



**BRAMSHOTT & LIPHOOK
PARISH COUNCIL**

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Councillors, you are hereby summoned to a meeting of Bramshott & Liphook Recreation Committee to be held at 7.30pm on Monday 3rd June 2024 at the Liphook Millennium Centre, Ontario Way, Liphook.

J. Sawyer

Parish Clerk
28th May 2024

**RECREATION COMMITTEE MEETING
Monday 3rd June 2024, 7.30pm, Liphook Millennium Centre
AGENDA**

- 1. Chairman's Announcements**
- 2. Apologies for Absence**
- 3. Disclosures of Interest**

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

- 4. Approval of minutes:** To approve the minutes of the meeting held on 8th April 2024.
- 5. Public Participation Session**
 - (a) To allow members of the public to address the Council with respect to items not on the agenda.*
 - (b) To allow members of the public to address the Council about business on the agenda at the discretion of the Chairman.*
- 6. Action List:** To review previous and outstanding actions (*Appendix 1*)
- 7. Grounds Manager Report:** To receive a report from the Grounds Manager (*Appendix 2*)
- 8. Working Groups:**
 - To review and update Terms of Reference for the Little Rec Working Group and the Radford Park Management Plan Working Group (*Appendix 3*)
 - To appoint members to the Little Rec and the Radford Park Management Plan Working Groups
- 9. Committee title and terms of reference:** To consider making a recommendation to Council to amend the title and terms of reference for the Recreation Committee (*Appendix 4*)
- 10. Future changes to allotment plot sizes:** To delegate authority to officers to amend allotment plot sizes in the future to ensure the waiting list is minimised (*Appendix 5*)
- 11. Football pitch drainage:** To hear an update from the Grounds Manager & agree any actions (*Appendix 6*)
- 12. Open spaces site visits:** To arrange site visits to Council owned open spaces

- 13. Allotment plot issues:** To consider complaints from two allotment holders relating to their plots and agree any actions (*Appendix 7*)
- 14. Neighbourhood Development Plan Policies:** To note NDP policies relating to the Recreation Committee (*Appendix 8*)
- 15. Date of next meeting:** Monday 5th August 2024

Appendix 1: Action List

Minute reference	Action	Lead person	Complete/updates
R23.148 12/2023	A new boardwalk to be installed in Radford Park at a cost of £69,688.95. To be funded from S106 developers contributions.	Clerk	Planning permission applied for 02/02/24
R23.159 04/2024	Quotations for river survey and tree clearance around Radford Pond	Clerk	Ongoing
R23.161 04/2024	Quotations for drainage system at the Rec	Grounds Manager	
R23.162 04/2024	Split allotment plot 16A into two plots	Deputy Clerk/Grounds Manager	Complete
R23.164 04/2024	Order new interpretation boards from Alpha Graphics and claim S106 funds from EHDC	Deputy Clerk	Ongoing
R23.165 04/2024	Order green waste skip to be installed at the Rec and give fair use policy to allotment holders	Grounds Manager/Deputy Clerk	Complete
R23.166 04/2024	Take quotations for new machinery to council meeting, including lease and purchase options	Clerk	Complete

Appendix 2: Grounds Manager Report

Since the time of our last meeting me and the team have been busy getting on top of all the fresh spring growth as well as other jobs.

Some of the interesting jobs undertaken since the last meeting included investigative work and cleaning the drainage system in the Rec. We helped to get the LMC grounds ready for the Picnic on the Green which has now taken place but by extension the other events which includes the D-day memorial beacon lighting and tree planting due on 6th June.

From a management perspective I have been busy meeting with contractors and related stakeholders looking into the ongoing projects at Radford Park. This includes the boardwalk and the sluice/pond project.

Our time until Autumn arrives will be spent keeping the open spaces looking cared for and clean for the people of Liphook to enjoy. Radford Park at the moment is particularly looking very good, tidy and presentable but also not too manicured and overly processed!

Our arch enemy within the grounds team the Himalayan Balsam has started to pop up within Radford but, due to our efforts to control it over the years, we are starting to see a reduction within the Park.

At the time of writing this report there were two incidents reported to 101. One was about an electric motorbike being ridden within the Rec but also a car being driven around the little Rec.

Dugg Budd
Grounds Manager

Appendix 3: Terms of Reference: Little Rec Working Group

Purpose of the Working Group

The working group is to consider options for the Jubilee Recreation Ground, commonly known as the Little Rec, should the current skatepark be removed.

