

## WEST END PARISH COUNCIL

### MINUTES OF THE RECREATION & ENVIRONMENT COMMITTEE MEETING, WEDNESDAY 21<sup>ST</sup> FEBRUARY 2018 AT THE PARISH CENTRE, CHAPEL ROAD, WEST END COMMENCING AT 7.15 PM

**PRESENT:**                    **Councillors: R Davis**  
   **J Asman**  
   **R MacDonald**  
   **S Turl**

**In attendance:**        **Mrs L Cooke            Parish Clerk**  
                                 **Mr S Mockford        Deputy Clerk**  
                                 **Mr S Adams            Head Groundsman**  
                                 **Two members of the Public**

#### **146/18/REC APOLOGIES**

Apologies received and accepted from Councillors Boulton and Clarke.  
Councillor Bates was absent from the meeting.

#### **147/18/REC DECLARATIONS OF INTEREST**

**Members were invited to declare interests in relation to items of business on the agenda.**

Councillor Turl is the Chair of Moorgreen Road Residents Association.  
Councillor Asman's husband is an allotment holder.

#### **148/18/REC MINUTES OF MEETING HELD ON 17<sup>TH</sup> JANUARY 2018**

The Minutes of the meeting held on 17<sup>th</sup> January were accepted as a true record and signed by The Chairman.

#### **149/18/REC MATTERS ARISING**

##### War Graves Commission sign at Burial Ground

At the last meeting, the Committee raised no objection to the Commonwealth War Graves Commission placing a sign at the entrance of the Old Burial Ground and a further request has now been received for an additional sign to be placed behind the War Memorial so that it can be seen by passers-by. Councillor Turl commented that this would visibly detract from the current view from the War Memorial and the simplistic aesthetics of the Burial Ground. It was unanimously agreed that this request would be refused.

## **150/18/REC CORRESPONDENCE**

1. Several complaints have been received from members of the public regarding the state of Megan Green at the rear of Elm Gardens where a member of public had been disposing of soil. The Head Groundsman reported on the situation and it was noted that the resident concerned had been given a date by which the soil had to be removed. This was discussed at length and the Committee asked that a letter be sent to the resident stating that this soil be removed by Monday 5<sup>th</sup> March, after which the Council will arrange for its removal and the resident will be invoiced for this.
2. E-mail received from a student of Portsmouth University requesting to film on Hatch Grange. The Committee agreed unanimously that there was no objection to this on condition that all safeguarding issues for members of the public are met and that any users of the Hatch Grange during filming are aware and not photographed/filmed without their consent.
3. E-mail received from EBC's Local Engagement Officers regarding the deployment of temporary dog fouling signs and asking for information of any dog fouling campaigns in West End. It was noted that WEPC purchased two dog fouling signs to use around the Parish but agreed that additional EBC signage would be welcomed at any of the recreational sites in West End, whenever they are available.
4. EBC Public Art – West End Heritage Trail Steering Group meeting held on 13<sup>th</sup> February attended by Councillors Turl, Asman, MacDonald and the Clerk. EBC are able to fund two pieces of public art from developers' contributions, one of which will be at the Moorgreen Hospital site, and it was agreed that the other will be to replace the welcome signs in West End High Street. The next meeting will be held on Wednesday 7<sup>th</sup> March to discuss suggestions and ideas for the proposed artwork before a brief goes to the Artists. The Art & Heritage Trail, written in 2012, will be updated by the EBC Urban/Landscape team.
5. E-mail received from Royal British Legion regarding their 'Silent Soldier Campaign' to commemorate the 100<sup>th</sup> anniversary of the end of First World War. This is a metal silhouette of a soldier and will include details of the sponsor at a cost of £250 inc. VAT. It was suggested that this could be placed on the roof of the Parish Centre and lit up at night.  
  
