

**MINUTES OF A MEETING OF THE AMENITIES AND INFRASTRUCTURE  
COMMITTEE OF BROCKENHURST PARISH COUNCIL HELD ON  
TUESDAY 5<sup>th</sup> SEPTEMBER 2023 AT BROCKENHURST VILLAGE HALL**

**Present:**

Cllr A Bartlett	Chairman
Cllr K Whittle	Cllr J Korbey
Cllr P Hollins	Cllr R Horne
Cllr M Harris	
Heather Lawrence	Parish Clerk

**Public Presentments:** None

**23/27 Apologies for Absence:** None

**23/28 Declarations of Interest:** None

**23/29 Minutes of Meeting held on 6<sup>th</sup> June 2023**

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

**23/30 Election of Vice-Chairman of A&I Committee:**

Cllr Harris was unanimously elected.

**23/31 Update on Christmas Lights**

Cllr Horne advised that all the motifs have been refurbished and the electrics are being checked. The lights for the main Christmas tree are still to be checked and one Christmas tree holder needs to be replaced.

It was agreed that the usual number of small Christmas trees and one large tree are required from the usual supplier and a date arranged for delivery.

**ACTION: Cllr Horne to source a new tree holder**

**ACTION: Clerk to contact Christmas tree supplier**

**23/32 Physical Asset Report**

**i) Cycle Racks**

Small repair needed to some rising slats on the Watersplash cycle racks.

**ACTION: Cllr Bartlett to look at Watersplash cycle rack seating**

**ii) Playground**

The replacement toddler item has been installed this week.

This has installed parallel to the tree line and it might be possible for one more piece of small equipment to be added to the playground.

We are still waiting for quotes for options for the replacement of the toddler house, this will be considered in the 23/24 financial budget along with any additional item.

### iii) Allotments

#### a) Update on turning space, water supply & track projects

Turning space & water supply – No update. Track options still to be explored and confirmation from Forestry England of what material can be used. Cllr Bartlett and Cllr Whittle to conduct a site visit.

#### b) Update on waiting list

Twenty-two people are currently on the waiting list. Several plots have been re-let but we continue to receive several enquiries.

#### c) To consider amendments to the allotment agreement

The circulated amended agreement was considered and it was noted that the amendments have been made following advice from the Allotment Society legal department. It was noted that the allotment growing season is between 6<sup>th</sup> April – 29<sup>th</sup> September and the amended agreement should be issued outside of those dates and in good time to be effective from 1<sup>st</sup> March 2024 to allow plot holders time to consider the new requirements before fees are payable. With one amendment it was unanimously agreed that this agreement is recommended for approval.

#### d) To consider the Allotment Management Policy

The circulated draft policy was considered and unanimously agreed that this agreement is recommended for approval. To be reviewed annually.

#### e) To review allotment tree inspection and consider quotes for tree work

The tree report was reviewed along with two quotes. It was unanimously agreed to recommend that the Westbeams quote for £3000 + VAT is recommended for approval.

**ACTON: Clerk to contact Forestry England**

**ACTION: Cllrs Bartlett & Whittle to conduct a site visit**

### iv) Cemetery

#### a) To consider purchasing funeral traffic cones

It was unanimously agreed that a recommendation that six traffic cones are purchased with a budget of up to £100.

#### b) Update on the Churchyard Closure

Cllr Horne advised that there has been a delay with this closure being heard by the Privy Council and it is now due in October 2023.

The increase in manpower at the cemetery was discussed and it was unanimously agreed that the P&R committee should pursue this.

**v) War Memorial**

- a) To consider purchasing some new plants

It was noted that there are several large areas that are bare and that new plants will need to be sourced and planted. With the clay soil and in the winter some very wet areas it was agreed that the original planting plan should be looked at along with the list of the original plants purchased. A budget was not agreed but some suggestions were either to ask for local sponsorship or ask local community groups to help with the purchase and planting.

- b) Remembrance Sunday arrangements

Brockenhurst RBL have confirmed that a service will be held on Sunday 12<sup>th</sup> November at St Saviours followed by everyone walking via The Rise and reassembling at the War Memorial. A road closure order will be arranged to include The Rise and Sway Road.

RBL have requested that the Fire Bell is rung on Saturday 11<sup>th</sup> November and on Sunday 12<sup>th</sup> November.

