

AT A MEETING of the  
SIR GEORGE STAUNTON COUNTRY PARK JOINT MANAGEMENT COMMITTEE  
held at Sir George Staunton Country Park, Havant on 12 December 2013

**PRESENT**

**Hampshire County Council**

p Councillor Mrs. L. Fairhurst  
p Councillor Mrs A Briggs  
p Councillor R Finch  
p Councillor D Keast  
a Councillor R.C. McIntosh

p Kerry Bailey, Country Parks Business Manager (SGSCP/QECP)  
p Jane Lovett, Honorary Treasurer  
a Adam Owen, Countryside Team Leader (Business Development)  
p Andrew Smith, Head of Countryside  
p Tim Speller, Visitor Services Manager (SGSCP/QECP)  
p Louise Payne, Corporate Communications

**East Hampshire District Council**

p Councillor Mrs. D.K. Denston  
p Mr Martin Healey, Principal Countryside and Biodiversity Officer for EHDC

**Havant Borough Council**

p Councillor Mrs. Y. Weeks  
p Mr Jeff Crate, Senior Economic Development Officer for HBC

**25. APOLOGIES FOR ABSENCE**

Apologies had been received from Councillor Robin McIntosh due to a clash of meetings.

**26. DECLARATIONS OF INTEREST**

Members were mindful that where they believed they had a Disclosable Pecuniary Interest in any matter considered at the meeting they must declare that interest at the time of the relevant debate and, having regard to the circumstances described in Part 3 Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter was discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore Members were mindful that where they believed they had a Non-Pecuniary interest in a matter being considered at the meeting they considered whether such interest should be declared, and having regard to Part 5, Paragraph 2 of the Code, considered whether it was

appropriate to leave the meeting whilst the matter was discussed, save for exercising any right to speak in accordance with the Code.

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| <b>27.</b> | <b>DEPUTATIONS</b>  |               |
|            | There were no deputations.  |               |
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| <b>28.</b> | <b>MINUTES AND MATTERS ARISING</b>  |               |
|            | <p>The minutes of the meeting held on 23 September 2013 were approved as an accurate record and signed by the Chairman.</p> <p><b>Matters arising:-</b></p> <p>Item 3:<br/>Marketing - Martin Healey indicated that an article would appear in the next issue of East Hampshire District's paper and Jeff Crate that Havant Borough News had published an article.</p> <p>Stakeholder Forum – Kerry informed Members that a meeting was being held on 15 January and asked for suggestions of local groups to invite.</p> <p>Business development plan – the business development plan had been held back as a proposal for investing in all of Hampshire's Country Parks was being submitted to the Executive Member for Policy and Resources. Members were informed that the plan was being developed into work streams for the next five years. In the catering work stream they were looking to improve and expand both inside and outside the pay zone. A new visitor entrance and alterations to parking arrangements were being considered. There was a consensus among Members that parking and access between the two sites were issues that needed to be addressed. It was agreed that the emerging plan would be sent to Members prior to the next meeting and that a presentation on it would be given at the next meeting.</p> <p>Champions – Kerry had provided Members with a list of their agreed role and a contact at the Park.</p> <p>Item 6:<br/>Health and Safety Audit - Councillor McIntosh had been sent the requested report.</p> <p>Any Other Business:</p> | Adam Owen     |

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|                   | <p>Staunton Festival - Notes of the Staunton Festival Committee on 18 October 2013 had been included with the agenda papers for Members' information. It was agreed that it would be difficult to organise the Festival in-house in the short term and that the Festival would benefit greatly from a major sponsor which could be an action for the Event Organiser. The Park Manager indicated that she would prefer to use the funding provided by Havant Borough Council and Portsmouth City Council for a programme of events if possible and that this would be suggested to the Festival Committee. It was suggested that potential corporate sponsors could be asked what they might like to sponsor at the event and that there should be more craft displays. The Committee agreed that it was currently happy for the Staunton Festival to continue to be managed by the Festival Committee with a contribution from them for site hire and that targets should be set for sponsorship. It was further agreed that the Park should not lose out financially from the event and that the cost of rangers' time should be covered.</p> <p>Membership and Wedderburn – Tim Speller updated Members on his meeting with Wedderburn, noting that a reporting system could include membership data and other sales; a magnetic strip on membership cards was being investigated and a cabling assessment by IT was to be done. Kerry Bailey indicated that Park members are now asked to sign in when they come to the Park.</p> <p>Garden Auction – It was reported that this had been successful, despite a lack of advertising, and that there were plans to hold two auctions, one in the spring and another autumn, which would also include lots for gardeners' expertise.</p> |  |
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| <p><b>29.</b></p> | <p><b>REVISED BUDGET 2013/14 AND PROPOSED FORWARD BUDGET 2014/15</b></p>  |  |
|                   | <p>The Committee received the report of the Honorary Treasurer and Park Manager on the proposed 2013/14 revised budget and 2014/15 forward budget. (item 5 in the Minute Book)</p> <p>The Honorary Treasurer began by highlighting that the park was on target to make a possible surplus of about £80,000 which would remove the deficit. This would have been achieved by control of expenditure and a good level of income. However, it was dependent on the weather over the next three months. It was indicated that the Park team would assess the safety and whether the paths could be cleared sufficiently in order to decide whether to open in the event of bad weather.</p> <p>Members were informed that savings of £40,000 would have to</p>  |  |

