

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL  
HELD ON TUESDAY 20<sup>th</sup> FEBRUARY 2024 AT BROCKENHURST  
VILLAGE HALL**

<b>Present:</b>	Cllr P Wales	Chairman
	Cllr R Horne	Vice Chairman
	Cllr J Wingham	Cllr J Korbey
	Cllr P Hollins	Cllr K Whittle
	Cllr P Pearse	Cllr A Bartlett
	Cllr M Harris	Cllr R Bowles
	Cllr K Mans	Hampshire County Councillor until 7.45pm
	Cllr A Parker	New Forest District Councillor
	Mrs H Lawrence	Parish Clerk

Six members of the public

**Public Presentments:**

A presentment was made regarding the Blue Plaque scheme and how this could be implemented in Brockenhurst with the possible idea that something could be in place for the 80<sup>th</sup> Anniversary of D Day on the 1<sup>st</sup> June 2024. It was noted that Friends of Brockenhurst is in support of the project and it would enhance the historic nature of the village. A question was raised whether the Parish Council would want to be involved in the project.

Concerns for the Culverley footpath which is in need of some remedial work as the gravel has sunk below the surface of the grazing land. This has caused some very large and deep puddles which are of concern for families going to and from school. It was also noted that work needs to be carried out on a section of pathway by the second bridge on Burley Road, where the path has become lowered by the outwash of its gravel when the stream floods.

Concerns were raised for the ongoing flooding and drainage problem on Burley Road, near to St Saviours Church. Due to blocked culvert under the road, the area badly floods. The resident has been in contact the HCC Highways on many occasions but without a successful resolution.

**24/26 Apologies for absence:** Cllr R Wolstenholme

**24/27 Declarations of Interest/Requests for Dispensation**  
Cllrs Bartlett declared an interest in accounts for payment 24/35.

**24/28 Minutes of the Meeting held 23<sup>rd</sup> January 2024**

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

## **24/29 County Councillor's Report**

Cllr Mans reported that there are many parts of The Forest that are dealing with flooding issues in addition to Brockenhurst. The HCC budget setting meeting is due to take place on Thursday 22<sup>nd</sup> February.

**24/30 District Councillor's Report** – Cllr Parker advised that he had nothing to report.

## **24/31 Hampshire County Council update on the Brookley Road Scheme**

Two staff members from Hampshire County Council attended to give an update on the Active Travel Scheme (ATS) development for Brookley Road. Following the drainage survey of Brookley Road in November 2023, the results confirmed that there are extensive drainage problems. A further drainage survey of the wider area will need to be conducted from the Watersplash to Grigg Lane including the pipes under NFDC car park. The £100K+ cost of essential drainage work will come from a maintenance budget.

A revised programme for the ATS is to be drawn up and would require the drainage work to be complete first with the survey hopefully carried out around Easter. Conscious of the tourist pressures in the summer the staff envisaged carrying out the drainage work in September/October with the work on the ATS around November. Parish Councillors wished for progress to be accelerated urging the staff to amend their programme accordingly with a copy being supplied to the Clerk as soon as possible for monitoring purposes.

## **24/32 To consider the future actions for Martin's Corner Footbridge**

It was agreed that the footbridge is part of the history of the village. HCC's proposal to take charge of the historical problem of the ownership of the bridge and the consideration that the Parish Council becomes the legal owners was discussed. HCC have confirmed they have maintained the bridge for many years although it does not meet any remit for HCC to do so.

HCC would carry out work on the handrails before the bridge is handed over and provide the legal services required and liaise with Forestry England.

Considerations include budgeting for the annual inspection, (which can be sourced from HCC), additional insurance costs and the potential future maintenance costs. There is also a requirement to pay a fee to Forestry England for their Blue Licence which councillors feel should not be charged in these circumstances.

It was unanimously agreed that the responsibility for the further discussions with HCC should be delegated to Councillor Harris.

**ACTION: Cllr Harris to liaise with the clerk**

### **24/33 Reports and response to Consultations:**

- i) Events Committee meeting held 17<sup>th</sup> January 2024

Cllr Pearce gave an update on the meeting which included the arrangements for the 80<sup>th</sup> Anniversary of D Day event on the 1<sup>st</sup> June 2024.

- ii) Planning committee meetings held 23<sup>rd</sup> January 2023

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

- iii) A&I committee meeting held on 7<sup>th</sup> February 2024

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

- a) The recommendation to spend up to £400 on Christmas lights from the 23/24 budget.
- b) The recommendation to accept the quote for £1225.12 (for up to five bins) from NFDC for emptying the bin at the playground based on this including two bins in the cemetery.
- c) The recommendation that we collect the annual Brockenhurst Allotment Association fee at the same time as the annual plot fees.
- d) The recommendation to purchase additional equipment up to the value of the remaining balance of the insurance claim.
- e) The recommendation to spend up to £1000 from the 24/25 budget for the purchase and planting of replacement plants for the War Memorial

All items were unanimously approved.

