerk).
- (b) It was noted that LPC were in favour of a noticeboard in Liss Forest, however the siting was unclear. The Assistant Clerk would request views from the Residents association as regards location (Action: Assistant Clerk).

26/G14 Allotments

- (a) The Chair noted that only six allotments were currently untenanted and that the Best Kept Allotment Competition 2014 had taken place with awards made at the Liss Horticultural Show on 3rd August. Thanks were extended to Cllr Mayo who had prepared the criteria. The criteria for 2015 had been prepared and would be circulated with the renewals notices in due course.
- (b) The Annual Tenant's Meeting: The Assistant Clerk would seek a suitable date in the diary at the end of the growing season, end of October approximately (Action: Assistant Clerk). This would present an opportunity for discussion of any issues. It was highlighted that any day-to-day issues regarding the allotments should generally be reported to the office.

27/G14 Newman Collard Playing Field

- (a) The Chair advised that Community Payback had cut back the holly from around the pond and a contribution had been made to the British Beekeepers Association following the removal of a feral colony of bees from near the pond by a beekeeper from Milland.

- (b) Tennis Courts: The Chair advised that Court 3 had been repainted and a bonding coat applied and echoed the thanks from the Tennis Club for the good work carried out by the Groundsman in clearing the weeds around the courts.
- (c) Safety surfacing: It was agreed that two further quotes would be sought for replacing the damaged safety surfacing following a safety inspection (Action: Assistant Clerk).
- (d) Fencing: It was agreed that the work to replace the gate to the Centenary Gardens and repair work to fencing at Newman Collard, the tennis courts and Liss Forest would be commissioned following the receipt of two quotes (Action: Assistant Clerk).
- (e) Tree work: It was agreed that the Assistant Clerk would accept the quote for tree clearance work required (Action: Assistant Clerk).
- (f) BMX Track: It was agreed that a meeting to discuss the BMX Track only should be scheduled within the next month to move this forward. Members of the Grounds Committee would be invited to form a working party (Action: Assistant Clerk to arrange).

28/G14 West Liss Recreation Ground

- (a) The Chair advised that Community Payback had cut the vegetation along the side of the Scout Hut.
- (b) Play park: The Chair advised that the safety surfacing under the swings had been replaced and the bench repaired.
- (c) The Chair advised that the mole issue was being dealt with.

29/G14 Riverside Railway Walk

It was agreed that further quotes would be sought for resurfacing a smaller area of the walk to improve conditions whilst reducing cost (Action: Assistant Clerk). Funding would be applied for.

Members of the public were excluded from the meeting due to the confidential nature of the next items of business.

30/G14 EXEMPT Items

31/G14 Any other business

No issues were raised.

32/G14 Date of next meeting: 1st December 2014 at 7.45pm

Signed.....

Dated.....

LISS PARISH COUNCIL

Minutes of a Special Meeting of the Grounds Committee held on 6th October 2014 at 7.30pm

MEMBERS

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

*Present

Clerk: R Bowery

33/G14 Apologies: Cllrs Budden & Thomas.

34/G14 – Declarations of Interests: There were no declarations of interests.

35/G14 – Minutes of the meeting of 8th September 2014

The minutes of the meeting of 8th September, proposed by Cllr Halstead & seconded by Cllr Linsley, were accepted as a correct record of the meeting.

36/G14 – Matters arising

Cllr Payne reported that he had managed to sell the Ford tractor, gang mowers & slitter for a total of £2500.00 & handed the cash to the Clerk. Members thanked Cllr Payne for his work.

The Clerk would arrange the immediate banking of the cash & the transfer of ownership & the cancellation of insurance cover.

Action: Clerk

37/G14 – Proposal for the purchase & installation of a Pumptrack

Cllr Payne tabled a proposal to purchase & install a Pumptrack that could be used by BMX bikers, roller skaters & scooter users etc. He showed Members the brochure detailing the equipment & types of installation. The equipment could be modular & moveable or concrete set permanently into the ground.

Members received the proposal positively & there followed a discussion on possible sites, costings & how to progress the proposal. Cllr Linsley said that he had come to the meeting to discuss an entirely different proposal and found it difficult to give an instant reasoned response to a completely unexpected proposal.

