

Recreation & Amenities Committee Meeting

04 January 2018 | at 19:30

Kings Worthy Community Centre, Fraser Road, Kings Worthy

| | |
|--------------------------------|--|
| Clerk | Chris Read |
| Chairman of the Meeting | Councillor Sarah White |
| Councillors | Mandy Hallisey, Dorry Lawlor and Matthew Page. |
| Members of the Public | 1 |

RA/18/01 – Apologies for absence

Cllrs N. McCleery and S. Newell.

RA/18/02 – Public question time

Our advisor registered his continuing interest with regards to the dedication of the footpath on Top Field. This will allow the connection of Kim Bishop Walk with the old railway line, as per the S106 agreement.

RA/18/03 – Footpaths, cycle paths and hedges

[Hampshire County Council \(HCC\) priority cutting list](#) – Our advisor gave a presentation on the footpaths in Kings Worthy that are likely to be the highest priority for cutting.

It was agreed to ascertain from HCC whether they will be cutting the sides of the footpaths, as well as the growth arising from the width of the surface.

Our advisor also noted that the promoted long-distance routes will be cut anyway. It was agreed to confirm whether the long-distance routes such as the Nuns Walk and Itchen Way, will be automatically included and whether these routes will reduce our 6 parish prioritised paths.

It was also agreed to speak with neighbouring Parish Councils as to whether they will be including the following footpaths:

[Headbourne Worthy Parish Council](#)

- Footpath 6, which is the continuation of footpath 11, both of which constitute part of Nuns Walk, a long-distance route.

[Itchen Valley Parish Council](#)

- Footpath 52, which is the continuation of footpath 7, both of which constitute part of the Itchen Way, a long-distance route.

Footpath 45, which is the continuation of footpath 4, both of which constitute part of a long-distance route and are on HCC farmland.

It was agreed to discuss the feasibility of a potential diversion of footpath 5 along the Parish Council footpath in Eversley Park, with the mind to removing the current footpath surface adjacent to the north- western boundary hedge within the council. If this were to go ahead, HCC would be asked to contribute towards to maintenance of the Parish Council footpath.

| Action Items | Action by | Target |
|---|------------|------------|
| Write to HCC to ascertain what vegetation they will remove. | Cllr White | 01/02/2018 |
| Write to HCC to confirm the long-distance routes will be cut. | Cllr White | 01/02/2018 |
| Write to Headbourne Worthy Parish Council to discuss footpath 6. | Cllr White | 01/02/2018 |
| Write to Itchen Valley Parish Council to discuss footpaths 52 and 45. | Cllr White | 01/02/2018 |
| Discuss potential diversion of footpath 5 at the next R&A meeting. | Committee | 01/02/2018 |

RA/18/04 – Open spaces strategy

Cllr White presented her open space figures. It was agreed for the Clerk and our advisor (who had raised the issue and had done an initial appraisal of these when he was on the council) to review these figures. Cllr White will be writing to HCC once these figures are confirmed.

| Action Items | Action by | Target |
|----------------------------|-----------------|------------|
| Review open space figures. | Clerk / Advisor | 01/02/2018 |

(Our advisor left at this point)

RA/18/05 – Agree & sign the minutes of the R&A meeting held on 02 November 2017

The minutes of the meeting held on 02 November 2017 were agreed as a true record of the meeting and signed by Cllr White.

RA/18/06 – Matters arising from the meeting held on 02 November 2017

RA/17/138 Broadview and Hinton Park fencing –

- Concrete post fencing at Broadview – Still awaiting removal of temporary fencing (construction site at Berwen).
- Post & Rail fencing at Broadview – Half the work is now complete; the remainder is to be completed at the end of January.
- Hinton Park wire fencing – This wire has been vandalised several times; it was agreed to review this issue again in the spring.

[RA/17/122 Wildflower verge planting/licence etc.](#) – HCC have replied to Cllr White’s original email stating that they will only refund the money if the verge is returned to standard high verge. This has been queried with HCC and we await a reply on the licencing issue.

[RA/17/138 Cricket net ropes, promotion of facilities and surface cleaning –](#)

- [Cricket net ropes](#) – Awaiting a reply from supplier with regards to a suitable rope.
- [Surface cleaning](#) – This has now been added to the regular tasks for our Maintenance Technician.

[RA/17/128 Noticeboard headers](#) – The previous supplier has raised concerns with the proposed stickers. It was agreed to ask our original noticeboard supplier, as part of the potential purchase of the Abbots Worthy noticeboard.

[RA/17/138 Church Green football](#) – awaiting confirmation of cost for line marking.

[RA/17/139 Abbots Worthy noticeboard](#) – The requested noticeboard is no longer available and thus it was agreed to ask WCC to install one of our standard noticeboards in the absence of a like for like replacement.

