

**MINUTES OF THE MEETING OF BROCKENHURST PARISH COUNCIL  
HELD ON TUESDAY 15<sup>th</sup> OCTOBER 2024 AT BROCKENHURST VILLAGE HALL**

**Present:**

Cllr P Wales	Chairman	
Cllr R Horne	Vice Chairman	
Cllr A Bartlett	Cllr R Bowles	Cllr M Harris (from 7.26pm)
Cllr J Korbey	Cllr K Whittle (from 7.10pm)	
Cllr J Wingham	Cllr R Wolstenholme	
Cllr A Parker	New Forest District Council until 8.50pm	
Mrs H Lawrence	Parish Clerk	
One member of the public		

### **Public Presentments**

A presentment was given in support of the Parish Council financially contributing to the HCC Brookley Road Scheme. Traffic calming and improvement to Brookley Road would be of benefit.

A further presentment was given regarding the different styles that Parish Councils can adopt in the name that it uses and could any consideration be given to adopting a name that gives the emphasis on the community. There are various alternative options, Community, Neighbourhood or Village Council.

**24/161 Apologies for absence:** Cllr P Pearce, Cllr P Hollins, Cllr Keith Mans

### **24/162 Declarations of Interest/Requests for Dispensation**

Cllr Bartlett declared an interest in accounts for payment 24/174.

### **24/163 Minutes of the Meeting held 17<sup>th</sup> September 2024**

Proposed, seconded and signed as a correct record.

**24/164 County Councillor's Report** – In the absence of Cllr Mans no report was received.

### **24/165 District Councillor's Report**

Cllr Parker reported that it was welcome news that the Marchwood and Somerley recycling centres will not be closing. The Solent CO2 pipeline project will not be going ahead. An update was given on river pollution issues.

NFDC parking charges will be rising in 2025, 12.5% for the shopper's clock and 50% for car park tickets.

### **24/166 Reports and response to Consultations:**

- i) Planning committee meeting held 24<sup>th</sup> September 2024

Cllr Korbey gave an update on the planning meeting and ongoing issues.

- ii) NFALC meeting 30<sup>th</sup> September – the clerk will circulate the draft minutes

iii) A&I Committee meeting held 1<sup>st</sup> October 2024

A report of the meeting was given by Cllr Bartlett and the following items were recommended for approval: -

- a) The recommendation that £150 is available to spend on any additional Christmas lighting items.
- b) The recommendation for a fund of £300 to be available for the businesses that provide the electricity for the Christmas lights can apply to for a contribution towards their bill.
- c) The recommendation for the clerk to source twenty 3ft and one large Christmas tree, whittled down before delivery, if possible.
- d) The recommendation to accept the quote from Ross Boyle for additional electrical work to fit external isolation switches.
- e) The recommendation to accept the quotes from Westbeams for the tree work at the playground and cemetery.
- f) The recommendation to accept the quote from J W Arnold for the clearing of allotment plots.
- g) The recommendation to adopt the amended cemetery regulations.
- h) The recommendation that the idea of whether a loading bay could be considered for Brookley Road is passed to the Village Centre Strategy Working Group.
- i) The recommendation to amend the frequency of tree inspections just for the playground from every three years to every eighteen months.

All the above items were unanimously approved.

iv) Events Committee meeting held 2<sup>nd</sup> October 2024

Cllr Wolstenholme gave an update on the Christmas Fun Evening and future events.

It was noted that VE Day 80 will be celebrated with an event on either the 10<sup>th</sup> or 11<sup>th</sup> May 2025, subject to availability of the grounds at St Saviours. VJ Day will be commemorated with a church service on the 15<sup>th</sup> August 2025, subject to confirming availability.

**24/167 To consider the amended proposal for the HCC Brookley Road Scheme and to consider any financial contribution from the Parish Council for any additional aspects of the scheme**

The circulated report (appendix one) was discussed and the following proposals were voted and decided as follows:-

**Proposal one** – that the Parish Council does nothing and rejects all options presented by Hampshire County Council - By a show of hands, four councillors (Cllrs Bartlett, Korbey, Whittle and Wolstenholme) rejected all proposals and five councillors (Cllrs Bowles, Harris, Horne, Wales, Wingham) were in favour of doing something.