The land was donated to the parish council with the following information recorded:

The Jubilee Recreation Ground is more commonly referred to as the Little Rec and is an area of land, 252 x 126 feet, that stretches from behind the library to the Haslemere Road car park. It was donated by Mr W T Erle to the parish council in trust for the use of young children and their parents resident in Liphook and its environs for ever. It currently houses the skate park which was installed in 2001. The Deed of Conveyance is mentioned in the minutes of the parish council meeting held on February 10th 1897. Mention was made of adding part of the playground to the Girls School. The boundary with the County Library (old school) is marked by posts by the wall on the western side. The deeds were mislaid some time prior to 1957. Ownership was registered with the Land Registry in December 1997.

Terms of Reference

1. The working group will consist of at least 3 council members, and the Executive Officer and Grounds Manager, determined by the Recreation Committee or the Council. Membership is determined at the annual meeting of the council, or at a full council or committee meeting.
2. The working group may invite other stakeholders, including neighbours, and/or representatives from schools, the Methodist Church, and sports clubs to join the efforts of the group and to attend meetings in an advisory capacity.
3. At the first meeting of the working group, members shall:
 - a. Review these terms of reference
 - b. Appoint a council member as Lead Member who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact to the committee
4. In line with the purpose set by the committee, the remit of the working group is to:
 - i. How to achieve the purpose of the working group
 - ii. Assess costs and benefits of suggested uses to the parish
 - iii. Consider all alternatives for use
 - iv. Consider security of the area i.e. vandalism
 - v. Have consideration of neighbouring properties when assessing use
5. The working group does not have any delegated powers to make decisions for or on behalf of the Recreation Committee and must not exceed its purpose or remit without the committee's permission.
6. The working group reports to the Recreation Committee and should provide reports in the following way: Recommendations to be made to the Council by November 2023. Report back to the committee at each meeting.
7. Meetings of the working group are informal and therefore do not need to be held in public (unless the council/committee stipulates that they should) and may be held remotely.
8. Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council.
9. Once the purpose of the working party has been fulfilled, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind the Recreation Committee or the Council. The Recreation Committee will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council/committee.

Terms of Reference: Radford Park Management Plan Working Group

Purpose of the Working Group

The purpose of the working group is to produce a long-term management plan for Radford Park in line with the Radford Park Strategy dated June 2020.

Terms of Reference

1. The working group will consist of up to 5 council members, determined by the parish council, and will include the Clerk, Grounds Manager and a member of the Grounds Team in an advisory capacity. Membership is determined at the annual meeting of the council, or at a full council or committee meeting.
2. The working group may invite members of the public to join the efforts of the group and to attend meetings in an advisory capacity.
3. At the first meeting of the working group, members shall:
 - a. Review these terms of reference
 - b. Appoint a council member as Lead Member who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact to the Recreation Committee
4. In line with the purpose set by the Council, the remit of the working group is to:
 - a. Meet with various interested bodies and the Grounds Manager/Grounds Team with the aim to produce a structured management plan for Radford Park
 - b. Consider long and short-term goals and how to achieve them
 - c. Investigate any sources of funding including grants, developers contributions and any other funding that could be used
 - d. Identify a list of capital and maintenance projects needed to fulfil the Strategy
5. The working group does not have any delegated powers to make decisions for or on behalf of the Recreation Committee and must not exceed its purpose or remit without the committee's permission.
6. The working group reports to the Recreation Committee and should provide report to the committee at each meeting.
7. Meetings of the working group are informal and therefore do not need to be held in public (unless the council/committee stipulates that they should) and may be held remotely.
8. Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council.
9. Once the purpose of the working party has been fulfilled, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind the Council. The Council/Recreation Committee will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full Council or the Recreation Committee.

Appendix 4: Committee title and terms of reference

Cllr Coyte has suggested we amend the title of the Recreation Committee to better describe the responsibilities of the committee.

My recommendation would be that the committee's name is changed to Recreation & Open Spaces Committee as this better describes its remit.

The Terms of Reference (as contained in Standing Orders) could also be revised and this is my recommendation:

Terms of Reference

To have fully delegated powers under Section 101 of the Local Government Act 1972 and to carry out all matters in accordance with Bramshott and Liphook Parish Council Standing Orders and Financial Regulations.

The overall purpose of the Recreation and Open Spaces Committee is the maintenance, improvement, management and promotion of the recreational facilities and open spaces of the Parish Council and to promote recreation within the Parish. Additionally, the Committee will ascertain and monitor sport and recreation needs within the Parish.