**Councillor Asman proposed and Councillor MacDonald seconded that it be resolved that WEPC participate in the British Legion Silent Soldier Campaign at a cost of £250. The Committee agreed unanimously.**
6. Details of NALC consultation 'Crime and Poor Performance in the Waste Sector' received and previously circulated to all Councillors. It was agreed that a response would be made by this Committee on behalf of the council. There were four specific questions which the Committee discussed:

- Have you experienced an increase or a decrease in criminality and poor performance in the waste sector over the last few years? **Yes**
- What more could be done to improve householder awareness of their duty of care and prevent fly-tipping of household waste? **Increased publicity in local council publications to include costs of alternative waste options, e.g. cost of hiring a skip**
- Do you think that the introduction of a Fixed Penalty Notice for the offence of a householder passing their waste to an unauthorised person would help tackle fly-tipping? **Yes**
- Following the implementation of the Fixed Penalty Notice, do you think that local authorities should communicate how frequently they use these penalties, and the impact on fly-tipping? **Yes – information on the number of penalties given and perhaps a rogues gallery, naming and shaming the culprits.**

It was agreed that the Deputy Clerk will send response on behalf of the Council.

7. E-mail received from a local resident requesting use of one of our recreation grounds as a permanent base for football activity for children between 5 and 14. After discussion, it was agreed that WEPC would not be able to offer an appropriate facility at this time. However, Barnsland may be an option in the future if the necessary drainage work is undertaken.

#### **151/18/REC EVENTS FOR 2017/18**

The Events Sub-Committee had met prior to this meeting and a verbal update was given by Councillor MacDonald. Summary of this year's events is attached as **Appendix I**.

#### **152/18/REC BARNSLAND/HATCH FARM**

Councillor MacDonald had previously reported that the Temporary Closure of the footpaths on Hatch Farm – 11B, 501, 502 and 503 – expired on 7<sup>th</sup> February. Hampshire County Council have applied for a 6 month extension.

**153/18/REC HATCH GRANGE / MEGAN GREEN/QUOB GREEN/WEST END COPSE**

**HATCH GRANGE**

Staff car park to the rear of workshop.

The Deputy Clerk reported that there have been issues with the paperwork for the planning application as EBC are requesting additional information which the Parish staff do not have the experience to provide. The Deputy Clerk has been in touch with the Planning Officer and the Local Area Manager for advice. It was agreed that staff should meet up with Andy Grandfield at EBC to discuss the outstanding requirements for the planning application.

Car Park flooding

With reference to the report at the last meeting, the soak away which runs from the Parish Centre car park to the field next to the play area in Hatch Grange needs to be extended. A quote has been received from Paul Froud Ltd for £1100, plus VAT.

**Councillor MacDonald proposed and Councillor Asman seconded that it be resolved that the drainage work on Hatch Grange be carried out by Paul Froud Ltd. for a sum of £1100. The Committee agreed unanimously.**

Request to light the Beacon

Request received from Local Scouts group seeking permission to light the Beacon on Hatch Grange next year as part of their 90<sup>th</sup> celebrations. The Committee agreed unanimously.

Play Area

The Deputy Clerk reported that Proludic have given a credit of 20% against the recent order of replacement parts for the play equipment, due to the delay in delivery.

SINC Area: Nothing new to report.

Community Payback Team: spent one day removing saplings from the bottom field.

Friends of Hatch Grange

Councillor MacDonald referred to the recent pollarding of the Lime trees and wish to record his congratulations and thanks to Treemenders and the Parish ground staff for a very professional job. He was also pleased that the chippings are being used on paths throughout Hatch Grange and Megan Green.

Oak Tree on Hatch Grange

The Head Groundsman reported that he has spoken to the Tree Sculpture artist, Richard Austin, and has sent him photographs and information on Hatch Grange to assist him with ideas for the sculpture. He will visit the site in due course.

Natural England Stewardship Scheme – Nothing new to report.

**MEGAN GREEN**

Wednesday Volunteer Group

The Wednesday Volunteer Group have completed two days – February 14<sup>th</sup> and 21<sup>st</sup> working on Megan Green. Additional date booked for 28<sup>th</sup> March.