**Proposal two** – that the Parish Council would like the project to go ahead but only if the project is not just the raised black tarmac ramp – by a show of hands seven councillors (Cllrs Bowles, Korbey, Harris, Wales, Whittle, Wingham and Wolstenholme) were in favour and two councillors (Cllrs Bartlett and Horne) were against.

**Proposal three** – that in addition to the raised black tarmac ramp, tactile paving and bollard, as shown in the draft design in pink and yellow, that the Parish Council contributes up to a maximum of £70,000 for the block paving area, as shown in dark blue on the draft design. By a show of hands, five councillors were in favour (Cllrs Bowles, Harris, Wales, Wingham and Wolstenholme) and four councillors were against (Cllrs Bartlett, Horne, Korbey and Whittle). It was therefore resolved that we will respond in favour of the scheme as described and up to a maximum of £70,000 will be contributed for the block paving, as described.

It was agreed that the earmarked £50,000 for the Village improvements can be allocated for payment of this scheme. For the up to £20,000 this would be passed to the Personnel and Resources committee for their November meeting where they will be discussing the 25/26 budget.

**ACTION: Clerk to advise HCC of the scheme decision by the deadline of 23<sup>rd</sup> October and clarify when the financial contribution is required**

**ACTION: Clerk to advise RFO to include the funding option in the P&R committee next meeting**

#### **24/168 Update on Martin's Corner Footbridge**

The application to NFDC for the nomination that the bridge is added to the List of Assets of Community Value has been unsuccessful.

The clerk is in contact with the new Forestry England Land Agent and will also have further discussion with Hampshire County Council.

**ACTION: Clerk to contact Forestry England and HCC**

#### **24/169 Response to Friends of Brockenhurst presentment made at the September Parish Council meeting**

Cllr Wales confirmed that following a recent meeting with FoB that the following responses were discussed:-

**SSEN substation** – Parish Council has received a reply from SSEN who will tidy it up and repaint in green.

**Additional bench at the Watersplash** – any request should be sent to our A&I committee to consider at its next meeting in February 2025.

**The broken fencing at the Watersplash** – this will be passed to the Lengthsman to look at, when his time allows.

**The suggestions that the only way to get things done is to form a working party and do things** - It was noted that whilst the Parish Council encourages empowerment that is not the same as unauthorised or improper action.

**Pedestrian safety at The Rise** – This matter has been raised with HCC who do not consider it to be a major concern. Complaints and incidents should be reported to HCC with a copy to the Parish Council

**Increase in flights in 2025 at Bournemouth Airport** - Whilst Flights will be increased 2035, the Bournemouth airport complaints line recorded no complaints from the Brockenhurst area whilst the Airport were preparing their Noise assessment review. Councillor Horne will follow up this issue noting Councillor Wingham's comments and discuss the FoB concern with them. "

**Not being able to see what is being done about something** –

Two way communication is key and we hope our new presence on Facebook will help.

#### **24/170 To confirm arrangements for Remembrance Services 2024**

The road closure is confirmed for Sway Road from 10.15 – 11.45am.  
Marshalls to be confirmed but Cllr Horne is available, other councillors to be contacted.  
The bell ringers are to be asked again to ring the Firebell at 11am  
Cllr Whittle to arrange for the Silent Soldier to be placed in the War Memorial Garden.  
Cllr Korbey will be available to transport signage and barriers.  
Cllr Bartlett will organise the flag at the War Memorial.

St Saviours will conduct their normal service for Remembrance Sunday.

It is still to be confirmed with Brockenhurst RBL if a service will be conducted on the 11<sup>th</sup> November at the War Memorial.

**Action: Clerk to contact bell ringers and liaise with RBL**

#### **24/171 To confirm Councillor's contact details for Parish Council website**

It was agreed that the website will only contain councillor's Parish Council email addresses, Except for the chairman who will also have a contact telephone number listed.