The Committee will assume strategic responsibility for:

- All Parish Council owned open spaces, sports and recreational facilities, buildings on Radford Park and the Recreation Ground, equipment and vehicles used by the Grounds Team.
- Allotments including access, parking, waiting lists, lettings and repairs
- Children's and young people's play facilities within the Parish
- Grass cutting and maintenance of all the Council's open spaces
- A landlord role for sports clubs at the Recreation Ground
- Litter collection on all of the Council's open spaces
- Preparing and promulgating by-laws
- Managing areas subject to cultivation licences
- Reporting any issues with local footpaths and bridleways

The Committee will make recommendations to the Council for the purchase of any items being funded from Neighbourhood CIL funds held by the Council.

The Committee has delegated authority to communicate with the following:

- With EHDC over any sporting, recreational, grass cutting, litter, or other matters related to the remit of the Committee
- With any organisation, such as Hampshire Playing Fields Association, over specific sporting or recreational matters
- With any organisation or body that has a recreational or sporting interest or function from whom it is necessary to seek advice in relation to matters set out in these terms of reference

Appendix 5: Future changes to allotment plot sizes

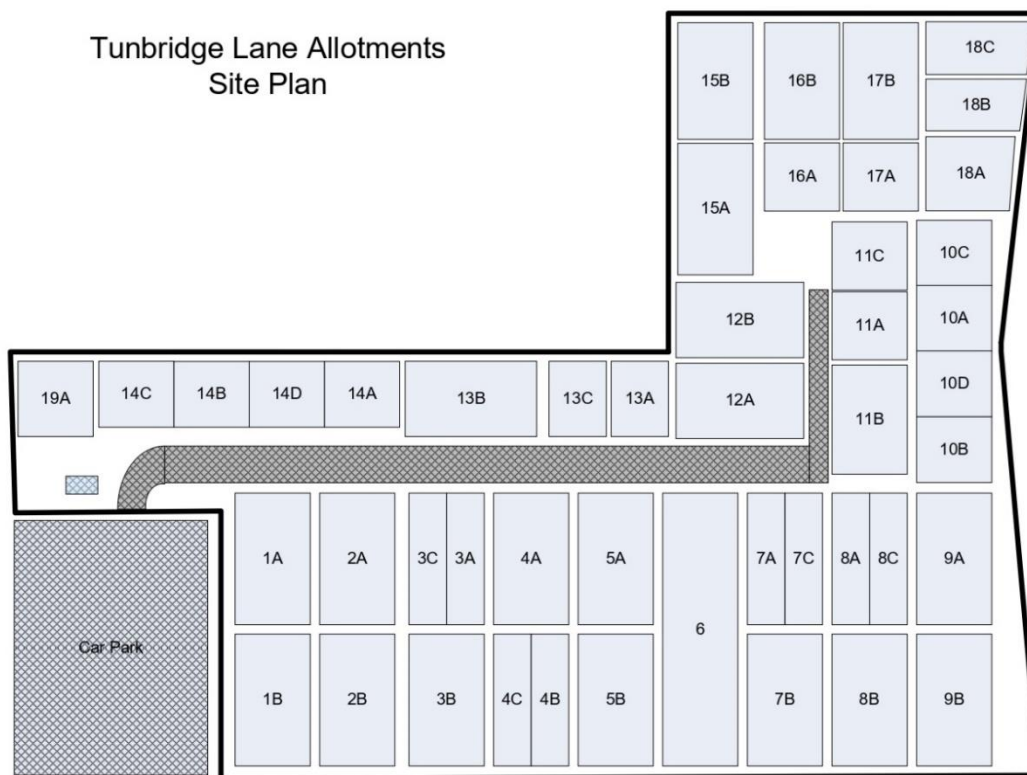
At the last Recreation Committee meeting, it was resolved to split plot 16A, a half plot, into two quarter plots. The Committee requested that an item comes back to this meeting, to give delegated authority to officers to make decisions on splitting plots in the future.

In particular, we would like to start to split half plots into quarter plots. The half plots are very big and take quite a lot of work to maintain. Our experience is that allotment holders often give these up as they are too difficult to maintain. By having more, smaller plots available we could reduce our waiting list (currently 11 people).

