

**Minutes of the meeting of the Environment & Amenities Committee held at 8:00pm on Monday 9<sup>th</sup> September 2019 in the Parish Council Committee Room, Victoria Hall, West Green Road**

**Present:** Councillors – Chris Farrance, Steve Airton, Stuart Elborn, Tony Woods, Peter Gee and Sarah Craig.

**In attendance:** Karyn Reid (Executive Clerk) and Sarah Daly (Deputy Clerk).

*Cllr - Councillor  
HCC – Hampshire County Council  
HDC – Hart District Council  
HWPC – Hartley Wintney Parish Council*

**Item No.**

**19/20EA**

**16. OPEN FORUM**

The meeting started at 8.03pm.

**No members of the public were present.**

**19/20EA**

**17. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Becky Moss and Roger Robertson.

**19/20EA**

**18. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)**

**No dispensations were granted.**

**19/20EA**

**19. DECLARATIONS OF INTEREST**

Declarations made by members of any personal, prejudicial or non-prejudicial interests of any agenda item. Members with a Disclosable Pecuniary Interest, unless a dispensation has been granted, will be required to withdraw when Council discusses & votes on the matter.

**No declarations were made.**

**19/20EA**

**20. APPROVAL OF MINUTES**

Cllr Woods proposed that the minutes of the Environment and Amenities meeting of the 17<sup>th</sup> June 2019 be signed as a correct record; seconded by Cllr Airton and **AGREED** by all. The minutes were signed by the Committee Chairman.

**19/20EA**

**21. ACTIONS LOG**

The actions were reviewed and the log was updated accordingly.

**19/20EA**

**22. CHAIRMAN'S ANNOUNCEMENTS**

None.

**19/20EA**

**23. PARISH COUNCILLOR MATTERS & TRAINING FEEDBACK**

None.

**19/20EA**

## **24. BUDGET & FINANCE**

i) Review current budget and spend

A number of queries were raised by Councillors:

Street lighting – regular payments are made to HCC. These have reduced this year as HWPC have renewed parts of the contract with them.

Environmental maintenance – includes everything that isn't covered by the other headings.

Dog bins – extra bins have been installed. HWPC have a fixed arrangement with HDC for emptying these.

Burial ground – some land slippage has occurred and may require further monitoring.

Allotments – a leaking tap at vicarage Hill resulted in a large water bill as the service provider recalculated the annual bill based on this usage.

Appleton Hall income – VHC take the income initially so this shows as zero.

Community Bus – moved to Planning Committee as well as Community Buildings. The Executive Clerk will be rewriting codes.

ii) Discuss 20/21 budget briefing document for consideration.

This item was deferred to the next meeting.

## **19/20EA**

### **25. WEBSITE REVIEW & UPDATE**

Cllr Craig talked through the proposal. The review will be split into manageable chunks and responsibility is divided between councillors and office staff. Phase 1 will clean up the website and remove out of date content. Each reviewer to feedback what changes are needed and flag up any urgent matters by the week commencing 23<sup>rd</sup> September.

Any changes will then need implementing. There was some discussion regarding ongoing content management and using a professional company to do this due to the additional workload. Other ideas were noted – obtaining statistical data on hits per page and setting expiry dates on pages.

## **19/20EA**

### **26. ST. MARY'S PARK SPORTS FIELD & PAVILION**

The minutes from St Mary's SF&P Working Group dated 24<sup>th</sup> June 2019, 22<sup>nd</sup> July 2019 and 19<sup>th</sup> August 2019 were received. Cllr Airtton reported that builders will be on site over the next few days. The Cricket Club need to store equipment on site in order to maintain the pitch – this is an additional cost. The Cricket Club have proposed HWPC purchase a mower in return for them undertaking the grass mowing of the whole site instead of using a contractor. A management agreement will need to be drawn up if this is agreed. **ACTION:** Executive Clerk to consult with the Football Club regarding this proposal.

## **19/20EA**

### **27. COUNCIL PROJECTS LIST – S106 LEISURE & OPEN SPACES**

i) To review S106 funding and check projects list

ii) To review special projects inc those with earmarked reserves

iii) To approve any expenditures for less than £5000 required as in line with approved 2019/20 E&A budget

i) The project list was reviewed. The Executive Clerk explained that aspirational projects sit with HDC for future project ideas. There are no timeframes to the project list. **ACTION:** Executive Clerk to add in a column with timescales.

The sensory garden idea was discussed. Cllr Dorothy Harvey proposed this project idea and a meeting has taken place with HDC to progress this. **ACTION:** Executive Clerk to speak to Cllr Dorothy Harvey to see whether she would like support with this project.

The orchard funds are from Pat Vaughan's legacy and not from 106 money. There was some discussion about whether the funds can be used for maintenance or improvements and enhancement. **ACTION:** Deputy Clerk to check the main purpose of the legacy money.

Cllr Craig suggested each project have a lead person named. They can then send updates to the Deputy Clerk prior to each meeting to track progress.

ii) None.

iii) None.

**19/20EA**

**28. CORRESPONDENCE**

None.

**19/20EA**

**29. DATE FOR NEXT MEETING**

Monday 28<sup>th</sup> October at 7pm

There being no further business the meeting closed at 9.26pm

.....Chairman                      Date .....

Appendices

- Actions log
- Draft E&A Terms of Reference
- St Marys Sports Field & Pavilion Working Group (HWPC) Minutes dated 24<sup>th</sup> June 2019, 22<sup>nd</sup> July 2019 and 19<sup>th</sup> August 2019
- Projects List
- Payments Listing