

**MINUTES OF A MEETING OF THE AMENITIES AND INFRASTRUCTURE  
COMMITTEE OF BROCKENHURST PARISH COUNCIL HELD ON  
TUESDAY 6<sup>th</sup> FEBRUARY 2024 AT BROCKENHURST VILLAGE HALL**

<b>Present:</b>	Cllr A Bartlett	Chairman
	Cllr R Horne	Cllr J Korbey
	Cllr P Hollins	
	Heather Lawrence	Parish Clerk

**Public Presentments:** None

**24/01 Apologies for Absence:** Cllr Whittle

**24/02 Declarations of Interest:** None

**24/03 Minutes of Meeting held on 5<sup>th</sup> September 2023**

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

**24/04 Update on Christmas Lights**

Cllr Horne reported that some of the lights will need to be retested and some help may be required.

The icicle lights in Brookley Road are all low voltage and the other locations are gradually be replaced as required. Some of the failed lights will need to be scrapped. Some additional lights for the Christmas trees will be required. Some additional equipment will be required for the external switch work.

It was agreed that the clerk should send a letter in the Autumn to the businesses that supply power for the lights to thank them for previous years and ask for confirmation that they are happy to help with this year's Christmas display. Cllr Horne noted that he is happy to cost out the approximate cost to the businesses if they supply the relevant information.

It was unanimously agreed to recommended that up to £400, from the remaining 23/24 budget, is spent on some of the replacement items.

It was noted that PAT testing is due to be carried out by October 2024.

**ACTION: Cllr Horne to liaise with the clerk over purchase**

**24/05 Physical Asset Report**

i) **Cycle Rack** – all repairs have been carried out.

ii) **Playground**

a) Review of inspection report

The latest inspection report has just been received and a quote for the recommended work is due.

There are concerns for the weeds and moss growing on the mulch flooring and this is being monitored by the groundsman as part of his weekly inspection. Additional work from a contractor is likely to be needed but this will need to be confirmed and sourced.

## b) Review of bin contract

Following a letter from NFDC regarding the bin charges from 1<sup>st</sup> April 2024 it has been confirmed that the charging structure is tiered and for a single visit per week for up to five bins in a parish is £1225.12. There is no reduction if there are less than five bins. It was noted that NFDC have occasionally been collecting rubbish bags containing the rubbish from the bins that the groundman empties at the cemetery and that we should approach NFDC to ask for these bins to be included within this tier. A query was raised as to whether new bins would be required at the cemetery and this will be reviewed. It is unanimously agreed that it is recommended that we accept the NFDC proposal based on the cemetery bins being included in the contract.

**ACTION: Clerk to chase for quote**

**ACTION: Clerk to contact NFDC**

## iii) Allotments

### a) Update on turning space and track projects

Forestry England have confirmed that only locally sourced hoggin can be used for the track and the turning space. Quotes are still required for the track. The turning space still requires further confirmation from Forestry England regarding the lease and would be subject to a planning application.

### b) Update on waiting list

Nineteen people are currently on the waiting list. Several plots are due to be re-let before the start of the new growing season. It was noted that one of the plots needs some tree work to be carried out first and a structure removed. The tree work has been approved and the contractor is waiting for better weather to be able to access the Forest land.

The clerk advised that a newsletter has been sent to all plot holders which includes information about the changes to the allotment agreement and how the documentation will be dealt with. It also explains that an Allotment Management Policy has been written and from April 2024 public liability insurance is required and how this could be obtained via Brockenhurst Allotment Society.

Following contact with the treasurer of Brockenhurst Allotment Association, the option of the Parish Council collecting the AA membership fee at the same time as the plot fees was explored and the RFO feels that this would be possible and would not create too much extra work and arrangements will be confirmed with our auditor. To comply with GDPR a form would need to be signed by plot holders to allow information regarding the AA membership is passed from the Parish Council to the AA.

It was unanimously agreed to recommend that from April 2024 the Parish Council collects the AA membership from plot holders and then transferred to the AA along with information of the plot holder for the purpose of membership only.