**ACTION: Clerk to look at original plans and what was purchased**

**ACTION: Clerk to organise road closure order**

**vi) Seats, Signs and Bus Shelters, etc.**

- a) Update on Waters Green bus shelter

This has been assessed and quotes obtained for a replacement which will be included in the 23/24 budget.

- b) Update on new bus shelter project

Enquiries have been made with NFDC and we are waiting for a response from the Verderers as to the feasibility of having a shelter where the livestock graze.

- c) Update on the Village Sign

This is still ongoing and a further response is due from the NFNPA planning department and we are sourcing an ecologist to prepare a report on the proposed site.

- d) Update on the Fire Bell post installation

Cllr Whittle confirmed that the work will be undertaken at the end of September/early October when the village is quieter. Cllr Whittle will liaise with the homeowner.

**vii) Storage - No issues**

**viii) Office 70b Brookley Road – No issues**

**ix) Defibrillator – All ok, Cllr Wolstenholme continues to carry out the checks.**

### **23/33 Infrastructure Reports**

Martins Corner Footbridge to consider HCC proposal

It was unanimously agreed to recommend that the proposal from Hampshire County Council cannot be considered as their correspondence clearly states that it remains unclear who currently owns the structure. Clarification should be obtained from HCC. It was agreed that the Parish Council would not want to see the bridge removed.

**ACTION: Clerk to contact HCC**

### **23/34 Highways**

a) Grigg Lane & Brookley Road update

Despite several failed attempts by HCC contractors the flooding is still happening, especially at the junction of Brookley Road and Grigg Lane. It was noted that the work on the large dip in Grigg Lane is still outstanding. Enquiries to be made with HCC Highways on both items.

b) Waters Green verge and line painting update

HCC have carried out the line painting at Waters Green with further enquiries to be made regarding any replacement parking signage. This should hopefully help with the verges but further enquiries are to be made with Forestry England.

It was noted that there has been an increase in traffic parking on the roadside at Balmer Lawn Road, especially at the weekend and this is causing congestion. Further enquiries to be made with parking enforcement.

**ACTION: Clerk to contact HCC regarding Grigg Lane & Brookley Road**

**ACTION: Clerk to contact HCC regarding Waters green parking signage and FE regarding the verges**

**ACTION: Clerk to make enquiries with parking enforcement**

### **23/35 Update on Brockenhurst entry signage and tourist signage**

Cllr Harris advised that he has received correspondence from Hampshire County Council regarding Information Signage and Brockenhurst Village Name Signage along with links to various forms and information regarding fees and grants.

Cllr Harris is hoping to arrange a site visit, further details to follow.

It was requested that the information and designs are forwarded to the committee.

**ACTION: Cllr Harris to forward information to committee members**

### **23/36 Update on land purchases – no update available**

### **23/37 Review of Tree Policy**

It was unanimously agreed to recommend that the policy is amended and that all sites are inspected every three year.

### **23/38 2023/2024 A&I Budget**

It was unanimously agreed that the budget will be compiled by Cllr Bartlett, the clerk and the RFO, ready for submission to the P&R committee for their November meeting.

### **23/39 CCTV to consider NFDC proposal**

Cllrs Bartlett and Horne gave an overview of the recent meeting with New Forest District Council regarding the potential of having a CCTV installation in the village.

It is hoped that at least three cameras could be installed at an approximate fee to the Parish Council of at least £732 per camera, per year. NFDC would own the cameras and carry out the installation, management and monitoring.

It was unanimously agreed to recommend that this is pursued and that the following potential locations, in priority order, are submitted to NFDC for further investigation.

1. Crossroads Brookley Road/ Sway Road
2. Tesco and the car Park entrance
3. A337 on the junction at Sparks Green
4. Playground at the Village Hall
5. Watersplash Junction with Burley Road/ Rhinefield Road

### **23/40 Any Other Items**

Cllr Whittle will deal with the Watersplash after the October half-term.

NFNPA have supplied some Public Spaces Protection Order signage and asked if this can be displayed prominent places in the village for residents and visitors to read and hopefully discourage petting of the livestock.

Councillors suggested that the signs could be displayed by the Brookley Road noticeboards, on the wooden bins and by the train station.

**23/41 Next Meeting: Tuesday 6<sup>th</sup> February Brockenhurst Village Hall or sooner if required.**

The meeting closed at 9.10pm

Signed:

Date: