

Liss Parish Council

Minutes of the Grounds Committee meeting of 2nd March, 2015

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.

01/G15 Apologies

Apologies were received and accepted from Cllrs Halstead, Linsley and Chads.

02/G15 Declarations of interests

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

03/G14 Liss Forest Recreation Ground

The Chair advised that the notice board would be erected in the bus shelter which would form part of the Forest Road development.

04/G15 Allotments

The Assistant Clerk advised that the renewals process had been carried out with only 9 vacancies remaining at the present time.

The Chair gave an update on actions arising from the allotment tenants meeting:

- a) Drainage at Princes Bridge: It was agreed that water levels meant that this would be an ongoing issue at the site.
- b) Locks: A new lock had been trialled and it was agreed that this lock would be purchased to replace existing locks on a needs basis.
- c) Slime in tanks at Princes Bridge: This was being treated by the Groundsman.
- d) Best Kept Allotment Competition: Winners of the 2015 competition would be consulted as to whether their details could be made public.
- e) Communication: E-mail addresses were being collated and a space for this had been added to the 2016 renewals form to facilitate improved communication.

Cllr Mayo advised that there was no real issue concerning the boundary fence at Kelseys.

05/G15 Newman Collard Playing Field

- a) Play park: The Chair advised that the resurfacing work underneath the tornado and whizzer had been completed. The tornado top was still not in use, however, due to difficulties experienced in fitting the new bearings. **It was resolved that** Playscene should be commissioned to carry out the work.
- b) Duck house: LPC would respond to any proposals from the NCPFT as regards the duck house and pond maintenance when forthcoming.

- c) Drainage: **It was resolved that** the Assistant Clerk would contact Southern Water as regards the overflowing drain.
- d) NC pavilion: The Chair provided a brief update as regards the project.

06/G15 West Liss Recreation Ground

Pitch: Members expressed some concern about the lasting effects of a match when the condition did not support its use. **It was resolved that** the Assistant Clerk would liaise with the Groundsman to see if a procedure could be established to determine whether the pitch was playable. Pest control would address the mole issue.

07/G15 Riverside Railway Walk

- a) Management of the Riverside Walk: The Chair advised that clarification had been sought as regards projects and funding for the substantial section of the Rother within Hampshire. This followed concern that activity and funding was limited to the West Sussex section.
- b) Resurfacing: The Chair reported that the Rangers had agreed to carry out the necessary work to improve the condition of the path. An initial application had been made to the District Councillors to fund the materials and equipment. **It was resolved that** this work should be carried out subject to funding under the District Councillor Community Grant Scheme.

08/G15 Equipment

The Chair advised that trailer modifications had been carried out and a chipper purchased for more efficient waste disposal. The Chair was pleased to report that the Groundsman had raised some funds from scrap metal following a tidy up of the yard.

09/G15 Any other business

- a) Cllr Payne reported that two people were allegedly sleeping rough on the Riverside walk. He proposed a meeting of the Police Liaison Committee to discuss this and other recent issues in the village. The Chair highlighted the importance of reporting all issues on the 101 number so that a full picture could be obtained with regards to Liss which would then enable follow-up action to be taken by the police. Action
- b) The Chair had received an e-mail advising that a dog had been taken into the play park. It was agreed that a 'No Dogs' sign would be put up.
- c) The tree warden had advised that the tree at Mitchells allotment needed some management to keep it stable. The Assistant Clerk would check whether the Groundsman was able to do this.

10/G15 Date of next meeting: 2nd June 2015 at 7.45pm

11/G15 Exclusion of Press and Public

It was resolved that the press and public be excluded from the meeting on the grounds of the commercial confidentiality of the business to be transacted.

12/G15 Minutes and matters arising from the Gounds Committee on 29th January 2015

The minutes of the meeting of 29th January 2015 were approved as an accurate record of the meeting (proposed by Cllr Budden and seconded by Cllr Thomas).

It was resolved that a 15 minute extension to the meeting be agreed.

The Chair advised that the Pumptrack Subcommittee would meet again once the various actions had been completed. They would then report back to the Grounds Committee who would consider the way forward.

The meeting closed at 10:15pm.

Signed.....

Dated.....

Liss Parish Council

Minutes of the Grounds Committee meeting of 22nd June, 2015

Members; * Cllr D Dodds (Chairman), Cllr K Budden, *Cllr S Halstead, Cllr Kendall, *Cllr H Linsley, *Cllr F MacNamara, *Cllr B Mayo, *Cllr E Thomas.

*Present.

Clerk: S. Smith.

13/G15 Election of Chair

Cllr Dodds, proposed by Cllr Halstead and seconded by Cllr Linsley, was duly elected as Chairman for the ensuing Council year.