[RA/17/146 Eversley Park mobile shelters](#) – Cllr McCleery and both Clerks met with the treasurer of Kings Worthy FC (KWFC) to discuss the proposal. No grounds work will be required on the middle pitch and a small section of bank will need to be removed from the lower bank. It was agreed give KWFC permission in principal to allow them to raise funds, on the condition that the work be carried out to a specification agreed by the Parish Council, including a retaining structure.

| Action Items | Action by | Target |
|--|-----------|------------|
| Contact WCC to obtain permission for installing a standard noticeboard in Abbots Worthy. | Clerk | 01/02/2018 |
| Give KWFC permission in principal, subject to the specification. | Clerk | 01/02/2018 |

RA/18/07 – 2018/19 Budget

Councillors accepted Finance, Administration and Remunerations committee’s recommendation to take projects from CIL funding and agreed the 2018/19 budget without any further changes.

RA/18/08– Tree works / maintenance

[Tree inspections 2018](#) – Tree Care Associates Ltd have stated that they will be carrying this work out in early January.

[Broadview winter 2017 tree work](#) – The planting of replacement trees has been authorised and is currently taking place.

[Tree & wall work at Kim Bishop Walk](#) – The removal of the leaning tree resulted in the removal of an extra tree, which was joined underground. This has resulted in a much large section of wall

needing to be demolished. It was also noted that sections of the wall further up will need repairing in the near future.

It was agreed to follow the recommendation of Cllr Newell and obtain quotations for the removal of the entirety of the wall and the formation of a secure 45° retaining bank.

It was also agreed to contact the residents of the adjacent house, number 2A, to discuss the potential works, once we have more information.

[Work on trees outside Tubbs Hall](#) – This work is now complete.

| Action Items | Action by | Target |
|---|-----------|------------|
| Obtain quotations for the installation of retaining bank. | Clerk | 01/02/2018 |
| Contact number 2A to discuss potential works. | Clerk | 01/02/2018 |

RA/18/03– Footpaths, cycle paths and hedges – continued.

[Top Field footpaths and the extension of Kim Bishop Walk](#) – Awaiting reply from HCC.

[Rights of Way off Hinton House Drive](#) – Awaiting reply from owner of Hinton House Drive.

[Motorcycles on Kim Bishop Walk](#) – Awaiting reply from owners of Woodhams Farm.

RA/18/10 – Dog waste issue

[Councillors patrols](#) – Cllrs carried out several patrols at both night and early in the morning to raise awareness of the dog fouling issue.

[Signage inc. stencils](#) – The Maintenance Technician has been instructed to spray the ‘Bag it and Bin it logo’ onto the footpaths at the entrances to Eversley Park, using the stencil.

It was agreed to erect dog fouling signage on existing posts and fencing.

[Dog Bins](#) – It was agreed to remove the red dog bins at Upper Broadview and Hookpit Farm Lane, as they are adjacent to dual use Winchester City Council (WCC) bins. They will be cleaned and stored for possible reactivation if required.

It was also agreed to contact WCC to request the dual bin adjacent to the King Charles pub be changed to 240L bin.

| Action Items | Action by | Target |
|---|-----------|------------|
| Arrange for dog fouling signage to be erected at Eversley Park. | Clerk | 01/02/2018 |
| Amend dog bin contract and remove two bins, as above. | Clerk | 01/02/2018 |
| Contact WCC to request a larger 240L bin, as above. | Clerk | 01/02/2018 |

RA/18/11 – Projects and updates

Pump track & skateboard ledge -

- Skate Ledge – This is to take place when the weather is more suitable to help mitigate damage to the park.
- Pump Track – A representative from Street Reach is attending Parish Council to discuss potential further facilities.

Eversley Park path - It was agreed to obtain a quotation for the inspection of the path and substrate from Southern Testing.

Eversley park extension / allotments / path / running marker posts -

Eversley Park extension – Cllrs Hallisey and White are to meet with HAB to discuss the ongoing maintenance and current issues.

Outdoor table tennis tables - This have now been installed.

Seat at Upper Broadview - These seats have arrived and are awaiting installation.

Defibrillators (AEDs) & CPR training - Cabinet has now been installed at Kings Worthy Community Centre. Arrangements for the installation of the remaining cabinets are still ongoing. It was agreed that Cllr White to proceed with the arrangements for CPR training.

Cycle racks - Still awaiting a reply from WCC re permissions outside the Springvale Stores area.

