

Minutes of the meeting of the Environment & Amenities Committee held at 10.00am on Thursday 22nd October 2020 to which Councillors were summoned to attend by video conferencing via Microsoft Teams.

Present: Cllr Steve Airton (Chair), Cllr Chris Farrance, Cllr Ian Wilson, Cllr Roger Robertson, Cllr Stuart Elborn and Cllr Peter Gee.

In attendance: Karyn Reid (Executive Clerk), Sarah Daly (Deputy Clerk), Julian Martin (Horticulture & Amenities Officer) and Cllr Dorothy Harvey.

20/21EA 1.

ELECTION OF E&A COMMITTEE CHAIRMAN FOR 2020/21

The meeting started at 10.03am.

Cllr Airton put himself forward to remain as E&A Committee Chairman in the absence of any other nominations.

Cllr Robertson proposed approval of Cllr Airton to remain as Chairman; seconded by Cllr Gee.

AGREED by all.

Cllr Airton was duly appointed as E&A Committee Chairman.

20/21EA 2.

OPEN FORUM

No members of the public were present.

20/21EA 3.

APOLOGIES FOR ABSENCE

Apologies were received from Cllr Becky Moss.

20/21EA 4.

DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)

No dispensations were granted.

20/21EA 5.

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.

20/21EA 6.

APPROVAL OF MINUTES

Cllr Robertson queried the wording and action under item 19/20EA 105ii. – this should read that the bench order was to be placed now but the delivery was to be deferred until Spring 2021.

Cllr Airton proposed that the minutes of the Environment and Amenities meeting of the 27th August 2020 be signed as a correct record, subject to the amendment above; seconded by Cllr Robertson.

AGREED by all.

20/21EA 7.
ACTIONS LOG

19/20 PC 16. & 19/20 76.

Remove from Action Log – SGN will be contacted in the future if volunteers are needed.

19/20EA 92.

Move to Projects List under heading 'Children's Play Area'.

19/20EA 92.

Moved to Planning Committee.

19/20EA 105v.

Remove from Action Log – payment has been received from the Solar Farm and a further payment will be invoiced soon.

19/20EA 106ii.

Moved to St Mary's Park Working Party.

19/20EA 106ii.

Move to Projects List under new heading 'Burial Grounds'.

19/20EA 120ii.

Completed - Cllr Airton to draft a letter regarding points that the developers have failed on and this is being dealt with through the St Mary's Park Working Group.

19/20EA 120ii. & 19/20PC 151

Move to Projects List under heading 'Improve HW Appearance and Appeal'.

20/21EA 8.

PARISH COUNCIL FINANCE

i) Detailed income and expenditure by budget heading

Detailed income and expenditure was received. Cllr Elborn queried zero costs for dog fouling. This has not been invoiced yet.

ii) To approve any expenditures for less than £5000 required as in line with approved 2020/21 E&A budget

a. Lamps & Tubes Invoice – rental of Christmas lights

Cllr Airton proposed approval of the Lamps and Tubes invoice for £4653; seconded by Cllr Elborn.

AGREED by all.

Cllr Airton suggested adding a project entitled 'Christmas' to the Projects List with the purpose of making the village an iconic destination. E&A Committee could then begin discussing any ideas early in the New Year.

b. Snow Windows - High Street Christmas Support Proposal

Cllr Farrance presented the proposal. Parish Councillors felt that each retailer should be treated fairly and offered the same level of support by HWPC if they wished to get involved in the project. Cllr Farrance agreed to take the idea forward with the retailers, supported by the Deputy Clerk. Parish Councillors felt that support should be available to all retailers along the A30 and not just those concentrated around the main High Street if they wished to get involved. A working budget of £3,000 was suggested on the basis that 24 retailers have already expressed an interest.

Cllr Airton proposed approval of offering a contribution of £100 per retailer; seconded by Cllr Gee.

AGREED by all.

iii) Receive 2020/21 E&A budget

This was received by all Parish Councillors.

iv) Agree process for 2021/2022 E&A budget recommendation in November

Cllr Airton and the Deputy Clerk agreed to meet and put together some draft figures to present at the next E&A Committee meeting in November. Cllr Farrance confirmed that the draft budget should reflect a full programme of activities assuming no Covid restrictions. The previous budget should be used rather than this year's actuals as this is not representative.

ACTION: Cllr Airton and Deputy Clerk to circulate draft budget figures prior to the E&A Committee meeting in November.

20/21EA 9.

