

**MINUTES OF A MEETING OF THE AMENITIES AND INFRASTRUCTURE  
COMMITTEE OF BROCKENHURST PARISH COUNCIL HELD ON  
TUESDAY 3<sup>rd</sup> AUGUST 2021 AT BROCKENHURST VILLAGE HALL**

**Present:**

Cllr P Wales	Chairman
Cllr A Bartlett	Cllr M Croker
Cllr M Harris	Cllr J Korbey
Cllr P Mueller	Cllr K Whittle
Cllr R Wolstenholme	

In attendance

Heather Lawrence	Cllr R Horne Parish Clerk
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One member of the public (for public presentments only)

### **Public Presentments**

A presentation was given on the “The Forest Hub” app developed by FW Design Ltd. This app is free to download and use and gives links to local businesses. Revenue will ultimately come from businesses who will pay to be on the app. It has GPS for when no mobile signal is available.

Councillors will look at this further following receipt of a video. The company is looking for support and endorsement by the Parish Council.

### **21/10 Election of Chairman of A&I committee**

Cllr P Wales was unanimously elected as Chairman

### **21/11 Election of Vice-Chairman of A&I committee**

Cllr A Bartlett was unanimously elected as Vice-Chairman

### **21/12 Apologies for Absence** Cllr R Bowles

**21/13 Declarations of Interest** Cllr Harris declared an interest in the New Park container licence

### **21/14 Minutes of Meeting held on 2<sup>nd</sup> February 2021**

These were proposed, seconded and signed as a correct record.

### **21/15 Matters Arising (not already on the agenda)**

Culverley Green cycle gate

There are concerns about the gate that Forestry England installed next to the school parking area. The gate is on the cycle network and the location of the gate makes it potentially dangerous for cyclists, particularly, those with add-ons.

It was agreed to ask the school for their opinion on the gate and to contact the resident who has expressed their concerns to ask for any update on their complaint.

Cllr Croker offered to make a presentment to the Verderers Court on behalf of the Council should lack of progress mean that the involvement of the Court would aid a resolution.

**ACTION: Chairman to contact resident and school**

## **21/16 Review terms of reference for this committee**

The following amendments were approved:-

- The number of meetings to be amended from three to four per year.
- To add under Physical Assets and Amenities, the container at New Park and the office at Brookley Road.

**ACTION: Clerk to update A&I ToR**

## **21/17 Land at Church Lane – update**

The landowner will provide details of all the requirements with answers to our questions shortly.

## **21/18 Cycle rack enhancements**

It was noted that we originally made a S171 application to HCC before the pandemic, but this was not authorised due to the Covid-19 license being put into place.

This license has now expired, and we will again need to submit a new S171 license to HCC and ensure the road signage is correct.

It was agreed that it would look better if some signage could be attached to the top part of the cycle racks. Welcome to Brockenhurst was agreed as the best option.

**ACTION: Clerk to submit S171 license and check signage requirements**

**ACTION: Clerk to liaise with Chairman over other signage**

## **21/19 Tree Survey – to review and decide on frequency of future surveys**

The circulated NFDC tree survey report was discussed, and it was agreed that the Churchyard trees would be inspected annually. The Allotment trees inspected every two years, and the playground and War Memorial trees inspected every three years. Subject to any urgent matters arising.

Two quotes have been received for the recommended works but there is a request for two extra trees in the War Memorial to be added to the quotes. Cllr Croker is happy to meet the potential contractor on site to discuss requirements.

**ACTION: Clerk to contact tree contractor to arrange a site visit**

## **21/20 Tree policy – to review amended policy**

The new policy was reviewed and the agreed time scale for future inspections (minute 21/19 above) added to the policy.

**ACTION: Clerk to complete policy and add to the website**

## 21/21 Physical Asset Report

### i) Allotments

Pedestrian Gate - Only six replies were received from allotment holders. It was decided that the gate would not be installed.

Cllr Bartlett and the clerk recently carried out a second inspection of the allotments and was pleased to report that most of the allotments are looking good. There were a few allotments identified to be monitored or allotment holders to be contacted as little or no work has been done.

Cllr Bartlett queried the invoicing schedule as contracts say invoicing is in November, but invoices are sent at a different time of year. 2021 invoices still to be issued.