Wild flower areas - It was agreed to contact the Worthies Conservation Volunteers to discuss planting of the wildflower plug plants. Planting advisor, Charlotte Smith, is to be contacted to discuss the possible planning of Cyclamen at the base of the tree outside Kings Worthy Community Centre.

| Action Items | Action by | Target |
|--|---------------------------------|------------|
| Obtain quotation for the inspection of the Eversley Park path. | Clerk | 01/02/2018 |
| Meet with HAB to discuss maintenance and issues. | Clerk, Cllrs Hallisey and White | 01/02/2018 |
| Make arrangements for CPR training. | Cllr White | 01/02/2018 |
| Contact Worthies Conservation Volunteers re. plug plants. | Cllr White | 01/02/2018 |
| Contact plant advisor re. planting of Cyclamen. | Cllr White | 01/02/2018 |

RA/08/12 – General maintenance / equipment repairs

[Play Area Report 2017 - Action items](#) – Currently obtaining model number of spinning pole with manufacturer to ascertain what is required for a repair.

It was agreed to proceed with the repair to one of the springer units at Eversley Park, at a cost of £227.00.

[Annual Maintenance Regime](#) –

- Book date for Spring litter pick – It was agreed to hold the Spring litter pick on the 14th April 2018. The Brownies, Scouts and primary school are to be informed.
- Final approval of R&A budget – See above.

[Maintenance Technician Task Listing](#) – Work is ongoing. It was agreed that the installation of the benches and spraying of the logos are to be made the top priority.

[Grass reinforcement around play equipment](#) – Still awaiting delivery of fixings.

[Fryers Close bird problem](#) – Three responses had been received from surrounding residents. All highlighted that this was a big issue. Hampshire Bird and Pest Solutions have offered a week's trial of a bio acoustic bird scarer, at a cost of £400.00 (exc. VAT). It was agreed to discuss this issue at both the Finance, Administration and Remuneration committee and full Parish Council.

[Summer Walkabout](#) – Awaiting a reply from WCC re having an official link between Lower Broadview and the communal green area at the back of Wesley Road.

[Bark Mulch](#) – It was agreed to proceed with the purchase and laying of the bark at a cost of approximately £750.00 - 800.00 (excluding VAT).

| Action Items | Action by | Target |
|--|------------|------------|
| Contact Brownies, Scouts and Kings Worthy Primary School to notify them of the Spring litter pick. | Cllr White | 01/02/2018 |
| Proceed with Bark, as above. | Clerk | 01/02/2018 |

RA/18/13 – Grounds maintenance contract and training course

[Grounds maintenance contract](#) – Following the decision at the Parish Council meeting on the 18th December, the grounds maintenance contract has been awarded to Green Smile Ltd. Green Smile would like to have a review of works in light of the summer walkabout. This is to be arranged with Cllrs White and Lawlor

[Training Course](#) – Awaiting a reply from Hampshire Association of Local Council (HALC).

| Action Items | Action by | Target |
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| Meeting with Green Smile. | Clerk/Cllrs White and Lawlor | 01/02/2018 |
|---------------------------|------------------------------|------------|

RA/18/14 – Clerk’s notices

Burial Ground deeds – Following advice sought from the HALC advice service with regards to a right of interment issue, it has been recommended that we issue deeds for interment plots. The draft deed is to be sent round to Councillors.

Bin at Hinton Park – It was agreed to move the litter bin at Hinton Park to central grass area, adjacent to the picnic benches.

| Action Items | Action by | Target |
|--|-----------|------------|
| Send round Burial Ground deeds, as above. | Clerk | 01/02/2018 |
| Arrange for movement of litter bin at Hinton Park. | Clerk | 01/02/2018 |

RA/18/15 – Chairman’s notices

Swift Box – It was agreed to discuss the usage and ongoing maintenance of the Swift Box at the meeting with HAB housing.

PC/18/16 – Items for next meeting – 01 February 2018

Potential diversion of footpath 5.

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| Meeting Closed: | 22:27. |
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| Signed: | | Date: | |
|----------------|--|--------------|--|