**Action: Assistant clerk to update website**

#### **24/172 Review of printed news sheet and to consider costs**

It was agreed to accept the quote for £125.55 for 1000 A4 sheets printed on both sides.

**ACTION: Clerk to liaise with TLC and provide content for the news sheet**

#### **24/173 Correspondence**

- i) SSEN – Substation repair at the Watersplash

SSEN have confirmed that they attend and tidy up the substation and repaint the unit in green. Our request to be able to paint a mural on the substation was rejected.

- ii) St Barbe Museum – Options for New Forest Exhibitions – Cllr Wales dealing
- iii) NFDC – Free Parking Day Christmas

Small Business Saturday will be Saturday 7<sup>th</sup> December. It was agreed to request Friday 6<sup>th</sup> December as the additional day.

- iv) NFDC – Members Allowance Questionnaire

Councillors confirmed that the clerk should complete the questionnaire based on councillors not receiving an allowance except for the chairman's allowance

- v) SGN - Gas mains replacement Balmer Lawn Road from 21<sup>st</sup> October – Note

vi) NFDC – EV Charging points

Clarification has been received from NFDC that the two new charging points are rapid chargers. Once they are up and running the existing two fast charging bays will return to normal parking.

- vii) Resident concern about local firework display – It was noted that this is an annual event which encourages residents to attend rather than hold separate events in back gardens. An enquiry will be made to ask what measures are being taken against frightening livestock and pets.

**ACTION: Assistant Clerk to submit request for free parking on the 6<sup>th</sup> December**

**ACTION: Clerk to submit response to questionnaire**

**ACTION: Clerk/chair to make enquires regarding the firework display**

**24/174 Accounts for payment:** Proposed, seconded and agreed.

**Accounts For Payment:**

NALC	Local Council Award Scheme reg fee	£60.00
J Humphry Associates Ltd	payroll services	£39.60
Forest PC Training & Services	PC training	£140.00
Brockenhurst Village Hall	hall hire	£70.50
Vision ICT Ltd	email hosting	£72.00
Gates Engineering	fuel	£6.98
Streets Ironmongers	supplies	£5.54
Edge IT Systems Ltd	accounting package fee	£140.40
Lyndhurst Landscaping Ltd	war memorial maintenance	£230.04
Wessex Window Cleaning	office windows	£12.00
Viking	Stationary	£71.71
Forest PAT testing	PAT testing	£87.00

**Payments made:**

BT	office communications	£69.16
Unity Trust Bank	bank charges	£35.25

**24/175 Review of Policies and Terms of Reference to be considered:-**

The three documents were unanimously approved with no amendments:-

Councillors Code of Conduct – no amendments

Press and Media Policy – no amendments

Parish Council General Privacy Notice – no amendments

The terms of Reference for the Village Centre Strategy Working Group requires some amendments and will be discussed at their next meeting and will be an item for the next agenda.

## **24/176 Clerks & RFO report**

The clerk and finance officer have made the final submission for the foundation Level of the Local Council Award Scheme. The final decision is expected mid December.

Second precept receipt for 24/25 of £67,640.50 received into Unity Current account on 30 September 2024. £67,000 transferred into Unity Deposit account on 1 October 2024. Increase in precept has resulted in council being placed into next fee band for accounting software, additional £140.40 to pay

An office cleaner has been sourced, subject to receiving a suitable quote.

Reminder for Cyber Security Talk at the Village Hall on Tuesday 29<sup>th</sup> October. Posters are displayed in the office window noticeboard and will be added to the website.

## **24/177 Items to note - to include items raised by members of the public**

Cllr Harris advised that he is now part of the Doctors surgery Patient Participation Group and will be attending regular meetings. Clerk to check each month whether an agenda item is needed on the full council agenda.

Cllr Harris raised a new initiative that in addition to have defibrillators available that some places are now have EpiPens. Clerk to find out more information.

Cllr Bartlett reminded everyone that the Lyndhurst Road is closed each evening for carriageway repairs to potholes.

Cllr Horne reported that the doctor's surgery has changed its administration hours.

Cllr Horne mentioned a cemetery consultation.

Cllr Wingham gave feedback on the LCWIP consultation.

