

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Open Space Committee
Held on Wednesday 2nd September 2020 commencing at 6.30pm
This meeting was held via Zoom video conferencing**

MEMBERS PRESENT:	Cllr Anne Tomlinson (Chair), Cllrs Neil Bonter, John Davis and Janet Foster
IN ATTENDANCE:	Sarah Goudie (Executive Officer - EO) Jo Tsigarides (AEO) One member of the public Cllr John Hammond
APOLOGIES:	None

20.63 OS OPEN SESSION/PUBLIC PARTICIPATION

Cllr Hammond confirmed that the wreaths have now been removed from the War Memorial and asked the Committee for approval of the hanging of the poppy cascade from the Village Sign, as the previous year, for Remembrance Sunday, which was fully supported.

The Open Session closed at 6.35pm. Standing Orders were applied

20.64 OS APOLOGIES FOR ABSENCE

There were no formal apologies for absence.

20.65 OS DECLARATIONS OF INTEREST

There were no declarations of interest.

20.66 OS COMMITTEE MINUTES

It was RESOLVED to approve the Minutes of the Open Space Committee Meeting, previously circulated, held on Wednesday 5th August 2020 following proposal by Cllr Foster, seconded by Cllr Davis, and agreed by all Councillors as a true reflection of the meeting and would be signed by the Chairman at the next meeting in person.

20.67 OS ITEMS FOR CONSIDERATION – ONGOING/DEFERRED FROM PREVIOUS MEETING

20.67.1 CCTV Coverage and Security lighting – Recreation Ground

A presentation was given detailing 3 different pole mounting options, together with accessories and security lighting.

A detailed discussion took place on the provision of the concrete base, electrical work that would be required, anti climb provision and costs involved. The costs presented did not include the camera equipment. Questions were raised over the material of the pole and whether planning permission would be required. It was also suggested that one company may be able to carry out the preparation of the concrete base and electrical work required rather than two different contractors.

Action agreed; Cllr Bonter would liaise with the companies that had quoted to get the best deal, as the costs were comparable, for the pole and mounting equipment. The EO would check to see if planning permission is required and investigate local companies to see if they would be able to carry out the preparation work as per the specification contained within the details presented, and time scale for the provision of such works.

20.67.2 Drainage: Cemetery and Pavilion

Cemetery

The Committee revisited the options previously presented, acknowledging that this was a serious and sensitive issue that required urgent attention.

Following a detailed discussion on the various proposed options, and the subsequent issues that each would entail, it was agreed that an underground pump to filter the water away from the affected ground may be the best and least intrusive option.

Action agreed; the original company who quoted to be contacted to see if this option was viable and seek costs.

Pavilion

As with the Cemetery drainage, the options previously presented, as well as an additional proposal, were discussed, and it was subsequently agreed to get the drain and gully professional jet washed, and unblock and/or widen the gaps between kerbstones to allow free drainage onto the open space area adjacent to the drain and allow natural disbursement.

Action agreed; EO to contact drain clearance company and contractor to carry out the kerb adjustments.

20.67.3 Open Space area by Lymington Bottom Road junction

The EO confirmed that she was still awaiting the site meeting with Hampshire Highways, which Cllr Kemp Gee had been chasing. However, in preparation for that meeting, the EO asked for consideration on options for this area of land. She advised that the first set of OS Minutes back in 1999 this area of land had been referred to, with an action point of contacting HCC to clear. The issue of the maintenance of this land has been ongoing for at least 20 years. She had, to date, found no record of tree planting by Cllr Storey.

After a lengthy and detailed discussion, with various views as to what should happen with this area, the proposal was to initially try and get HCC to clear the area and carry out all outstanding and necessary maintenance work. It was then suggested that, if HCC are happy and agree to do this, the Parish Council would offer to take on the area on a similar basis as Lymington Green providing it can be used as public amenity land and would be of benefit to the community. There was some reluctance, firstly to take the area on, and secondly to tidy it up, however the majority of the committee did agree that there could be real benefit taking this area on.