**QUOB GREEN** – Tree survey completed and works due to be carried out in March.

**WEST END COPSE**

Treemenders have completed works to remove a silver birch in Monnow Gardens.

Small Grants Scheme – As previously discussed - application to be submitted to improve the pathways.

Friends of West End Copse – Nothing new to report.

**154/18/REC MOORGREEN RECREATION GROUND**

Following complaint from resident - footpath adjacent to tennis court issue with flooding and drainage, trying to establish responsibility – ongoing. However, it was noted that a contractor has recently edged the paths on this footpath from Moorgreen Road to the tennis court. Groundstaff will monitor this.

Tennis Court: The Deputy Clerk has sent an e-mail to Jem Tennis to ask for details of his proposed summer programme.

**155/18/REC TOWNHILL FARM RECREATION AREAS**

Chartwell Green

Further correspondence from a resident regarding proposed play area which was previously circulated to all Councillors. After discussion, it was agreed that the Deputy Clerk will respond stating that the Council has carried out a consultation with residents, the majority of whom have no objection to this proposal, but this is still under review as the funding is not in place at the current time.

Chartwell Copse – Nothing new to report.

Upmill Play Area – Deputy Clerk to obtain further quotes to replace the equipment.

## **156/18/REC WEST END FOOTBALL FACILITY**

Deputy Clerk has been in contact with the manager of Eastleigh Football Clubs youth women's team who are looking for a new permanent home for the 2018/19 season. They would require pitches on a Saturday morning and a Sunday afternoon during the football season and use of the pitches for training on a Monday and Friday evening in the summer months. The Committee agreed that this would be a good booking for the facility. The Deputy Clerk will arrange to meet the Manager to advise the charges and discuss details of the contract. Councillor Turl stated that the Manager must be made aware of the route to the facility via Atlantic Park View. The Chairman commented that this could be an opportunity for partnership working with Eastleigh Football Club.

E-mail request received to use facility for a Family Fun Day on Saturday 14<sup>th</sup> July. Councillor Turl stated that under the terms of the lease, Cutbush is not allowed to be used for this type of activity. There followed a lengthy discussion on whether this event could be held at Moorgreen. However, Councillors had previously discussed this and agreed not to allow commercial use of recreational facilities. Councillor Asman commented that if this was allowed, it is very close to the date of the Community Games and could have an impact on that event. It was noted that charity events have previously been booked on Hatch Grange but these have been for local charities and all the money raised donated to the charities. Councillor Turl stated that the Parish Council must be consistent in their response to request for commercial use of the recreational open spaces.

Request received from resident that disabled access is made available to the Cutbush facility to allow a motorised scooter onto the site. This was discussed and it was agreed that the Deputy Clerk will contact the resident for further details and the Groundstaff will investigate to see if reasonable adjustments can be made to accommodate this and report back to next meeting.

## **157/18/REC WEST END CEMETERY/BURIAL GROUND**

Burial Ground - Strimming and clearing site – ongoing. Hedges being cut back prior to the bird nesting season.

### Cemetery

The Clerk reported on a complaint received last year that a reserved plot was too small. However, the burial went ahead and when the headstone was recently erected to mark the anniversary of the death, the bereaved relative was distraught as this emphasised that the plot was smaller than adjacent plots, and blames the Parish Council for the initial error and is now seeking compensation for the grief she has suffered. The Clerk had spoken to Botley Stonecraft who felt that the adjacent headstone was too close and he could move this and then re-site the new headstone. It was agreed to go ahead with this at a cost of approx. £450. The Clerk will arrange to meet the bereaved relative at the Cemetery when this had been completed.

### Review of Cemetery Guidelines

The guidelines had been reviewed by the Admin staff and the grounds team to ensure that all concerns previously raised had been taken into consideration. Councillor Turl commented that these should state that it is the Funeral Directors' responsibility to ensure that a copy of guidelines are given to the bereaved families for their future use.

The Committee agreed unanimously to accept the revised Guidelines.