Cllr Wolstenholme gave a reminder for the Cyber Crime talk on the 29<sup>th</sup> October.

## **24/178 Date of Next Meeting:**

Tuesday 19<sup>th</sup> November 7.00pm at Brockenhurst Village Hall

The meeting closed at 9.27pm

Signed:

Date: 19<sup>th</sup> November 2024

**BROCKENHURST PARISH COUNCIL  
REPORT REGARDING THE HAMPSHIRE COUNTY COUNCIL  
BROOKLEY ROAD SCHEME FOR PARISH COUNCIL MEETING 15.10.24**

**Scheme overview**

In 2020, temporary measures were introduced on Brookley Road to support social distancing during the Covid-19 pandemic. The County Council consulted with local people in 2021 on proposed measures to improve the temporary social distancing measures. Taking into account this feedback, we have worked with the Parish Council to develop a new scheme which builds on the supported measures. The aim of these measures is to improve quality of life and wellbeing through an enhanced public space and enable increased walking and cycling in Brockenhurst.

**Update**

In November 2023 a drainage survey took place and in July 2024, further drainage surveys were conducted to assess the existing drainage system, which requires substantial repairs under the proposed site for the ATF Brockenhurst enhancements. To enhance the durability and overall appearance of the ATF Brockenhurst project, it has been determined that drainage improvements will be carried out before the main scheme begins. This proactive measure is to ensure that the construction efforts for the ATF Brockenhurst project are not compromised by any subsequent work required to address drainage issues in the area.

**Funding arrangements**

Funding for the transport capital delivery schemes is separate from the County Council's revenue budget and savings proposals. In the majority of cases funding comes from external grants and / or Section 106 contribution from developers. This funding usually has conditions that strictly control on how, where and when it can be spent.

For further details of HCC Active Travel Scheme can be found at

<https://www.hants.gov.uk/transport/transportchemes/hantscovidtravel>

**Update October 2024 and Parish Council decision options**

The attached draft design is Hampshire County Council's final version. The pink area would be a raised table in black tarmac, along with tactile paving and bollard and is the only part of the scheme that can be delivered within the scheme budget.

The blue area is block paving as can be delivered at the same time as the raised table if the Parish Council contributes £70,000 towards the scheme.

The light blue area is not part of the scheme.

Some of the drainage work that has been identified will be carried out before the work on the scheme can take place and the remaining work after the scheme has been completed.

The decision that needs to be made by councillors at the Parish Council meeting of the 15<sup>th</sup> October 2024 is as follows;-

- 1 – Decide if the scheme should go ahead with the raised table in black tarmac
- 2 – Decide if in addition to the raised table the Parish Council should contribute up to a maximum of £70,000 for the block paving and consider the financial arrangements for the contribution.

Please see the financial report below from our financial officer.

**Notes regarding a £70,000 (max.) contribution towards the HCC Brookley Road Scheme**

Should the Council decide to contribute £70,000 (max.) towards the cost of the Brookley Road Scheme, it could utilise the £50,000 Village Improvements earmarked reserve towards this.

The remaining £20,000 (max.) could be taken from General Reserves, however referring to the budgeted 2024/25 figures, this could leave the general reserves at the lower end of the recommended range (see below).

If HCC confirm it is acceptable to receive the remaining £20,000 (max.) in the 2025/26 year, this amount could be included in the 2025/26 budget and raised via precept.

Another option would be to apply for a PWLB (Public Works Loan Board) loan although this would incur interest charges.

