

**HEDGE END TOWN COUNCIL - MINUTES OF A MEETING OF THE RECREATION & AMENITIES
COMMITTEE HELD 13TH SEPTEMBER, 2017**

Cllrs. Present: Cllr. Margaret Allingham, Cllr. Stephanie Arnold, Cllr. Paul Carnell, Cllr. John Jupe, Cllr. Jane Welsh (Chair)

Also Present: Heather Jones - Representing Allotment Hirers
Paul Snelgrove - Head Groundsman

R20 Apologies: Cllr. Cliff Morris, Cllr. Derek Pretty, Cllr. Shankerlal Sthankiya
With effect from the close of business hours today, all communications have been checked for the receipt of apologies.

**R21 Minutes & Matters Arising
Meeting of 12th July, 2017**

R10, R5 drainage works to alleviate flooding to the children's play area at Turnpike Way has now been completed successfully.

R12, notification of gate closure was met with the majority in full support. Just one disagreement was resolved satisfactorily.

R13, item 2, WC Facilities. Arrangements are being operated successfully.

The minutes were approved and signed by the Chair.

R22 Correspondence:

- i) To record Public Liability Insurance Certificate copies from:
Hedge End Town FC
Hedge End Rangers
Hedge End Social Club FC
- ii) Publications: CPRE Countryside Voice, Summer 2017 and Field Work.
- iii) Jillian Kay, Director of Local Government Policy signs the certificate given in recognition of the Green Flag Award 2017/2018 in mark of a quality green space and achieving the national standard at Albert Road Cemetery & War Memorial garden.
- iv) Request from the Itchen Valley Division Guiding for the Council to identify an area where homemade poppies could be planted and create a poppy field and erect a plaque to remember those that went to war as part of the 2014-2018 World War I Centenary events in November 2018. **Members felt this was a good idea and felt that the poppies needed to be in a prominent position and therefore could be located to the side of or around the bandstand (once located) on the Green.**

R23 Allotments:

Heather Jones enquired as to how many people are on the allotment waiting list. There are currently 16 vacant plots and the Head Groundsman explained the rationale and methodology of allotment preparation prior to covering them. He explained it was more efficient in terms of staff resources to undertake vacant allotment preparation together in the autumn and winter months than ad hoc during the year. Members concurred.

Heather Jones advised that she will remove the batteries from the light at the toilets at the allotments when they close for the winter. **Members agreed with such a course of action and also agreed that the toilets would close from 1 November 2017 to 31 March 2018 inclusive re-opening on 1 April 2018.**

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R24 To discuss matters raised during the R & A Committee Tour of Sites:

Members discussed the main findings of the tour of sites to the above-named property sites, that were previously circulated to members.

Norman Rodaway Pavilion & Sports Field

Members suggested that the bow-top fencing currently at the defunct putting green at Woodhouse Lane could be used to encase the hedged green area outside the Rodaway pavilion. The Head Groundsman advised that it would be preferable to use the bow-top fencing panels to replace the very old rotting wooden fence currently around the paddling pool at the Recreation Ground. **Members agreed with such a proposal and felt that a contractor would need to be engaged to effect this rather than in-house work. Members requested that enclosing the hedged green area outside the pavilion with bow-top fencing be a budget consideration for the financial year 2018/2019.**

Turnpike Way Pavilion & Sports Field

Members queried what is stored in the two containers adjacent to the pavilion, which was explained. The Chair advised that the drainage works to the play area are now complete.

Woodhouse Lane Leisure Park

The Chair advised that members evaluated the dog-free zone to the rear of Baden Powell Lodge and considered what could be done to the now redundant putting green. A suggestion was discussed on possibly creating an indoor bowls site.

Dowd's Farm Park

The Head Groundsman advised members that he was also in receipt of the e-mail, listing the findings at Dowd's Farm and that nearly all the points relating specifically to Dowd's Farm have been addressed. Members went through each point raised to which the Head Groundsman advised what has been carried out and offered his guidance. Since the site meeting, the Head Groundsman explained to members that he has had a long meeting with the Town Clerk to discuss staffing schedules and staff rotas and explained how the staff have been re-organised into two specific teams to address the work. He has prepared schedules, worksheets and time schedules, to which the staff adhere. There is a check list from Action Plan to results.