### **24/34 Update on the Parish Council News sheet**

The Winter edition was circulated and with a few suggested amendments Cllr Pearce will distribute it at the end of the week. Next edition will be Spring 2024.

### **24/35 Correspondence**

**HALC**                      **Results of the NFNPA Parish Representative Elections SW Quadrant.** John Adams was elected.  
**HALC**                      **Conference 20<sup>th</sup> March 2024 – noted.**

Bike marking joint event with SWR/Friends of Brockenhurst Station, Cycle Experience and Greener Brockenhurst on the 23<sup>rd</sup> March. A request to borrow the Parish Council gazebo was agreed, Cllr Wingham to make arrangements.

**24/36 Accounts for payment:** Proposed, seconded and agreed;-

Brockenhurst Village Hall – hall hire - £615.00  
HALC – Councillor and Officer training - £235.20  
Wessex Windows – office window cleaning (3 months) - £36.00  
Viking – office supplies - £161.80  
J Humphry – payroll agency - £39.60  
C Jowett – travel expenses - £25.60  
Lyndhurst Landscaping – War Memorial maintenance - £150.00  
Vita Play – playground inspection - £129.36  
Streets – supplies - £147.02  
SLCC – Celia Jowett membership £158.00  
Bronze Design – Design and printing services - £61.50  
Payments made:

Mailchimp – subscription (2 months) - £24.82  
Tesco – gifts for Fire Crew (Chairman’s Allowance) - £15.78  
Amazon – office supplies - £17.99  
John Lewis – laptop and accessories - £557.97  
Welcome Store – 2 office parking clocks - £80.00  
P&D Hannon – office rent - £625.00  
BT – office communications - £64.10

**24/37 Update on the Cemetery arrangements and agreement of the future plans**

Cllr Horne advised that the details of the arrangements for the handover of the maintenance of the closed part of the Churchyard is ongoing with NFDC. It has been confirmed that the Commonwealth War Graves Commission will continue to ask the Parish Council to maintain the Graves and a contract is currently being drawn up which will also include the nine scattered graves.

**24/38 80<sup>th</sup> Anniversary of D Day Road Closure 1.6.24**

It was agreed that a road closure application should be submitted to NFDC for Brookley Road to be closed from 10am – 3pm on the 1<sup>st</sup> June 2024.

**ACTION: Assistant Clerk to submit application**

**24/39 Anzac 2024**

Brockenhurst RBL have confirmed that they will lead in making the arrangements for Sunday 21<sup>st</sup> April 2024. The clerk has made RBL aware that they are likely to need to submit a risk assessment to NFDC. Further information to the arrangements to follow.

**ACTION: Clerk to order wreath**

#### **24/40 To confirm arrangements for the Annual Parish Meeting 24.4.24**

The format and the number of people invited to read out reports was discussed and it was agreed that the meeting should not be too long, especially as the Citizen Awards will be presented at the end of the evening. It was agreed that councillors would email their suggestions to the clerk.

**ACTION: Clerk to email councillors and make arrangements based on the responses**

#### **24/41 Clerks & RFO report**

Village Sign – waiting for an update on the name of which NFNPA planning officer has taken over our application.

The internal auditor has appointments arranged with the RFO.

The RFO has advised that checks need to be carried out on the items on the asset register.

The clerk requested that those councillors that have not responded about their website personal write ups to let her know if any amendments are needed.

One free portrait of HM The King has been ordered.

Cllr Hollins completed his new councillor training on the 24.1.24.

There has been a good number of nomination forms received for the Citizen Awards.

#### **24/42 Items to note - to include items raised by members of the public**

It was agreed that the Parish Council is supportive of the Blue Plaque Scheme concept. Cllr Horne to explore to explore the options and liaise with the Friends of Brockenhurst.

**ACTION: Item for the next agenda.**

A site visit should be arranged with HCC Highways regarding the ongoing problems in the village including the culvert outside of St Saviours Church.

Forestry England to be contacted regarding the Culverley footpath and bridge.

Cllr Wingham reminded everyone that the old Station post box was rescued several years ago and is currently in storage as no suitable location could be found for it to be displayed. Councillors to think of any locations.

#### **24/43 Date of Next Meeting:**

Tuesday 19<sup>th</sup> March 2024 7.00pm at Brockenhurst Village Hall

The meeting closed at 9.00pm

Signed:

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