14/G15 Apologies

Members accepted apologies from Cllrs Budden and Kendall.

15/G15 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 the allotments arising from his position as an allotment tenant.

16/G15 Minutes & matters arising from the Grounds Committee on 22nd March 2015 not otherwise on the agenda

The minutes of the meeting of 22nd March 2015 were approved as an accurate record of the meeting (proposed by Cllr Mayo and seconded by Cllr Thomas). Outstanding items were to be considered under their relevant agenda headings.

17/G15 Liss Forest Recreation Ground

The Chair advised that the notice board had been commissioned to be put on the bus shelter later in the autumn.

It was resolved unanimously that the basketball backboard and hoop which had suffered weather damage would be replaced but that the hoop would not be raised to 10 feet due to exclusion of younger players. This was in response to a request from a member of the public.

Cllr Mayo noted that the Groundsman had done an excellent job in maintaining the recreation ground.

18/G15 Allotments

An alternative lock was being trialled in the aim of identifying a more user-friendly option.

Best kept Allotment Competition 2015: A date would be agreed this week for the first round of judging at the end of June/ beginning of July.

It was resolved that an option would be added to the Tenancy Agreement 2016 to be included in the Best kept Allotment Competition, rather than including every allotment in the initial assessment round. It was noted that the tree at Mitchells would be pruned in the autumn.

19/G15 Newman Collard Playing Field

- a) Play park: The Chair advised that tornado and whizzer bearings had been completed and were now back in use.
- b) Duck house: It was noted that NCPFT would set out proposals for pond maintenance in the autumn. A local contractor had offered to construct a new duck house to coincide with this work. A call for volunteers would be placed in the Village Voice magazine if required.
- c) Drainage: The issue was closed pending any further issues arising. Cllr Halstead noted that further development in Inwood Road would exacerbate the issue of surface water drainage and that this should be flagged during the planning consultation.
- d) Tension wiring around the tennis courts: The Tennis Club had expressed concern that some of the wiring required repair. It was noted that this should be carried out to avoid the problem becoming worse, but this was an issue for the Tennis Club to pursue as it did not come under 'major maintenance' as set out in the Service level Agreement.

20/G15 West Liss Recreation Ground

It was resolved that a joint venture would be pursued with the West Liss Residents Association on a replacement bench, with siting and lettering on the bench to be agreed.

21/G15 Riverside Railway Walk

- a) Management of the Riverside Walk: Sir Sebastian Anstruther, chairman of the Arun and Rother Rivers Trust had given a presentation prior to the start of the Grounds Committee meeting. This was considered a useful opportunity to exchange information and for LPC to tap into guidance on river management. **It was resolved that** a letter of appreciation be sent.
- b) Resurfacing: The Conservation Rangers had sent their thanks for two saws which were given to them in appreciation of the work carried out on the path.
- c) The wheelchair (plus pushchair) accessible bench had arrived and would be placed in the picnic area following a decision on siting.
- d) It was noted that further improvements to the RW from funds allocated by the Environmental Improvements Developers Contributions should ensure disabled access to the picnic area.

22/G15 Equipment and Staffing

- a) Pumptrack Committee: The Chair advised that due to the loss of two councillors at the recent elections the group was no longer in place. The Chair gave an overview of the history and discussions to date. Members of the Grounds Committee gave no support to pursue the option of multi-use pumptrack further. The Assistant Clerk gave an update on the quotations received for improving the BMX dirt track which fell within the range £15,000 to £25,000. The Chair noted that some £14,000 had been put aside for the provision of children's equipment. It was resolved unanimously that the NCPFT be consulted on improvements to the dirt track (Cllrs Dodds and Halstead would meet with Dorothy Collard). It was also noted that the local community and potential users would need to be consulted should this be pursued.

b) The Chair advised that a temporary groundsman had commenced work for two days a week during the summer period, with effect from beginning of June.

23/G16 Any other business

- a) Tree issue: The Chair advised that, following investigation by our tree consultant, the Assistant Clerk had responded to a letter in line with the stated policy, i.e. tree work is only authorised on health and safety grounds. Other letters received on the issue would be responded to in line with the policy.
- b) Play equipment: Cllr Mayo highlighted the poor state of repair of some of the play equipment and proposed to carry out inventory of play equipment that required maintenance. It was agreed that a preventative maintenance programme was required for the future preservation of existing equipment.
- c) Service Level Agreement: Cllr Mayo would take over discussions since Cllr Payne's departure in discussions with NCPFT.

24/G15 Date of next meeting: 7th September 2015 at 7.45pm

Signed.....