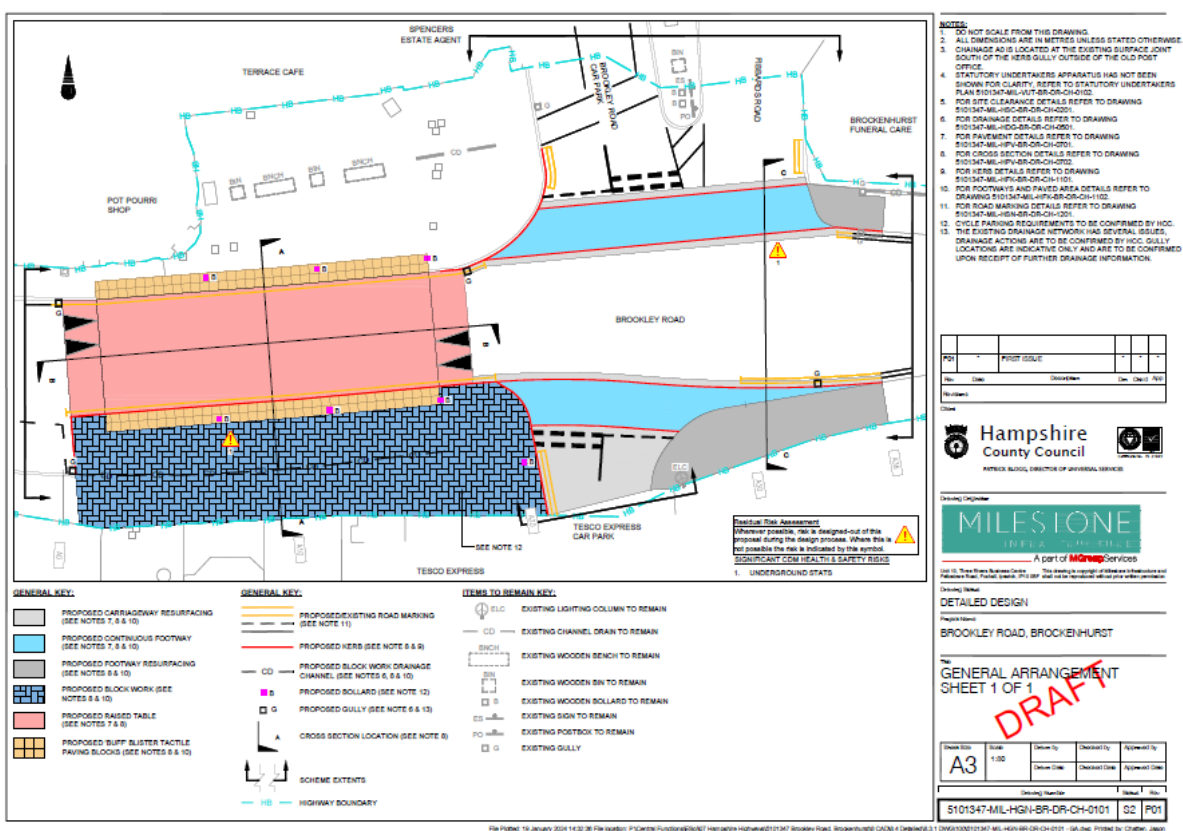
<b>Amounts in Reserves</b>	<b>Actual</b>	<b>Budgeted</b>	<b>£70,000 spend in 24/25</b>		
	<b>01.04.24</b>	<b>movement</b>	<b>31.03.25</b>	<b>movement</b>	<b>31.03.25</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Earmarked Reserves</b>					
Flood action grant	2,311	0	2,311		2,311
Village sign	1,779	3,000	4,779		4,779
Village improvements	50,000	0	50,000	(50,000)	0
Lengthsman	1,406	(1,406)	(0)		(0)
Election costs	750	750	1,500		1,500
	56,246	2,344	58,590	(50,000)	8,590
<b>General Reserves*</b>	94,703	(20,000)	74,703	(20,000)	54,703
<b>Total Reserves</b>	150,949	(17,656)	133,293	(70,000)	63,293

<b>Budgeted expenditure 2024/25*</b>	<b>£</b>
12 months	184,081
3 months	46,020

\*The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.



Amounts in bank accounts and investments	£		Int. rate/yield %	Access
Unity Current Account	8,959	at 14.10.24	n/a	Unity accounts required for general expenditure
Unity Deposit Account	79,983	at 14.10.24	2.75	
Instant Access Cambridge Account	31,821	at 30.09.24	2.65	Instant
95 day Nationwide Account	79,982	at 30.09.24	4.25	95 days
CCLA Public Sector Deposit Fund	28,719	at 30.09.24	4.99	Apply to sell investment
	<u>229,464</u>			



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