### **158/18/REC ALLOTMENTS**

The Committee noted the following:

- 2 available plots – 1 full size; 1 half plot
- Currently 2 people on the waiting list; would like specific plots.
- Groundstaff have been topping up the driveways with scalplings
- Next inspection 28<sup>th</sup> February
- Notification received from MENCAP that the Community Payback Team are helping them to develop their new plot.

### **159/18/REC REVIEW OF CHARGES**

The Committee worked through the draft figures compiled by the Deputy Clerk and against comparable charges made by other Parish Councils. Councillor Turl recorded a vote of thanks to the Deputy Clerk for obtaining the charges which was very helpful. The Committee agreed unanimously.

**Councillor MacDonald proposed and Councillor Turl seconded that the charges for the Allotments, Football and Cemetery be increased by approx. 5% from 1<sup>st</sup> April 2018. The Committee agreed unanimously.**

The updated charges are given in Appendix II.

### **160/18/REC GROUNDS EQUIPMENT**

The Committee noted that the Hedge Cutting Course has been re-scheduled for 28<sup>th</sup> March due to lack of numbers.

The Deputy Clerk reported that the delivery of the new Ford Ranger has been delayed until the end of April but HTM have offered to supply a loan vehicle until the new van is available. The purchaser of the Isuzu would like to have this by Easter if possible.

The Committee agreed that the Isuzu be sold and to accept the offer from HTM of a loan vehicle in the interim.

**161/18/REC YOUTH CLUB**

The Youth Leader had reported that the trip to the Winchester Science Centre was very successful and the Clubs are busy with activities outlined in their Spring programme.

As part of the Lottery Grant, the Youth Club needs to be offering a third session at Chartwell and it has been agreed that this will be a drop in session supported by the Teenage Wellbeing Service (formerly TADIC).

**162/18/REC DATE OF NEXT MEETING**

Wednesday 21<sup>st</sup> March 2018

The meeting closed at 9.25 pm

## **‘APPENDIX I’ TO MINUTES OF THE RECREATION & ENVIRONMENT COMMITTEE MEETING HELD ON WEDNESDAY 21<sup>ST</sup> FEBRUARY 2018**

### **Events Sub Committee Meeting Wednesday 21<sup>st</sup> February**

#### **EVENTS 2018**

Flying the Commonwealth Flag – Monday 12<sup>th</sup> March, 2018 at 10am  
St James School has confirmed participation.

Mr. Adams has organised this year’s quiz; the prize has been purchased and Councillor MacDonald has volunteered to compere.

West End Carnival – Saturday 16<sup>th</sup> June, 2018  
60/70/80’s music theme.

The committee agreed for the Parish Council to organise a float for the Carnival and agreed on the theme. The road closure application and event plan to be submitted by the next ‘Events’ meeting.

Senior Citizens Tea Dance – Friday 27<sup>th</sup> July, 2018 from 2 – 4.30pm

Human Jukebox confirmed booking. The committee agreed to start the tea dance with line dancing.

YoutHouse Community Games – Wednesday 15<sup>th</sup> August, 2018

Remembrance Day – Sunday 11<sup>th</sup> November, 2018

Morning service as usual – p.a. system has been booked. Road closure application to be submitted by August, 2018.

WW1 A Nations Tribute – Beacon Lighting Ceremony 11<sup>th</sup> November 2018 @ 7pm - As previously agreed West End Parish Council will be participating in ‘Lighting of the Beacon’.

The beacon on Hatch Grange will be lit at 7pm.

Suggested plans for the evening are:

- Youth Leader to organise a lantern parade prior to the beacon lighting
- Bugler to play the ‘last stand’ once the beacon has been lit
- Rev. Wharton to read out the names of those from the parish killed in action during WW1 to be read out prior to the beacon lighting. Quote to be obtained for a p.a. system.
- Professional photographs to be taken during the event

After the beacon has been lit the ‘Steve Hayes Band’ have been booked for the evening celebration in the main hall. They will play a number of Dixieland songs from the First World War and some 1920’s music.