E&A MATTERS

i) Verbal update on Hatton's Pond

The Executive Clerk has met with Adam Green from HDC. For HWPC to have a management plan for the site, a legal agreement is required. Timescales are tight and this may not be achieved in the short term. A temporary solution has been proposed whilst the long-term legal agreement is looked at. This would involve a visual tidy up involving activities such as weeding and coiling. Similar work has been carried out in Yateley. The contamination would remain for now. The HDC Biodiversity Officer is visiting Hatton's Pond tomorrow to do some analysis so they can estimate costs and timings. It was agreed that the willow should be preserved, and it would be good to meet with the HDC Tree Officer. The Executive Clerk has shared Cllr Robertson's report with Adam Green and there was interest in the proposals put forward.

ACTION: Executive Clerk to set up a meeting with Cllr Robertson and Adam Maskill, then to circulate any further information from this to Parish Councillors.

Cllr Farrance proposed that a legal agreement is made to cover all four village ponds.

ii) Verbal update on Vaughan Millennium Orchard project

The Deputy Clerk presented a summary document about the project. The Wild Deck Company has been approached to see if they are interested in drafting a plan for the orchard as they specialise in producing and installing the type of bespoke timber products that are proposed to enhance the area. Cllr Farrance felt that a lead councillor should be appointed to work on the project alongside the Deputy Clerk and HAO since Tony Woods has now stepped down as a Parish Councillor. Cllr Moss was suggested as taking on this role.

ACTION: Deputy Clerk to speak to Cllr Moss about being the lead councillor on the orchard project.

iii) Verbal update on Jubilee Fields Play Area project

The Playground Consultant has drafted some questions for a community consultation. This will provide information to be included in the tender document. The consultation period will run for three weeks from Friday 23rd October and Cllr Elborn will upload the questions onto the website so people can submit answers via an online form. The outline proposal will also be uploaded to give people more information about the project.

iv) Verbal update on Late Night Shopping Event and Christmas trees

There has been a positive response from retailers about the idea of a Late Night Shopping Event. Thirteen businesses have responded to say that they would like a tree outside their premises. Parish Councillors felt that the trees should be sustainable and suggested approaching the Scouts to see if they could supply rooted trees.

ACTION: Deputy Clerk to contact the Scouts to see whether they can supply rooted Christmas trees.

v) Agree action on future Christmas trees

Cllr Airton would like to explore the possibility of mounting permanent structures on buildings along the High Street that would hold a Christmas tree. This idea can be discussed under the proposed new project

'Christmas' as discussed under item 20/21EA 8ii.

vi) Agree recommendation for future bench requests and agree action for current request

There is no formal agreement currently in place for bench requests. HWPC take on responsibility for new benches because there is a legal liability as public seating. They are added to the asset list. If a policy is drafted, then several points were raised for consideration:

Quality of the product sourced

Do not give an option to replace if they become dangerous

Do give an option to remove if they become dangerous

HWPC to monitor and maintain

If benches are removed the site needs to be made safe

Cllr Farrance suggested agreeing the current request exceptionally and applying the criteria above. There is no current policy so no grounds to reject the request. A new policy also needs to be drafted.

Cllr Airton proposed approval of the current request with the terms above (covering monitoring, maintaining and removal); seconded by Cllr Elborn.

5 FOR, 2 AGAINST

Cllr Airton asked that no more requests are dealt with until there is a clear policy in place.

ACTION: Executive Clerk and Deputy Clerk to draft a bench policy.

vii) Agree action for bus stop book drop

The telephone kiosk is not a suitable alternative as the space is tight and the door is very heavy to open. The Victoria Hall foyer was suggested, and local cafes could be asked whether they would consider a book drop. A local resident has offered to help, and they would be able to vet the books before they are made available. The charity shop could also be approached to set up a lending library. Cllr Airton will add this as a separate item onto the Project List.

ACTION: Executive Clerk to speak to the Victoria Hall Charity about using an area as a book drop.

ACTION: Cllr Farrance to speak to the charity shop about setting up a lending library.

viii) Agree action for utilisation of telephone kiosk

Cllr Airton asked whether there could be another possible use for the telephone kiosks on the High Street. Cllr Dorothy Harvey felt that there was still a need to have a working telephone in these that can be used by the public. On this basis, Cllr Airton felt that this item was not worth pursuing.

ix) Agree action for possible replacement of Parish Truck next year

The Executive Clerk presented a summary document with three options to consider. Cllr Airton suggested repairing the truck as soon as possible so it can be used by the HAO and then it could also be sold if a suitable replacement is found. The search for a replacement should start immediately, based on a specification to be drafted by the HAO which will list the fundamental requirements. Cllr Robertson offered to assist the HAO with this.