Action agreed; the EO would firstly get the area checked to ensure that there would be no obvious pitfalls or issues with the area becoming a public amenity, and secondly should the area be suitable, propose that if HCC are willing to clear the area initially, the Parish Council would be agreeable to taking on its future maintenance and use the area as a public amenity. The EO would report back progress at the next meeting.

20.67.4 Wildflower planting and verge protection.

Within the meeting report, the EO had suggested some areas for wildflower planting. The areas proposed were all agreed and would include the area surrounding the Badger Dell (previously omitted). The EO would organise the purchase and planting of seeds in the Autumn and would liaise with the OS contractor to carry out these works.

There was a suggestion that the open space areas surrounding the heritage finger posts would be ideal locations, however the EO confirmed that the Parish Council do not own these areas so would need to seek permission, but suggested they could be added to the list to be submitted to HCC for areas not to be mown during the growing season.

Swelling Hill Pond had not been identified originally, but the Committee believed that there could be some areas that would be suitable, and it was agreed to hold a site meeting at the Pond to look at options, before the next meeting, and also look at a suitable location for the new information board.

Action agreed; EO to organise a site meeting at Swelling Hill Pond before the next meeting and liaise with the open space contractor on purchase and planting of wildflower seeds.

The other area for discussion was to identify verges within the village to be protected and not mown during the growing season, as referred to above. It was suggested that Councillors during the next month look at areas, including the heritage finger post locations, and compile a list for submission to HCC for next year.

Action agreed; all Councillors to identify suitable locations. EO/AEO to compile location list for submission.

20.67.5 Signage and Map Boards

20.67.5.1 Map Boards

The AEO had prepared and gave a detailed presentation on options for the footpath map boards and potential locations.

- A31/Telegraph Lane. This would be a dual board, with the footpath map one side and a notice board the other, due to the location the material would need to be recycled plastic and both sides enclosed and fully lockable. The area would be further enhanced with a new bench, bin and wildflower planting appropriate for the shady location.
- Five Lanes End, by the heritage finger post. It was agreed that due to the location a lectern style would be the most appropriate at this location, with a suitably durable material with an easy to clean surface offering longevity and protection against vandalism.
- Train station. Following a site visit a couple of options were being considered with the option of the map on the wall as you leave the station on the Four Marks side subject to permission and any heritage styling requisite for the location, and again of durable material.

The first draft of the footpath map was viewed and discussed. Whilst well received, it was agreed that there needed to be more detail to identify locations, including road names and footpath identification. EO and AEO would liaise with the designer and feedback ready to present a second draft for the next meeting, with hopefully final proposals for the stiles of the various presentation boards. There was also a suggestion that some key walks were identified or at least pointers to where information on various walks could be located.

Action agreed; AEO to continue with her current investigations on boards, materials and liaise with the EO and map designer.

20.67.5.2 Swelling Hill Pond Illustrative sign

Cllr Hammond had previously updated the committee on the progress of the illustrative sign and had asked the EO to contact other sources for comparative quotations. Although it is noted that this is not a Parish Council funded initiative and therefore not under the same financial regulations, the AEO had contacted other companies who had quoted for an upright presentation board, for comparison. Cllr Hammond, upon advice, had concerns over the maintenance and longevity of lectern style presentation boards, so these had been discounted. Cllr Hammond was continuing to liaise with the company that had supplied the village sign and the costs, although indicative at this stage, were certainly comparable, if not less, than those approached locally. There was interest in the AEO's reference to encapsulated panels, which she was currently investigating, as due to the very high probability of vandalism in the location being remote, any frame and board would need to be as vandal proof as possible.

Action agreed; Cllr Hammond would continue to work with the original supplier on a chunky and robust rural frame, and the Committee would meet on site to discuss a suitable location, as above.

20.67.5.3 'To the Pond' sign

Cllr Hammond had asked for consideration be given to replacing the missing/removed 'To the Pond' sign from Lymington Green. The EO had drafted a basic sign for discussion, although did raise Highways comment that putting a sign here could be confusing, which was echoed. However, Cllr Hammond believed that that it would raise people's curiosity and lead them to search for the pond rather than it be used as a directional sign. Although there was some disagreement on its existing and proposed location, it was agreed that this would be discussed at a later date once costs for provision of a new sign had been sought. There was also a majority view that the sign should remain plain, without artwork, being more authentic and in keeping with the others.