He advised members that the culvert to Stanier Way is next scheduled to be addressed by the team. With regard to the football areas by the teen scene shelter, the Head Groundsman explained what previous work has been carried out. He advised that Grasscrete would be a suitable replacement, which is considerably more difficult to remove and vandalise. Members agreed.

On the matter of the sculptures on the jetty, members agreed with the potential project to approach Wildern School's metalwork team and suggest this could be a design and produce community project for pupils. As long as the end material is galvanised, it could be spot welded to the existing fittings. The Town Clerk was asked to approach Wildern School and develop such a possible concept.

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On the matter of the land erosion of the gully from the culvert to the lake at Michin Acres end of the lake, the Head Groundsman advised that this has resulted in serious subsidence and a landslide and that remedial works would need to be carried out by a contractor with a protection wall of rock cages placed to prevent further erosion.

On the matter of the 12 trees that have died in the avenue of Maple trees, the Head Groundsman advised on the planting of such trees and the rootball nutrients will only survive until such time as they reach the old building development detritus that still exists from the development and no nourishment can be obtained resulting in the trees dying.

Members agreed that using the digger, the groundstaff should try planting one tree at a time as a tester and monitor the situation starting with an Acer.

Members complemented the Head Groundsman and his team on such prompt action to address the problems identified.

R25 Coltsfoot Close Balancing Pond

The Town Clerk advised members that he was in receipt of the formal Ecological Baseline Survey report from Carcinus Limited. Matthew Crabb (Carcinus Limited) confirms that the company completed the site visit and ecological survey stages of the Coltsfoot Close Balancing Pond project. The contents of the survey report and its findings will form the basis to draft a detailed management plan and it is anticipated that this will be delivered by the end of September.

Members discussed the deferred issues raised by George Baker:

- 1) Installation of a wooden bench & litter bin;
- 2) Boardwalk and fenced structure repair;
- 3) Small information board.

Members agreed that the above concepts should form part of a budget consideration for the financial year 2018/2019.

Further to the above, George Baker proposes that the Town Council consider upgrading Wildern Nature Park to a Local Nature Reserve in line with the established procedure outlined by Natural England.

Members agreed that this proposal be deferred for four/five years as this is a costly project and needs to be approached and considered correctly. It is not currently a priority matter.

R26 To discuss Burial Services and the preparation of hand dug, double depth graves

The Head Groundsman has expressed concern that the groundstaff have not been trained in the method of hand-digging a double depth earthen grave and that the groundstaff could not be expected to prepare the grave without the appropriate training. Following enquiries with the ICCM of the original syllabus of the City & Guilds NPTC Safe Use of Plant Machinery, the Town Council has been advised that the training that was previously delivered demonstrated a stage by stage installation method. Such method would be adopted for

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either hand or machine excavation therefore a grave digger simply needs to adopt such a process to remain fully safe whilst hand digging. Whilst a machine would be used on the course for time saving, the method of installation can be used irrespective of how a grave is dug.

A quote has been obtained from the ICCM to cover a refresher training course for Hydraulic and Timber installation and removal processes for 1 day at £650 plus VAT. Such a course would be certificated by the ICCM.

RESOLVED

That a refresher training course be made available to the groundstaff to ensure proficiency in hand digging an earthen grave.

R27 To define the “13 and over” policy for the charge of a £250 Deposit in respect of a Family Party, i.e. 1st Birthday, Christening

The Town Clerk explained the circumstances surrounding why this matter has arisen. The current Town Council regulation is that any hire of premises, aged over 13 years will incur a £250.00 deposit. There have been a number of requests for family parties where more often than not, it is in essence a 1st birthday for a period of hire but runs on until as late as midnight. It has been found that such a party becomes an adult party rather than a children’s party. It is therefore imperative that the Town Council defines a time period for family parties where a child is also celebrating a 1st birthday.

RESOLVED

That all parties up to 6.00pm at all Town Council premises will be subject to a £50 deposit and all parties post 6.00pm are subject to a £250.00 deposit. Where a party straddles beyond 6.00pm, the higher deposit rate of £250.00 is applicable on each and every occasion.

There being no further business to transact, the Chairman closed the meeting at 21.30 hours.