

**MINUTES OF A MEETING OF THE AMENITIES AND INFRASTRUCTURE  
COMMITTEE OF BROCKENHURST PARISH COUNCIL HELD ON  
TUESDAY 7<sup>th</sup> MAY 2024 AT BROCKENHURST VILLAGE HALL**

**Present:** Cllr A Bartlett Chairman  
Cllr M Harris Vice-Chairman  
Cllr R Horne Cllr J Korbey

Heather Lawrence Parish Clerk  
Two members of the public including the Parish Council chairman who sat in the public area and did not vote on any of the items.

**Public Presentments:** None

**24/12 Apologies for Absence:** Cllr P Hollins, Cllr K Whittle

**24/13 Declarations of Interest:** None

**24/14 Minutes of Meeting held on 6<sup>th</sup> February 2024**

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

**24/15 Christmas lights and to consider quote for testing brackets and eyelets**

A specialist quote has been received from Merlin Lighting for testing of the Christmas tree brackets. It was noted that the fixings have a visual inspection by the electrician at Christmas, but further testing should be carried out if the holders are used for flags again. Further advise to be gained as to whether the brackets for the motifs should need inspecting before Christmas. Cllr Horne explained that the very old eyelets for putting lights/bunting across the road would not be useable and therefore should not be tested.

It was unanimously agreed to recommend that 19 Parish Council Christmas tree brackets are inspected at £13.90 per bracket and the existing wooden poles can be used for the 16 flags in Brookley Road which the testing company will be able to install and remove at a cost of £16.75 per fixing, total cost of £532.10.

**ACTION: Clerk to purchase flags and arrange an inspection date for the end of the month**

**24/16 Physical Asset Report**

**i) Cycle Rack** – no work required.

**ii) Playground**

a) To consider quote from cutting back the hedging

It was unanimously agreed to recommend a quote for £80.00 from the Lengthsman to cut back the trees/hedge on the left hand side of the playground as it is encroaching on the equipment. Lengthsman will carry out the necessary checks for any nesting birds and groundsman will remove debris to the cemetery.

- b) To consider quote for jet washing the playground flooring

It was agreed that the rapid growth on top of the playground surface was of concern, particularly under the large wooden structure and under the trees.

It was unanimously agreed to recommend approval of a quote from Vitaplay for £495 to jetwash and apply an anti-fungal inhibitor to deter the algae and moss regrowth.

**ACTION: Clerk to instruct the lengthsman**

**ACTION: Clerk to instruct Vitaplay**

- c) To consider future plans for the playground equipment

Councillors are to think about what item could be added to the playground, within the budget. Quotes to be obtained once the finding from the annual playground inspection have been received in June/July. It was noted that the little wooden house is showing increasing signs of wear.

### **iii) Allotments**

- a) To consider quotes for the internal track

Three quotes have been received, all varying in the amount of materials used.

It was unanimously agreed to recommend to accept the quote from Niccolls Plant Hire which was the closest to the budget of £6000 and can be slightly amended to be within budget.

**ACTION: Clerk/Alan to liaise with the contractor**

- b) Update on waiting list and to consider a plot holders request

The clerk confirmed that there twenty people on the waiting list but it was noted that some were added during Covid and therefore might not want to pursue a plot once offered.

Councillors consider whether a plot holder who has recently moved away from the parish should be allowed to continue maintaining their plot. The agreement does reserve the Parish Council the right to end a tenancy when a tenant leaves the parish, should there be a local persons requiring an allotment.

It was agreed that the tenant should be allowed to remain on the plot for the 2024-2025 growing season as they have provided information of the work that they have done already this year. With several plots due to be re-let this will allow for the waiting list to be reduced and a further review can be made of the situation for the 2025/26 growing season if the waiting list demand is still very high.

**ACTION: Clerk to contact plot holder**

- c) Update on tree works – Contractor will carry out the work as soon as the ground is dry enough.

- d) To consider a request by the Brockenhurst Allotment Association

Brockenhurst Allotment Association has made a request for any suitable area near to the gates that could be used as a shared space for any events and deliveries.

It was agreed that this will be considered at the next meeting to allow for options to be explored and by then a better idea of how many people remain on the waiting list.

**ACTION: Clerk to add to the next agenda**

**iv) Cemetery**

- a) Equipment update – Groundsmen is looking at various options.
- b) Review of staffing

A review of the current and future staffing arrangement was discussed and it was unanimously agreed to recommend that the temporary groundsman should be offered a permanent contract for 20 hours per week, starting from the 1<sup>st</sup> July 2024.