**ACTION: Clerk to contact the identified allotment holders**

**ACTION: Clerk to liaise with RFO about the 2021 invoicing**

### ii) Cemetery

Review maintenance of the cemetery

Proposed that the present Working Party members (Cllrs Wales, Horne, Croker & Korbey) review future maintenance given their knowledge of all the issues involved and formulate the most cost effective way of short and long term running of the whole burial ground

Management Review

Having completed their investigation it is proposed that due to their knowledge the Working Party members act on behalf of The Parish Council to formalise the situation with the Church authorities. The cemetery itself continues by funding a Church employee to complete maintenance with a grant to assist our own employee.

The request for a memorial tree in the new section was declined due to the potential long term liability.

**ACTION: Clerk to contact the resident concerning the memorial tree request**

### iii) War Memorial

It was agreed that the grass cutting contractor will carry out weeding twice a year, in April/May and again at the end of October each year.

**ACTION: Clerk to contact contractor**

#### **iv) Playground**

The annual play inspection report was noted.

It was agreed that Vitaplay would carry out one site visit per year around November to carry out a service. The quote for £98.00 + VAT was approved.

Vitaplay are still to provide a quote for dealing with current outstanding items on the report.

It was noted that new main signage is required now there are no Covid-19 restrictions.

It was agreed that the small bin inside the playground does not cope with the amount of litter. It either needs to be replaced with a larger bin or a 2<sup>nd</sup> bin installed. We are still waiting for NFDC Streetscene to reply with the options and/or the bin is emptied twice a week.

**ACTION: Clerk to contact Vitaplay**

**ACTION: Clerk to look at new signage**

**ACTION: Clerk to chase Streetscene**

#### **v) Seats, Signs and Bus Shelters, etc.**

Village Sign is ongoing.

Beachern Wood Seat – Forestry England have asked for suggestions for the future of the bench as it has been damaged several times. Cllr Croker is due to have a site visit on the 4<sup>th</sup> August to discuss potentially moving the bench out of the car park.

Grigg Lane Seat – The front leg of the bench is broken or rotten and the seat has come away. Cllr Wales will discuss the situation with the family that requested the memorial bench.

Another resident in Griggs Lane has approached Cllr Wales to ask for a bench on the opposite area of grass to the above seat. It was agreed that an additional bench was not needed at that location. Cllr Wales will advise the resident accordingly.

Firebell – no problems

Post box – It was noted that the post box is on rural collection times.

Defibrillator is monitored by Cllr Wolstenholme, no problems to report.

#### **vi) Storage – Update on containers**

The New Park container had an initial one-year licence and is due to expire on the 30.9.21. It was agreed that the container is successful and that the licence should be extended for a further five years.

Cllr Horne reported that he would need access to mains power for two/three days for testing of the Christmas lights and for the lights to be PAT tested.

**ACTION: Clerk to extend the licence and make enquiries about mains power**

#### **vii) New Office**

It was reconfirmed that the main door would be replaced, planning permission has already been granted. It is hoped to complete the outstanding jobs in the office as soon as possible, which will include carpeting the internal office to help with soundproofing. Shelving above the desk for additional storage, a picture hanging system in the front office and a new office chair. The plans for the digital screen are ongoing.

## **21/22 Infrastructure Reports**

### Brookley Road Scheme:

It was noted that HCC are to proceed with the T2 Active Travel Programme in Brockenhurst and Cllrs will be required to discuss the way forward once the formal decision has been received.

### Footpaths:

FP14 – There have been requests from residents for this footpath to be improved to make it more useable to everyone. In wet weather the surface is very muddy and dangerous. It was agreed that this should be repaired under the HCC footpath scheme.

### Pathway between New Forest Drive and Forest Glade Close

A request has been received to improve the pathway connecting New Forest Drive and Forest Glade Close. It becomes very muddy and virtually impassable in the wetter months. It was noted that this pathway is not part of the HCC numbered path network and therefore we would be unable to gain any funding to help with the costs. It was agreed to recommend to the resident that they apply to HCC for this to become a numbered footpath firstly.

**ACTION: Clerk to apply to HCC for grant funding for FP14 resurfacing**

**ACTION: Clerk to contact resident with recommendation**

## **21/23 Any Other Items**

Cllr Croker gave an update on the daffodil planting project. Bulbs are on order and location maps submitted to the Land Advisory Service for approval. We are waiting for a response.

With the concern about the road surface in Grigg Lane it was suggested that there should be some signage for cyclists.

Cllr Mueller advised that there is over a one foot drop off of the side of the tarmac on Mill Lane which is of concern for cyclist.

Cllr Mueller asked if a community refresher for the use of the defibrillator could be arranged as it has been several years since it was installed.

## **21/24 Date of Next Meeting: 5<sup>th</sup> October 2021 at 7.00 pm or sooner if required**

The meeting closed at 9.25pm.