A discussion was held regarding the ticketing of the evening event; it was unanimously agreed for an adult’s only ticketed event at a cost of £7.50 per ticket. This would help contribute towards the hiring of the band and the food and a ploughman’s during the interval.

Also during the interval, poetry will be read by Councillor MacDonald and Mrs. Avril MacDonald, the chosen poems are:

- My Boy Jack
- The Soldier and
- In Flanders Fields

Other suggestions for the evening are:

- Optional fancy dress and prize for the best dressed
- Bunting and hand flags
- Champagne for a toast and the National Anthem played after the poetry has been read

An email has been sent to Councillors Craig and Tennent requesting funding from their devolved budget from Hampshire Country Council to reprint 100 copies of the 'Men Who Marched Away'. No response to date.

Turning on the Lights – Friday 30<sup>th</sup> November, 2018.

It was unanimously agreed to book the 'Human Jukebox' for the event; to play Christmas songs and carols in the main hall.

It was unanimously agreed not to have a Christmas tree from Eastleigh Borough Council this year. The cost is approximately £500 and Mr. Adams and the Clerk feel that the money could be better spent decorating the trees at the entrance to the Parish Centre car park.

Children's Panto – Friday 14<sup>th</sup> December 5pm – 7pm

Using a new production company for this year: 'Touring Panto's' – Sleeping Beauty.

Senior Citizens Christmas Party - Monday 17<sup>th</sup> December, 2018

Human Jukebox confirmed booking.

'APPENDIX II' TO MINUTES OF THE RECREATION & ENVIRONMENT  
COMMITTEE MEETING HELD ON WEDNESDAY 21<sup>ST</sup> FEBRUARY 2018

REVIEW OF CHARGES 2018/19 - ALLOTMENTS/FOOTBALL/CEMETERY

SITE	CURRENT CHARGE INC. VAT 2017/2018	PERCENTAGE INCREASES			AGREED CHARGES 2018/2019
		2.00%	3.00%	5.00%	
<b>ALLOTMENTS</b>					
RENTAL FULL PLOT	£32.15	£32.79	£33.11	£33.76	£35.00
RENTAL HALF PLOT	£16.00	£16.32	£16.48	£16.80	£20.00
GRAZING	£49.00	£49.98	£50.47	£51.45	£52.00
KEY CHARGE	£30.00	n/a	n/a	n/a	£30.00
<b>FOOTBALL</b>					
SENIORS	£57.65	£58.80	£59.38	£60.53	£60.00
YOUTHS	£28.60	£29.17	£29.46	£30.03	£30.00
JUNIORS	£19.40	£19.79	£19.98	£20.37	£20.00
E.F.C. EVENING TRAINING AT CUTBUSH	N/A				£60.00
<b>CEMETERY</b>					
GRAVE SPACE	£235.60	£240.31	£242.67	£247.38	£250.00
LARGER GRAVE SPACE	£295.80	£301.72	£304.67	£310.59	£310.00
CREMATION PLOT	£57.65	£58.80	£59.38	£60.53	£120.00
EXCESS CHARGE (RESIDENTS OF THE ECCLESIASTICAL PARISH WHO ARE NOT RESIDENTS OF THE CIVIL PARISH)	£125.50	£128.01	£129.27	£131.78	£150.00
SCATTERING OF ASHES	TO DISCUSS	-	-	-	£50.00
<b>INTERMENT</b>					
UNDER 12 YEARS OF AGE	£67.85	£69.21	£69.89	£71.24	£50.00
OVER 12 YEARS OF AGE	£110.20	£112.40	£113.51	£115.71	£150.00
CREMATION	£110.20	£112.40	£113.51	£115.71	£120.00
<b>MEMORIALS</b>					
ERECTION OF MEMORIAL	£114.25	£116.54	£117.68	£119.96	£120.00
ADDITIONAL INSCRIPTION	£29.10	£29.68	£29.97	£30.56	£30.00
NON RESIDENTS EXCESS CHARGE FOR EXISTING PLOT HOLDERS		ALL FEES TREBLED			