**ACTION: Clerk/RFO to prepare documents following confirmation of engagement.**

**v) War Memorial**

The clerk confirmed that only two replies have been received from local garden centres and that not all options were available in one place. Further information and pricing to be confirmed before a date can be set for planting.

It was noted that there is a short service has been arranged by Brockenhurst Royal British Legion at the War Memorial at 10.00am on the 6<sup>th</sup> June for the 80<sup>th</sup> Anniversary of D Day. Further details of the service and any flag protocol be obtained from Brockenhurst RBL. Cllr Bartlett confirmed that he would be available should the flag need to be raised and lowered before and after the service.

**ACTION: Clerk to contact RBL**

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

- a) To review annual bench inspection report

Cllr Hollins has carried out the bench inspection and the report was reviewed. Two benches to be monitored. Awaiting a quote for the replacement wooden seat for the Watersplash bench.

- b) Update on Waters Green bus shelter and to consider quotes for repair

Quotes still required.

c) Update on Village Sign application

Despite requests from NFNPA planning regarding the future of our application the information has still not been received. It was unanimously agreed that if no response is received within seven days of PC approval of this recommendation, we will withdraw our application. A new drawing should be prepared to comply with the permitted development advertising guidelines (principally to comply with the height restriction) so that we can continue with the manufacture and installation on the corner of Waters Green. The clerk expressed her concern that we need to comply with planning procedure.

d) Update on Brockenhurst entry signage and tourist signage project

Cllr Harris's report was handed out at the meeting.

Six road entry points were considered. It was agreed that the A337 South and North existing gateway signage is adequate.

Four sites for new gateway entry signage are to be proposed, B3055 Beaulieu Road, the B3055 Sway Road, Burley Road and Rhinefield Road. Signage to say Welcome to Brockenhurst, Heart of the New Forest and a panel say Twinned with Pont St Martin, Loire - Atlantique. Signage where livestock can access would need to be robust. The proposed signage would be within the £20,000 budget but any funding options should be looked for. The next step would be to complete HCC paperwork and pay a £250 fee. A public consultation would be required.

It was unanimously agreed to recommend the above.

**ACTION: Clerk/RFO to check for any funding. Cllr Harris to liaise with clerk regarding paperwork and consultation.**

vii) **Fire Bell post**

Post to be checked to see if plaques and chain have been added by Cllr Whittle.

viii) **Storage** - no issues. It was noted the New Park lease renewal is due in September.

ix) **Office 70b Brookley Road**

A quote for a second picture hanging system was unanimously agreed to be recommended. £108.56 + VAT. Contractor will be required to fit.

A cleaner is still required for the office perhaps once a month after an initial deep clean, It was agreed that this is required especially as the office is used several times a week by councillors and staff. Cllr Korbey offered to make enquiries.

It was noted that the lease is due to be renewed in August 2025.

**ACTION: Clerk to order and arrange for a contractor to fit**

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

## **24/17 Infrastructure Reports**

Martins Corner Footbridge, matters are ongoing via the main parish council meetings. A response from HCC is due to be received.

It was noted that despite being chased the HCC Community Engagement Officer has not responded with his report following a site visit to the Bridleway between Church Hill Farm and Roydon Manor last year. It is hoped the bridleway can be improved which continues to suffer with very muddy areas and proves difficult for cyclist to use due to the tree roots. This is being followed up with a Rights of Way officer. It was noted that a resident has written to HCC expressing similar concerns.

## **24/18 Highways**

The Rise – the clerk reported that an update has been requested.

Grigg Lane – the site was marked out with white line since mid-March, an update request has been submitted.

### **ACTION: Clerk to contact HCC**

**24/19 Update on NFDC CCTV Scheme** – An update is due from NFDC after the CCTV steering group has met on the 15<sup>th</sup> May.

## **24/20 Review of this committees Terms of Reference**

The clerk asked the committee to review the Terms of Reference and consider if any amendments or clarification of the function of the committee are required.

## **24/21 Budget for 2025/26**

The committee was reminded to start looking at what items are going to be submitted to the P&R committee later in the year for consideration in the 25/26 budget.

## **24/22 Any Other Items**

Clarification regarding the use of the PC gazebo was discussed and it was agreed that it would only be available for PC events and only for other non PC events if a councillor takes responsibility.

**24/23 Next Meeting: Tuesday 6<sup>th</sup> August 2024 Brockenhurst Village Hall or sooner if required.**

The meeting closed at 9.10pm

Signed:

Date: 6<sup>th</sup> August 2024