

**MINUTES OF A MEETING OF THE AMENITIES AND INFRASTRUCTURE
COMMITTEE OF BROCKENHURST PARISH COUNCIL HELD ON
TUESDAY 1st OCTOBER 2024 AT BROCKENHURST VILLAGE HALL**

Present: Cllr A Bartlett Chairman
 Cllr M Harris Vice-Chairman
 Cllr R Horne Cllr P Hollins
 Cllr K Whittle

 Heather Lawrence Parish Clerk
 No members of the public

Public Presentments: None

24/39 Apologies for Absence: Cllr J Korbey

24/40 Declarations of Interest: None

24/41 Minutes of Meeting held on 6th August 2024

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

24/42 Arrangements for Christmas trees and lights

- a) Cllr Horne gave an update on the Christmas lights and confirmed that the PAT testing is being carried out next week.

It was unanimously agreed to recommend that £150.00 is available to spend if required for additional lighting items for this year's display.

As agreed at the February 2024 meeting, the clerk will write to businesses that supply power for the Christmas lights to thank them for the previous years and ask for their confirmation for this year. It was unanimously agreed to recommend that a fund of £300 is available for those businesses should they need any support, the costs could be calculated and a contribution made.

It was unanimously agreed to recommend for the clerk to source the twenty 3ft trees and one large trees are sourced. Also to enquire whether the trees could be whittled before delivery.

Cllr Horne explained that additional help will be required for the testing of the lights and to add the lights to the small trees ready for installation. Help is also needed with the installation of the large tree and with whittling down the trees if this cannot be done prior to delivery.

A date to be arranged with the tree contractor and the lighting contractor and the clerk to apply for the appropriate licence.

Cllr Horne was thanked for all his hard work.

b) To consider quote for additional work

Cllr Horne explained the need for the additional electric work including the fitting of external isolation switches. It was unanimously agreed to recommend to accept the quote from the existing Christmas lighting contractor, Ross Boyle Electrical for £475.00 + VAT.

ACTION: Clerk to source trees

ACTION: Clerk and Cllr Horne to liaise with lighting contractor

24/43 Physical Asset Report

i) **Cycle Rack** – no work required.

ii) **Playground**

a) To consider quotes for ongoing maintenance – quotes not received yet

b) NFDC tree inspection report and to consider quotes

The NFDC inspection report was reviewed. Three quotes were considered and it was unanimously agreed to recommend to accept the quote from Westbeams for £140.00 + VAT. The clerk will need to contact the owners of two of the trees in neighbouring gardens beforehand.

ACTION: Clerk to contact tree contractor and relevant neighbouring properties

Allotments

a) Update on waiting list

Currently ten people, which will reduce as vacant plots are currently being re-let.

b) To consider quotes for clearing plots

Two quotes were considered and it was unanimously agreed to recommend to accept the quote from J W Arnold for £1224.18 including skip hire.

ACTION: Clerk to contact contractor

iii) **Cemetery**

a) To consider amendments to our Cemetery Regulations

The circulated regulations were discussed and with the addition of the final wording for the memorial benches it was unanimously agreed to recommend the amendments.

b) To consider quotes for solar panels on the roof of the shed

Sourcing companies to quote for this project has proved difficult but two quotes have been obtained, which were considered and it was agreed that the project would be viable. The clerk will check with the NPA for any planning requirements and any insurance requirements before any quote can be accepted.

- c) NFDC tree inspection report and to consider quotes

The NFDC inspection report was reviewed. Three quotes were considered and it was unanimously agreed to recommend to accept the quote from Westbeams for £360.00 + VAT.

ACTION: Clerk to circulated amended cemetery regulations

ACTION: Clerk to contact NFNPA planning and insurance company

ACTION: Clerk to contact tree contractor

iv) War Memorial

- a) Update on Autumn planting project

Plants to be sourced and planted in small quantities starting this Autumn. Cllr Bartlett agreed to help with clerk with sourcing plants. A planting schedule will need to be arranged based on supply of plants and available people to carry out the planting.

ACTION: Clerk and Cllr Bartlett to source plants

- b) NFDC tree inspection report

The inspection has been carried out and no work is required.

v) Seats, Signs and Bus Shelters, etc.

- a) Update on Village Sign – Cllr Wingham is consulting with previously sourced suppliers for new quotes.
- b) Update on Brockenhurst entry signage project

The completed form is due to be submitted to Hampshire County Council.

vi) Fire Bell post – no work required

vii) Storage Review of New Park container and renewal of lease

Awaiting confirmation and new documents to renew the licence.

ACTION: Clerk to arrange for renewal of the licence

viii) Office 70b Brookley Road

Enquiries are ongoing for an office cleaner.

The picture hanging system will be put up as soon as the contractor is available

Further options are to be explored as to how it could be clearer to passers by what the office is and what the Parish Council do.

ACTION: Clerk to ask local cleaning businesses and liaise with contractor

ix) Defibrillator

Cllr Wolstenholme continues to carry out the regular inspections and the clerk updates on the online website "The Circuit".

24/44 Infrastructure Reports

Update on meeting with HCC officers

Cllr Bartlett gave an update on the recent meeting that he and Cllr Pearse had with the new HCC Community Engagement Ranger and Area Countryside Access Manager. The meeting was held at the bridleway between Church Hill Farm and Royden Manor where the poor state of the path was discussed. Initial indication would be that for the 195 meter track to be resurfaced could cost between £20,000-25,000. Funding would need to be sourced before this could be considered.

Work for the Lengthsman was agreed to include cutting back brambles along Rhinefield Road, Sway Road and on Waters Green.

ACTION: Clerk to email NFDC for schedule of any maintenance/tidying

ACTION: Clerk to contact the lengthsman

24/45 Highways

It was noted that work is due to start on Lyndhurst Road from the 14th October.

Cllr Harris suggested that a loading bay in Brookley Road should be considered and this might help to alleviate the need for business vans and lorries to park on the pavements when they are making deliveries. It was recommended that this idea should be passed to the Village Centre Strategy Working Group.

Cllr Harris suggested that having permanent Speed Indicator Devices (SID) on our major road would help to reduce the speed and the project should be explored for the budget. The clerk explained that HCC has strict requirements and fees are payable for approval of sites, requirements for the length of time that a SID is left at a location and there are staffing/contractor requirements for who can move the devices from the various roadside locations. It was agreed that the clerk should research costs with the potential of this being included in the 26/27 budget.

ACTION: Clerk to research SID

24/46 Update on NFDC CCTV Scheme - Further updates from NFDC are expected.

24/47 Review of the Tree Policy

Following a recommendation from our NFDC tree inspector, it was unanimously agreed that the frequency for the playground inspections will be amended from every three years to every eighteen months and the cemetery, allotments and War Memorial will remain as every three years.

24/48 Budget for 2025/26

Following a review of all A&I budget items, the final figures were unanimously recommended to be passed to P&R for inclusion in the 25/26 budget.

It was agreed that two potential projects would not be submitted for consideration. The bus shelter at Sway Road has proved too difficult to make livestock proof but remain disability compliant. It was agreed that the project to supply water to the allotments would not be financially viable.

Cllr Harris raised a request for a project for Speed Indicator Devices to help reduce the speed of traffic. The clerk explained the complexity of the project but will conduct some research but it is unlikely to be added to the 25/26 budget but could be considered for the 26/27 budget.

24/49 Any Other Items - none

24/50 Next Meeting: Tuesday 4th February 2025 Brockenhurst Village Hall or sooner if required.

The meeting closed at 9.35pm