Size of plots

Half plots are 15m x 8m approximately

Quarter plots are 7m x 8m approximately



Drawn by: K. Brunet / 25 Oct 2022

Appendix 6: Football pitch drainage

Our Grounds Manager has been in discussions with Complete Drainage Systems who have links with the football club and offered us a 'friendly' quote of £450 + VAT to clean out the main drainage lines at the Recreation Ground.

They came out and blasted the soakaway and outflow drain located near the play area. Now this has been done there is 6ft of silt and sludge to be removed from the soakaway.

Our Grounds Manager has approached a company that has access to a gully sucker to remove the silt from the soakaway and we are currently awaiting a quotation for this work. Once this has been carried out, Complete Drainage Systems will thoroughly clean the soakaway outlets and then proceed to camera and blast the main drainage lines located under the pitch.

We are hopeful that this will improve the current drainage issues and will report back to the Committee in due course.

Appendix 7: Allotment plot issues

We have received two complaints from allotment holders relating to their plots, 1A and 2A, as follows:

Plot 1A

I've had my allotment for many years, with it getting progressively more waterlogged each year, early in the growing season. This year it has been the worst it has ever been and is still saturated as we go into May; the soil is currently in a 'plastic' state, with standing water persisting along the length of the plot rendering it unworkable, despite my best endeavours.



My plot is not the only one to have this problem as, the other day, a neighbouring plot literally had two ducks on it enjoying their new wetland habitat!

Whilst obviously the Parish Council can do nothing about the recent wet weather, they however should take all reasonable efforts to ensure that allotment holders can actually use their plots for their intended use, easily and enjoyably. Currently my plot (and others) is not fit for purpose ...but I am battling on! The waterlogging is making an 'easy' job extremely difficult and ruining the enjoyment.

I would appreciate hearing what remedial actions the Parish Council are proposing to carry out to rectify this situation.

Plot 2A

I rent out allotment 2A at the Liphook and Bramshott Allotments.

My neighbour on 1A and I have had persistent water drainage issues on our plots to the extent beds have been saturated for as long as I can remember since I have been there, with paths also under water. Even though rented for the year the plots are not usable really from October to May annually.

Your works team kindly visited yesterday to consider if there are options to take the excess water away. I happened to be at the allotment so we had a chat. Is there any way some drainage can be put in? I know the rainfall has been exceptional but we have a persistent problem that also backs up to edge of plot 1B. What can be done?

Thank you for your kind attention in this matter, we look forward to hearing back from you.

We have offered the allotment holder on 1A the option of being prioritised on the waiting list for a different plot but they would prefer not to do this as they feel the Council should make all plots usable. Whilst we have now also heard from the plot holder of 2A, we have not received any other complaints.

The Financial Times reported in March 2024 that:

England has experienced its wettest 18 months since records began in 1836, leaving farmers struggling to plant crops in waterlogged fields and transport networks disrupted by flooding.

Climate change has exacerbated weather events around the world, creating warmer and wetter conditions in some parts, and drier and hotter conditions in others, after last year was the hottest on record globally and second warmest for the UK.

While the UK had always had “very variable amounts of rain”, said Ed Hawkins, a climate scientist at the University of Reading, there had been a “large increase in the amount of rain that falls on the island, particularly in the wintertime, but also in the autumn and spring”. “This is a consequence of our warming world,” Hawkins said. “As the world continues to warm in the future we would expect to see more rain falling on these islands.”

Options

The Council could consider seeking quotations for drainage works but plots 17 and 18 also suffer from drainage issues, due to a spring in that area.

The plot holders could put raised beds in and this has helped the issue on other plots.

Appendix 8: Neighbourhood Development Plan Policies

The following sections/policies of the Neighbourhood Development Plan are relevant to the Recreation Committee.

Committee members are advised to start taking these policies/documents into account when making any decisions, and this will be particularly relevant once the NDP is adopted.

Policy BL17: Enhancing community, cultural, sporting and recreational facilities

Page 80 of NDP Submission Document:

https://www.bramshottandliphookndp.uk/wp-content/uploads/2024/02/1.-Bramshott-and-Liphook-Neighbourhood-Plan_Submission-Version-January-2024_with-LGS-saved-separately.pdf

Non Policy Actions

Page 99 of NDP Submission Document (link above)

Green Spaces Policy

[1b-Appendix-B-Local-Green-Spaces.pdf \(bramshottandliphookndp.uk\)](https://www.bramshottandliphookndp.uk/1b-Appendix-B-Local-Green-Spaces.pdf)