A request from the Allotment Association has been received to ask if one of the plots near the gate was to be become available could a small area be designated for use by the AA for a social/shared area for deliveries. This was noted and will be reviewed again if a suitable plot becomes available.

**ACTION: Clerk to obtain quotes for the track**

**ACTION: Clerk/RFO to liaise with the AA treasurer**

#### **iv) Cemetery**

##### **a) Staffing update**

Cllr Horne gave an update on the current situation with the cemetery and staff arrangements. It was noted that the P&R Committee will discuss any further issues at their March meeting.

##### **b) New and future burial sections**

Cllr Horne confirmed that a new non-consecrated section has been marked out and calculations have been made for future consecrated sections in the lower part of the cemetery.

##### **c) Equipment**

It was unanimously agreed that it is recommended that the new items are purchased from the remaining balance of the insurance claim.

**ACTION: Clerk to source equipment**

#### **v) War Memorial**

To consider a planting plan for the borders and purchasing plants

It was noted that £1000 has been included in the 24/25 budget for the purchase and planting of some new plants. Clerk to produce a list of plants needed and it is hoped that the planting can be carried out by councillors.

It was unanimously agreed to recommend that this project is pursued and a list compiled of plants to purchase after April 2024.

**ACTION: Clerk to look at original plans and compile a list of what to purchase**

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

##### **a) Update on Waters Green bus shelter**

A further assessment of the bus shelter will be carried out as to whether a repair can be carried out. If a new shelter is required, then funding will need to be sourced. There is a possibility that Brockenhurst College may provide a contribution as the bus stop is predominately used by students.

##### **b) Update on the Village Sign**

We are waiting to be advised the name of the new planning officer that has taken over our application.

The annual bench inspection will be carried out in the next couple of month now that the clerk has passed on the previous documentation to Cllr Hollins.

**vii) Update on the Fire Bell post installation**

The new Fire Bell post was installed in November 2023. There is some work to be carried out regarding the rope and the plaques are being cleaned and will be added to the new post.

**viii) Storage - No issues**

**ix) Office 70b Brookley Road** – The clerk reported that the office is in need of a good clean and it was agreed that options should be explored depending on what is needed.

**x) Defibrillator** – No problems, Cllr Wolstenholme continues to carry out the checks.

**24/06 Infrastructure Reports**

Martins Corner Footbridge

An update is due from Hampshire County Council and the clerk will continue to try and make contact.

**ACTION: Clerk to contact HCC**

**24/07 Highways**

**Report on issues around the village**

It was noted that there has been a lot of disruption around the village with the ongoing work by Wessex Internet. The work in Sway Road has now been completed.

The large dip in Grigg Lane continues to be a concern and this should be pursued with HCC.

**ACTION: Clerk to contact HCC regarding Grigg Lane**

**24/08 Update on Brockenhurst entry signage and tourist signage**

In the absence of Cllr Harris there was no update on this project. It was noted that this project has been included in the 24/25 budget. Clerk to contact Cllr Harris.

**ACTION: Clerk to contact Cllr Harris to forward information of project.**

**24/09 Update on the NFDC CCTV**

NFDC are currently undertaking a feasibility study of all locations across the district and hope to complete this by the end of March. Further information to follow.

## **24/10 Any Other Items**

Concerns have been raised regarding the number of NFDC "Residents Parking Only" signs on the layby at the top of Sway Road. It is hoped that if more signs can be displayed that this will help residents to be able to park.

Offensive graffiti has been noticed on the North Road footbridge and will be reported to Network Rail.

The clerk noted that the tree inspection schedule had been amended with the change to the tree policy. It was noted that the Playground and War Memorial are due inspection this year. The allotments and cemetery have work outstanding and then will be inspected every three years, unless required sooner.

**ACTION: Clerk to contact NFDC regarding signage**

**ACTION: Clerk to contact Network Rail**

**24/11 Next Meeting: Tuesday 7<sup>th</sup> May 2024 Brockenhurst Village Hall or sooner if required.**

The meeting closed at 8.50pm

Signed:

Date: 7<sup>th</sup> May 2024