Action agreed; EO/AEO to source suppliers and costs for the sign. Location to be agreed at a later date.

20.67.5.4 Village Gateway signs

This project is to replace the current minor road signs with something more appealing/welcoming and, following the revisiting of the original presentation and the EO's communication with Hampshire Highways, who confirmed that there is a funding scheme for this project and have asked for designs, for approval. The EO had 'mocked' up a basic design based on comments from the previous meeting, together with some ideas for style.

The EO identified the areas where the signs would be replaced and the various problems with each location due to lack of space, which would limit the size and dimensions of the sign.

After a detailed discussion, the general consensus of opinion was, less is more. It was suggested that the words on the sign should be as minimal as possible but contain reference to Speedwatch and Streetwatch with potentially a very small Hampshire Constabulary logo, to avoid the need for 'add-ons' under the signs. The profile of the sign was agreed to liken that of Medstead's, but with a simple silhouette picture in the 'hump'. The replacement signs, except the one on Hawthorn Road, did not need a '30' sign as they are already situated in a '30' speed limit area.

Action agreed; EO to send the proposals to Highways, as discussed, to see if firstly the locations are possible and whether the proposed wording and design fits their criteria. Once agreed, this item would be brought back to committee for discussion on appropriate picture/artwork.

20.67.6 Litter

20.67.6.1 Oak Green

Following proposals at the previous meeting, it was RESOLVED to approve the purchase of two new larger litter bins at Oak Green, removing the existing silver one outside Loaf and replacing with a new one and a new location for the other larger bin outside the Fish & Chip shop. The silver bin under the notice board will be removed and relocated in due course, keeping 4 bins as per the contract for emptying each week. These would be installed as a matter of urgency.

20.67.6.2 Great British Spring Clean 11th-27th September

The AEO had been proactive launching the 'be part of the pick' campaign on social media, Four Marks News and noticeboards, and sent to local organisations and clubs who may be interested in participating.

The EO had also circulated an email from a local resident on issues with litter within the parish with a suggestion that perhaps the Council could employ someone to litter pick on a regular basis and suggested locations for some new bins. Although the suggestions in the email were noted, they were not deemed practical and EHDC had already been approached for additional bins in these locations to no avail. The Parish Council are greatly appreciative of all members of the community that litter pick as a gesture of goodwill, and could potentially consider holding a number of seasonal litter picks in the future.

20.67.7 Oak Green Clock

Following deferral from previous meetings, the proposal from the Clock supplier for ongoing maintenance was briefly discussed.

It was agreed that this company had mis-sold the upgrade, the Parish Council were not advised at any time that these new parts would need to be regularly replaced, and were in agreement that they would not call on their services again. The EO suggested possibly looking for an alternative company for any future maintenance as and when required.

Action agreed; EO to respond to the original contractor accordingly.

20.67.8 Badger Close – Replacement Fencing

Unfortunately, neither updated quotation had been received in time for consideration, so this item could not be discussed and would be deferred to a later date.

20.67.9 Kingswood Copse

The EO had circulated a schedule of works and quotation for Kingswood Copse required to make the area safe for users, adjacent properties and proximity to the A31, including some general maintenance. Although there had not been any work carried out here for two/three years, the proposed works were essential and would be funded by the tree maintenance budget rather than the EMR for this area. The proposal includes a 2 for 1 replacement as detailed in the Council's tree management policy. Future works would be paid for using the EMR and it was noted that the fund should be regularly added to for maintenance works in this area.

Action agreed; to go ahead with the maintenance works as proposed over the next 6 months.

20.68 OS ITEMS FOR CONSIDERATION - NEW

20.68.1 Tawny Grove Play Area

A tentative approach had been received from EHDC for the Parish Council to consider taking on the play area in Tawny Grove, with funding available for improvements.

After a detailed discussion the majority decision was to give due consideration to the proposal and get some further detail on maintenance and financial incentive with a view to potentially taking over its responsibility.

Action agreed; EO to contact EHDC to open dialogue.

20.68.2 Cricket Square maintenance

The EO had circulated the quotation to treat and fertilise the cricket square. With the proposed costs well in excess of £1000, and with no current proposed usage and therefore reclaim for any funds spent, the Committee were not in favour of the carrying out the works as proposed. It was suggested that the area has a 'final cut' and a protective barrier erected and use next year to try and 'market' the facility and revisit the decision this time next year. It was noted that there had been no preparation work the season prior to Medstead CC using the pitch, and although not in ideal condition, they had managed to play at least three wickets.

Action agreed; EO to contact contractor and advise as appropriate.

20.68.3 Four Marks Football Club

With the football club reforming, they are now requesting replacements for the removed dugouts. They had sent an option for consideration however, the two portable shelters with seating would cost £3000. The EO suggested in the interim, and until the football had become firmly re-established, some portable bench/shelters could be purchased at a greatly reduced cost. Following discussion it was proposed that the Parish Council offer two

permanent benches, which they would install, and two portable shelters that could be stored and used when appropriate.

Action agreed; EO to contact Football chairman with counter proposal.

20.69 OS AREA UPDATE

Location	Action required	Status	Notes
A31 Winchester Road	- Proposal to replace bench and notice board, wild-flower planting and bin	Agenda item	Options for discussion:
Allotments	-Fencing, estate side, and wildlife corridor breach reports	Pending	Site visit carried out, as area is overgrown with brambles, to be revisited in the Autumn/Winter to reassess
Badger Close	- Replacement fencing - Wildlife corridor inspection, cherry tree in corridor reported as causing issue with fencing/overgrowth, being investigated - Ash tree removal, complete	Agenda item Pending Agenda item	Quotes for discussion Report on removal
Cemetery	- Flooding issue, block E, further report from drainage consultant for consideration - Memorial inspections action report; follow up inspection due June/July 2020 - VE Day memorial tree planting - rubbish now removed	Agenda item Carried out, Action ongoing Pending	Deferred from previous meeting Some headstones requiring action, some overgrowth to be addressed after plants have finished flowering
Kingswood Copse	- Ash Tree inspection and footpaths checked, item deferred at previous meeting, for September discussion	Agenda item	Proposal for works including costs for budgeting purposes
Lymington Bottom Green	- Shrub beds ; concerns raised re invasive weeds;	Ongoing	
Oak Green	- Oak Green Clock – discussion with reference to the future maintenance of the clock, see email proposal below - Raised beds open space contractor now chased and working on the beds - Bollard. Knocked down again, letter sent to person involved - Drainage work carried out , awaiting quote to jet clean alley - Bins; replacement bins ordered, awaiting delivery & installation	Agenda item Ongoing Awaiting action Completed Pending Agenda item	To consider proposal To approve replacement of bins
Recreation Ground	- Training area and tennis courts floodlights ; request for bulbs to be replaced and changed to LED's - Boot camps – following social media post, applications now being received, being monitored, no fees being charged this year. - Land between Skate Park and Pavilion ; no further action at this stage - Vandalism and CCTV – - CCTV, options for discussion	Action ongoing Ongoing Agenda item	Liaising with local suppliers Monitoring on social media For discussion/approval

	<ul style="list-style-type: none"> - awaiting installation of picnic bench - awaiting replacement tree - Children's play area. - Awaiting new surface aerial runway - Awaiting fixing of trip hazard at wooden goal mouth; -fencing, to be checked and fixed all round - Cricket pitch; work to be carried out in September - Scout bin; Fly tipping by bin, to be removed -Public Spaces Protection Order; still awaiting outcome of consultation 	<p>Ongoing Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Agenda item</p> <p>Action pending</p>	<p>Issues with quotes</p> <p>Options being investigated</p> <p>Awaiting action To discuss and agree proposal</p>
Station Gardens	- No issues		
Swelling Hill Pond	<ul style="list-style-type: none"> - Shoring works - Land Registry boundary issue, response chased, land registry application to be prepared and land surveyor appointed to draw up boundary proposal - Request for larger bins submitted, EHDC to replace one bin with larger version 	<p>Action – EO</p> <p>Awaiting action</p>	<p>Awaiting direction from the Angling Club</p> <p>Priority</p>
Footpaths	<ul style="list-style-type: none"> - Footpath 2, awaiting quotation for additional resurfacing works - Footpath maps/routes to be compiled for website/boards around village - Purchase of kissing gate for FP27 to be progressed, and to include replacement of stile on other side of FP27, and FP18/7 junction 	<p>Awaiting action</p> <p>Agenda item</p> <p>Ongoing</p>	<p>Proposals for discussion</p> <p>JT liaising with HCC RoW and awaiting for grant applications to be opened.</p>
Benians Pavilion	<ul style="list-style-type: none"> - Drain; keeps blocking, heavy rain then floods area, silt comes back up and area left muddy. - Roof and guttering; some loose tiles an all guttering requires replacement - new office alarm fitted, now separate from main building 	<p>Agenda item</p> <p>Agenda item</p>	<p>Action to be agreed</p> <p>To discuss works and expansion proposals</p>
Climate Change	- Water refill station/wind turbine	On hold	
Open Spaces – General	<p>PARISH TREES Follow up inspection to be carried out imminently. Tree planting scheme; proposal document to be formalised</p> <p>GRASS CUTTING & MAINTENANCE Proposal to identify verges to leave un-cut, and introduce wildflower planting</p> <p>Complaint received over cutting the hedges at the Tennis Courts, and request that they are only cut once a year (Autumn) in the future. Not urgent, suggest future Agenda item.</p> <p>BUS SHELTERS</p>	<p>Pending</p> <p>Ongoing</p> <p>Agenda item</p> <p>Future item for consideration</p>	<p>Arborist to be appointed</p> <p>Proposals for next meeting</p> <p>For discussion</p>

	Litter bin request for Lapwing Way, now agreed, removing one from area by Co-op bus stop	Awaiting action	
	VILLAGE GATEWAY SIGNAGE Quotations to be sought for metal village gateway signs by both bridges and Hawthorn Road, to include Speedwatch signs	Agenda item	For discussion
	LYMINGTON BOTTOM ROAD Ownership of the land opposite Rivers remains in question, house behind trees is suffering from tree overgrowth, strimming of area always in dispute, HCC are checking ownership, but the maintenance of this area needs to be resolved	Agenda item (deferred)	For discussion

20.69.1 Matters arising form report.

The EO advised that there had been some confusion resulting in a re-submission of quotes for the resurfacing of the aerial runway and the company originally awarded the contract had come back with a much higher price, so the other contractor had been given the go ahead. Additional works to rectify the trip hazard had been proposed and were approved. Cllr Foster raised concern over the area to the side of the fire engine in that there was no safety matting and the area was already becoming worn.

Action agreed: EO to contact the original contractor for advice and give go ahead for works to rectify trip hazard by wooden goal mouth.

20.69.2 Benians Pavilion

The EO gave a brief update on the Benians Pavilion following her recent meeting. The Pavilion would not be opening until week commencing 19th October 2020. The EO had drafted a Risk Assessment for the Committee, which was still awaiting comment. The EO had been provided with the documents to apply for a lawful development certificate for permitted development, so they can commence with the expansion programme, but was still chasing the end of year accounts, and had even offered to do them, but with no response to date. The EO also confirmed that the guttering needed replacing all round, and it was agreed that this work should not wait for the proposed internal works.

Action agreed: EO to source a contractor to carry out the replacement of the guttering.

20.69.3 Badger Close

The EO had circulated a report from the contractor on the removal of the Ash Trees at the Dell, which had highlighted the work that had been carried out, how some of the trees had been left for wildlife and what had been discovered when the trees had been removed. This area would regenerate well, and was an ideal haven for badgers and wildlife alike. The Committee acknowledged the report and those who had visited the area since commented positively on the work that had been carried out.

20.70 OS DATE OF NEXT MEETING

Wednesday 7th October 2020

20.71 OS The Chairman closed the Meeting at 9.30pm