Dated.....

Liss Parish Council

Minutes of the Grounds Committee meeting of 7th September, 2015

Members; * Cllr D Dodds (Chairman), *Cllr K Budden, *Cllr S Halstead, Cllr Kendall, *Cllr H Linsley, *Cllr F MacNamara, *Cllr B Mayo, *Cllr E Thomas.

*Present.

Clerk:

25/G15 Apologies

None received.

26/G15 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 the allotments arising from his position as an allotment tenant.

27/G15 Minutes & matters arising from the Grounds Committee on 22nd March 2015 not otherwise on the agenda

The minutes of the meeting of 22nd June 2015 were approved as an accurate record of the meeting (proposed by Cllr Mayo and seconded by Cllr Linsley). Outstanding items were to be considered under their relevant agenda headings.

28/G15 Liss Forest Recreation Ground

Basketball court: The chairman advised that a replacement backboard was to be installed but proposed that the hoop be cleaned up as a suitable replacement was not available. Members agreed.

Playground repairs: The chairman advised that this agenda item concerned all three recreation grounds. Following a Zurich inspection the Assistant Clerk had sought three quotes but only one had been forthcoming to date. The company concerned had provided a thorough inspection and had also been selected to carry out work previously. **It was resolved that** the quote be accepted.

29/G15 Allotments

The Chair advised that the Best Kept Allotment Competition 2015 had taken place and that all 140 plots had been viewed. The tenancy form for 2016 had been updated so that tenants will in future 'opt in' to the competition. Tenants would be made aware of the new arrangement at the forthcoming November allotment tenants meeting. **It was resolved that** the Assistant Clerk would seek a suitable date in the diary for the meeting.

Cllr Budden reported that the alarm at the Liss Horticultural Society Hut had been triggered but it had not been clear to those present who to report this to. **It was resolved that** the Assistant Clerk would contact the Horticultural Society to request that a sign be erected providing emergency contact details should the alarm be triggered.

Cllr Halstead raised concerns about some damaged trees at Princes Bridge. **It was resolved that** the Assistant Clerk would ask the Tree Warden to investigate.

30/G15 Newman Collard Playing Field

Trees at Old School Road: The chairman advised that a letter had been received from a member of the public complaining about trees overhanging Old School Road. The Tree Warden had been out to assess the situation and submitted a report and recommendations for consideration. **It was resolved that** the trees and branches would be removed or pruned to provide reasonable clearance from the properties and garages concerned and that relevant residents would be contacted to advise them of action to be taken. Chairman and Assistant Clerk to agree wording of letter before despatch.

31/G15 West Liss Recreation Ground

The Chair noted that the Assistant Clerk was looking into options regarding the bench to be funded by the West Liss Residents Association.

32/G15 Riverside Railway Walk

Benches: The chairman advised that Groundsman had put the concrete footing in place for the new bench and was due to replace the broken slats on the bench which had been vandalised.

Management of the Riverside Walk: The chairman reported that following the presentation by Sir Sebastian Anstruther at the previous Grounds Committee, a site visit had been carried out on the Liss section of the River Rother. Representatives of the Arun and River Rother Trust, John Nielan of the Liss Conservation Rangers and Cllr Kendall (Flood Action Group) and Cllrs Mayo and Linsley were present. Cllr Mayo provided some feedback from the visit which considered various aspects and details of the Liss section of the River Rother. Members agreed it would be useful to invite John Nielan to provide a report on the issues arising from the visit. Cllr Halstead proposed a separate working group to consider the issues and any previous reports and report to Council. Members agreed that this topic was not an issue for the Grounds Committee alone as it involved wider issues including flooding and ecological considerations.

33/G15 Equipment and Staffing

Dirt track: The chairman reported that a meeting with Dorothy Collard had not taken place. Feedback had been received from young people in the village was that improvements to the dirt track were no longer deemed relevant. **It was resolved that** no further action would take place.

Play equipment maintenance inventory: Thanks were extended to Cllr Mayo for his inventory of playground equipment in need of renovation. It was resolved that the Assistant Clerk would ask the Groundsman to carry out the renovation work with the assistance of the Assistant Groundsman who had been recruited for the summer period.

Service Level Agreement: The chairman advised that the NCPFT were aware of the need for renegotiation of the SLA. It was agreed that Cllrs Dodds and Mayo would report to the next Grounds Committee.

34/G16 Any other business

Cllr Halstead asked whether there had been any development on the repair of the tension wiring (Clerk's note: it has been established that repair work is in hand).

35/G15 Date of next meeting: 30th November 2015 at 7.45pm

The meeting closed at 21h35.

Signed.....

Dated.....