Cllr Airton proposed approval of the £900 spend to repair the vehicle; seconded by Cllr Farrance.

AGREED by all.

ACTION: HAO to draft a specification for a new Parish Truck, supported by Cllr Robertson.

x) Agree process for reviewing Tennis Club Heads of Agreement and Boundary Maps

From previous involvement with the Tennis Club, Cllr Airton felt that the HWPC Heads of Term does not reflect what happens on the ground. This document needs to be brought in line so that the terms can be adhered to. Cllr Airton proposed meeting with Cllr Robertson in the first instance to review the document

and boundary maps, then liaising with the Tennis Club. The Executive Clerk will make the relevant documents available via Teams.

ACTION: Executive Clerk to upload Tennis Club Heads of Terms Agreement and Boundary Maps to Teams.

ACTION: Cllrs Airton and Robertson to review documents and liaise with Tennis Club to draft a recommendation for the next E&A meeting.

xi) To approve E&A related policies:

a. Burial Ground Extension Site Memorial Policy

The Deputy Clerk requested that approval of this policy is deferred. Following the recent Memorial Management training with ICCM, both the Executive and Deputy Clerk feel a number of amendments need to be considered and presented back to E&A Committee.

b. Winter Weather Emergency Plan

The Deputy Clerk circulated the document with suggested amends prior to the meeting. All amends were agreed. Cllr Airton queried the information 'Residents are asked to keep an eye on the levels in the salt bins around the Parish' and how HWPC do this. An extra sentence will be added to say that 'a reminder will be put on social media and in Contact around September/October time to ask residents to check the bins near their houses'.

ACTION: Deputy Clerk to amend Winter Weather Emergency Plan.

c. Play Area Covid 19 Risk Assessment

No amendments were suggested and the Executive Clerk confirmed that this document was presented for information.

20/21EA 10.

COUNCIL PROJECTS LIST – S106 LEISURE & OPEN SPACES

i) To review S106 funding and check projects list

St Mary's Sportsfield & Pavilion – the internal fit is progressing using an architect. Next week, Cllr Airton will change the activity list to a project plan with timescales. The aim is for the building and land to be complete by April 2021.

Improve HW Appearance & Appeal

Village Planters – the HAO is awaiting the license before ordering everything.

Circular Walks

It was agreed to move this to the Future Projects List

iii) To review special projects including those with earmarked reserves

None.

20/21EA 11.

ST. MARY'S PARK SPORTS FIELD & PAVILION

A verbal update on progress was given by Cllr Airton under item 20/21EA 10i). Project 1 on Current Projects List.

20/21EA 12.

CHAIRMAN'S ANNOUNCEMENTS

None.

20/21EA 13.

PARISH COUNCILLOR MATTERS & TRAINING FEEDBACK

Cllr Farrance – the issue of parking by the Football Club on Green Lane has been raised again. There was a previous suggestion about using of part of the Common near St Johns Church for parking. This may need to be revisited.

ACTION: Executive Clerk to refer query regarding additional parking to Phil Sheppard at HDC.

20/21EA 14.

CORRESPONDENCE

i) Virtual Christmas Market

Residents are planning to run an online Christmas Market over a week in December. This would be aimed at local people that would have been interested in having a stall at the event. There will be different themes on different days throughout the week.

ii) Remembrance Sunday

The 10am service at St John's Church is limited to 60 and invitation only. Tickets are available through the church office. There will be music but no hymns or collection. There is a limit of 30 people at the war memorial afterwards to lay a wreath.

iii) HDC car boot sales in car parks

HDC are asking for expressions of interest from people to manage car boot sales in car parks. There is a tender document out. The weekly market in the car park is proving a success and it is hoped that it can stay here and grow. Cllr Airton suggested adding this as a potential project to the Future Projects List.

20/21EA 15.

DATE FOR NEXT MEETING

Monday 23rd November 2020 at 7pm

There being no further business the meeting closed at 12.17pm

.....Chairman

Date

Appendices

- Actions log
- Detailed income and expenditure by budget heading
- Lamps and Tubes invoice
- Snow Windows proposal
- 20/21 E&A budget
- Current and future projects list
- Winter Weather Emergency Plan
- Play Area Covid 19 Risk Assessment

Abbreviations used in these minutes:

Cllr ~ Councillor

HCC ~Hampshire County Council

HDC ~ Hart District Council

HWPC ~ Hartley Wintney Parish Council

NHP ~ Neighbourhood Plan

HAO ~ Horticulture and Amenities Officer