Resolved: That a small steering group be set up, made up of Council members, to investigate the proposal & submit recommendations for installation options, siting & funding. Insurance & ongoing maintenance costs would be investigated. The Newman Collard Trust would be invited to appoint a member to this steering group.

38/G14 – Any other business

Cllr Chads reported that a member of the public had raised concerns about overhanging trees from NCPF on to a residence in Old School Road. The Clerk said he was aware of this ongoing complaint but would ask the LPC tree warden to have another look at it.

39/G14 – Exclusion of the public

Resolved: That members of the press & public be excluded due to the confidential nature of the business to be transacted.

40/G14 – Exempt Item

Grounds staffing.

The Chairman closed the meeting at 20.34 hrs.

Next meeting: 1st December 2014

Liss Parish Council

Minutes of the Grounds Committee meeting of 1st December, 2014

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: S. Smith.

33/G14 Apologies

Apologies were received and accepted from Cllr Budden.

34/G14 Declarations of interests

Cllr Halstead declared a prejudicial interest in matters relating to the tennis courts as a member of the tennis club and Cllr Mayo declared a prejudicial interest in matters relating to allotment costs arising from his position as an allotment tenant.

35/G14 Minutes & matters arising from the meetings of 6th October 2014

The minutes of the meeting of 6th October 2014 were approved as an accurate record of the meeting (proposed by Cllr Halstead and seconded by Cllr Mayo). Outstanding items were to be considered under their relevant agenda headings.

36/G14 Liss Forest recreation ground

The Chair advised that following LPC's agreement to fund a noticeboard in Liss Forest, discussions as regards location were still on-going. The Assistant Clerk would continue discussions with the Chair of the Residents Association.

37/G14 Allotments

The Chair noted that renewal notices had been issued for 2015 tenancies and highlighted key points from the Annual Allotment Tenants' Meeting on 24th November:

- a) the fact that only five vacancies remained was positive in terms of weed management and it was thought that offering vacant plots free of charge in the summer had helped. In order to resolve issues arising from unworked plots, tenants were advised to contact the office prior to assisting with removal of neighbouring weeds etc.
- b) issues with locks had been raised and the Assistant Clerk was looking into suitable replacements;
- c) communication would be improved via e-mail, making use of mailing lists covering all tenants or a specific location.

Cllr Mayo noted the issue raised by a Kelseys tenant involving the erroneous removal of the boundary fence by developers. **It was resolved that** the Chair would assess whether the remaining boundary was sufficient.

38/G14 Newman Collard Playing Field

The Chair advised that the actions from the last SLA review meeting were being pursued and that a further meeting would take place in the new year.

Cllr Halstead raised the issue of the duck house which required levelling. It was thought that a working party had been proposed by a previous member of NCPFT. **It was resolved that** the Assistant Clerk would raise the issue with the NCPFT.

Cllr Thomas raised the issue of the locking of the play area used by Puddleducks. **It was resolved that** the Assistant Clerk would write to the NCPFT.

39/G14 West Liss Recreation Ground

There were no issues to discuss.

40/G14 Riverside Railway Walk

Given the high cost involved for resurfacing the full LPC section of the path, options for improving the path conditions in front of the allotments were discussed. Cllr Payne offered to investigate contractor details for scraping the path prior to an application of scalplings.

The Chair advised that advice from the Arun and Rother Rivers Trust on management of the Riverside Walk had been sought but nothing had been forthcoming. **It was resolved that** the Assistant Clerk would write a formal letter copied to the Environment Agency.

41/G14 Equipment

The Chair advised that analysis would be carried out on hire of equipment versus purchase to establish if cost savings could be made.

A meeting of a working party would take place on Wednesday 3rd December to discuss a pumptrack facility.

42/G14 Any other business

- a) The Chair advised that Cllr Budden would look into a logo for the landrover in the new year.
- b) The Chair circulated an e-mail which had been received from a member of the public about branches from LPC trees overhanging his property. A response would be written in line with LPC policy which set out that LPC would only cut back trees on health and safety grounds but that the individual was entitled to cut back overhanging branches.
- c) The Chair expressed thanks to all those who had volunteered to put up and dress the village Christmas trees.

42/G14 Date of next meeting: 2nd March 2015 at 7.45pm

Signed.....

Dated.....