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|            | <p>be found in 2014/15 and the plan was for all Hampshire's country parks to be self-financing from 2016/17.</p> <p>The Honorary Treasurer answered questions about the report. She explained that the impact of reinstating the employer pension contribution that the Park should have been making for the past three years would be in the region of £15,000 per year. She clarified for Members that the apparent large increases in expenditure for some items between the original and revised budgets (page 7 of the report) was in fact offset by income payments, such as the single farm payment.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• That the JMC approved the revised budget for 2013/14 contained in Appendices A and B of the report.</li> <li>• That the JMC noted the partner contributions for 2014/15 as shown in Appendices A and C of the report.</li> <li>• That the JMC approved the forward budget for 2014/15 as shown in Appendices A and C of the report.</li> </ul>   |              |
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| <b>30.</b> | <b>PARK MANAGER'S REPORT</b>  |              |
|            | <p>The Committee received the report of the Park Manager outlining recent and future developments at the Park. (Item 6 in the Minute Book). She answered questions raised by Members on her report.</p> <p>Updating Members on the problems with water levels at the lake, the Park Manager agreed to the Members' request to get a timescale for the investigations which would take place and inform the Committee. Some Members expressed their concern over the apparent lack of action; however, they were informed that fishing had improved and that water levels were currently up. It was stressed that significant officer time had been spent on this matter and that the problem might be difficult to fix without substantial investment. There would be a netting of the lake by Sparsholt College and the angling clubs on 16 January 2014 to assess the fish stocks. (2.3 in the report)</p> <p>The Park Manager was pleased to inform the Committee that plans for Highbury College to relocate their Animal Care to the Park from September 2014 were progressing well. This would enable the Park to access a wider range of funding in the future to deliver a range of environmental land-based courses. There would need to be some structural changes to some buildings to</p> | Kerry Bailey |



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| 31. | <b>COUNCILLOR UPDATE ON LIAISON WITH LINK OFFICER</b>   |              |
|     | <p>The Committee received verbal updates from Councillors on their liaisons with officers in their link department (item 7 in the Minute Book).</p> <p>The Park Manager apologised for her tardiness in sending round the links.</p> <p>Councillor Briggs had met with the education officer and had been impressed with the officer's vision for her role and the education service provided at the Park.</p> <p>Councillor Denston indicated that she had a meeting planned for after Christmas and others had yet to set up meetings. The Treasurer and Councillor McIntosh had been in contact.</p> <p>Councillor Finch was informed of an up-coming anglers' meeting and indicated that he would try to attend.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• That the Committee noted the updates.</li> </ul>  |              |
| 32. | <b>ANY OTHER BUSINESS</b>   |              |
|     | <p>The Park Manager informed the Committee that she had received an offer from Park Community School to provide a photographic calendar of the Park to sell in the shop. The school runs a photographic workshop. Members agreed that this would be an excellent project, which could extend to cards, and other items such as mugs and money boxes. The Park Manager was asked to follow this up and get the school to be an approved county supplier.</p> <p>The Chairman brought Members' attention to an item that had been overlooked at the previous meeting (7.2 in the Park Manager's Report).</p> <p><i>'The site is currently reviewing many of the policies and procedures and implementing new ones as required. Members are asked to consider whether they feel it would be appropriate to sign off these documents as a committee, whether the Chair would be acceptable or if policies can be adopted by the Manager and management team'.</i></p> <p>The Committee agreed that the Chairman and Park Manager should sign off these documents.</p> | Kerry Bailey |

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|            | <b>RESOLVED:</b> <ul style="list-style-type: none"> <li>• That the Chairman and Park Manager could sign off documents relating to policies and procedures at the Park.</li> </ul> |  |
| <b>33.</b> | <b>DATE OF NEXT MEETING</b>   |  |
|            | The next meeting was scheduled to take place on <b>Tuesday 6 February 2014</b> at <b>2.00</b> pm at the Park.   |  |