| Recreation & Amenities | | | | | | | | | | |
|--------------------------------------|--------------------------------|--------------------------------|-------------------------------------|--------------------------------|--------------------------------|----------------|------------------|-------------------------|-------------------------|-----------------------|
| 2016/17 Actual (Full Year) (£) | Current Month Budget (£) | Current Month Actual (£) | Current Month Variance (£) | Income Item/Description | 2017/2018 Budget ytd (£) | Actual ytd (£) | Variance ytd (£) | 2017/2018 Budget (£) | Forecast Outturn (£) | 2018/19 Budget (£) |
| 2,533 | 525 | 1,103 | 578 | Burial Ground | 4,725 | 3,761 | -964 | 6,300 | 3,858 | 4,000 |
| 1,743 | 0 | 1,670 | 1,670 | Pitch fees | 1,045 | 2,733 | 1,688 | 2,200 | 2,733 | 2,200 |
| 204 | 0 | 0 | 0 | Communication | 204 | 153 | -51 | 204 | 153 | 204 |
| 100 | 0 | 25 | 25 | Ground Fees/other | 0 | 130 | 130 | 0 | 120 | 100 |
| 1,142 | 0 | 0 | 0 | Grants : s106 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5,722 | 525 | 2,798 | 2,273 | Total Income | 5,974 | 6,777 | 803 | 8,704 | 6,864 | 6,504 |
| 2016/17 Actual (Full Year) (£) | Current Month Budget (£) | Current Month Actual (£) | Current Month Variance (£) | Expenditure Item/Description | 2017/2018 Budget ytd (£) | Actual ytd (£) | Variance ytd (£) | 2017/2018 Budget (£) | Forecast Outturn (£) | 2018/19 Budget (£) |
| 30,468 | 2,741 | 2,699 | 42 | Grounds maintenance contract | 24,673 | 24,564 | 108 | 32,897 | 33,167 | 35,940 |
| 207 | 0 | 0 | 0 | Contract supervision (trees) | 0 | 0 | 0 | 600 | 600 | 600 |
| 10,601 | 667 | 0 | 667 | Maintenance Pitch/Playgrd | 6,000 | 2,755 | 3,245 | 8,000 | 11,062 | 6,000 |
| 5,061 | 430 | 433 | -3 | Dog bins | 3,870 | 3,898 | -28 | 5,160 | 5,198 | 5,302 |
| 1,081 | 350 | 0 | 350 | Notice Boards & Signs | 1,000 | 477 | 523 | 1,000 | 2,672 | 500 |
| 5,817 | 0 | -797 | 797 | Seats, Tables & Shelters | 3,109 | 679 | 2,430 | 3,109 | 2,872 | 1,000 |
| 380 | 14 | 0 | 14 | Litter pickers & bins | 128 | 0 | 128 | 170 | 0 | 170 |
| 8,498 | 0 | 120 | -120 | Trees | 4,500 | 4,539 | -39 | 5,000 | 6,319 | 7,500 |
| 1,853 | 0 | 0 | 0 | Burial Ground Capital Projects | 950 | 251 | 699 | 950 | 251 | 500 |
| 315 | 8 | 0 | 8 | Burial Ground Maintenance | 75 | 175 | -100 | 100 | 103 | 100 |
| 7,943 | 625 | 0 | 625 | Maintenance Technician | 5,625 | 3,966 | 1,659 | 7,500 | 6,488 | 9,000 |
| 59 | 0 | 0 | 0 | Water Rates - Burial Ground | 20 | 20 | 0 | 40 | 40 | 50 |
| 35 | 0 | 0 | 0 | Water Rates - Eversley Park | 13 | 28 | -16 | 25 | 50 | 40 |
| 72,318 | 4,836 | 2,200 | 2,635 | Maintenance/Serviceing | 49,962 | 41,702 | 8,259 | 64,551 | 69,426 | 66,702 |

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| 0 | 0 | 300 | -300 | Advertising | 200 | 819 | -619 | 200 | 819 | 200 |
| 888 | 0 | 7 | -7 | Leaflets and publications | 1,260 | 1,125 | 135 | 1,400 | 1,118 | 1,250 |
| 0 | 37 | 20 | 17 | Website fees | 329 | 493 | -165 | 438 | 646 | 400 |
| 888 | 37 | 327 | -291 | Communication Expenses | 1,789 | 2,436 | -648 | 2,038 | 2,582 | 1,850 |
| 940 | 0 | 0 | 0 | Eversley Park Path & Steps | 565 | 565 | 0 | 565 | 565 | 0 |
| 787 | 0 | 0 | 0 | Fryers Close Play Area | 0 | 0 | 0 | 0 | 0 | 0 |
| 2,521 | 0 | 0 | 0 | Playground Gates | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 1,144 | -1,144 | Fencing | 0 | 1,777 | -1,777 | 0 | 5,210 | 500 |
| 0 | 0 | 0 | 0 | Christmas lights | 0 | 400 | -400 | 400 | 400 | 0 |
| 0 | 0 | 0 | 0 | Defibrillators | 0 | 6,141 | -6,141 | 0 | 7,041 | 665 |
| 0 | 0 | -3,094 | 3,094 | Capital Projects (R&A) | 1,800 | 0 | 1,800 | 3,600 | 3,350 | 0 |
| 4,248 | 0 | -1,951 | 1,951 | Capital Projects (R&A) | 2,365 | 8,883 | -6,518 | 4,565 | 16,566 | 1,165 |
| 77,454 | 4,872 | 577 | 4,295 | Total expenses | 54,115 | 53,022 | 1,094 | 71,154 | 88,574 | 69,717 |