

**Minutes of the meeting of the Environment & Amenities Committee held at 7.30pm on Monday 18<sup>th</sup> January 2021 to which Councillors were summoned to attend by video conferencing via Microsoft Teams.**

**Present:** Cllr Steve Airton (Chair), Cllr Chris Farrance, Cllr Becky Moss, Cllr Roger Robertson, Cllr Peter Gee, Cllr Fiona Sutton and Cllr Ian Wilson

**In attendance:** Karyn Reid (Executive Clerk), Sarah Daly (Deputy Clerk), Julian Martin (Horticulture & Amenities Officer), Richard Dodds, Chris Cornwell and Claire Sims.

**20/21EA 23. OPEN FORUM**

**No members of the public wished to speak.**

**20/21EA 24. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Elborn after the meeting.

**20/21EA 25. 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 26. APPROVAL OF MINUTES AND REVIEW ACTIONS LOG**

Cllr Farrance proposed that the minutes of the Environment and Amenities meeting of the 23<sup>rd</sup> November 2020 be signed as a correct record; seconded by Cllr Sutton.

**AGREED by all.**

**19/20EA 91.**

The Deputy Clerk reported that the re-planting of trees on the High Street is due to take place in February.

**19/20EA 105ii.**

The bench order is outstanding. The Deputy Clerk confirmed the quantity to order is 4 (2 for St Mary's Park Sports Ground and 2 for the orchard).

**20/21EA 9i.**

Cllr Robertson also requested the Executive Clerk set up a meeting with Adam Green to involve a walk around the relevant village ponds and commons, with Cllrs Farrance, Robertson and Airton

**20/21EA 27. FINANCE**

i) To receive the current detailed income and expenditure by budget heading

The Executive Clerk reported an overspend on events, but Finance Committee can look at doing virements from underspent budget lines. Cllr Airton's preference was to leave spends in the correct financial budget line with a valid reason noted as to why there is an overspend, rather than balancing from elsewhere. Cllr Farrance agreed with this.

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

Cllr Airton reported an outstanding drainage issue at St Marys Park Sports Ground. A quote for £800 has been received to rectify this issue. This essential work will go ahead in the next few weeks.

Cllr Airton proposed approval of a spend of £800 for drainage works at St Marys Park Sports Ground; seconded by Cllr Wilson.

**AGREED by all.**

The Executive Clerk reported that the Junior Football Club have organised aeration and drainage works at Greenfields Junior School. Whilst the Contractor is on site, they have quoted to aerate Jubilee Fields for £276 plus VAT.

It was **AGREED** for these works to go ahead.

## **20/21EA 28. E&A MATTERS**

i) Burial ground

### **Review and approve draft policy**

The Executive Clerk presented the draft policy. Several highlighted sections were discussed, and the following action agreed:

Page 5 – Omit sentence after reference to red and white granite

Page 5 – Photographs will be allowed but at a maximum size and at the discretion of HWPC

Page 5 – Reference to additional decorations on graves will be reworded in more general terms to cover 'loose items'. The wording will be circulated to E&A Committee prior to the next Policy Committee meeting so the policy is ready for approval in principle.

**ACTION: Executive Clerk to make the amends above and circulate general wording regarding loose items on graves before the next Policy Committee meeting.**

### **Review pricing**

Cllr Airton proposed that pricing is done on a percentage basis so that when fees are reviewed only one needs to be discussed and agreed. The remainder are then calculated using the agreed percentage.

The proposed principle of charging being:

- The fee for a first Full Interment will be reviewed annually by the Environment and Amenities Committee and ratified by the Full Council
- The Ashes Only Interment fee will be 50% of the Full Interment fee
- A second Full Interment in the same plot will be 50% of the fee for a first Full Interment
- A second or third Ashes Only Interment in the same plot will be 50% of the fee for an Ashes Only interment

The difference between charges of full and ashes interments will increase with a view to encouraging ashes interments rather than full interments which require more space. The definition of residency in the draft policy was discussed and agreed.

Cllr Airton proposed that the first full interment fee for non-residents is increased to £3200; seconded by Cllr Gee.

**AGREED by all.**

ii) Memorial benches

### **Review and approve draft policy**

Cllr Airton presented the draft policy. Up front costs for supply and installation of any new benches will include a contribution to ongoing maintenance. A list of options and costs could be uploaded to the HWPC website to show applicants what they would be expected to pay.

Cllr Gee proposed approval of the draft Memorial Bench Policy; seconded by Cllr Wilson.

**AGREED by all.**

One bench next to the cricket green is beyond repair and currently taped off. The new bench policy could be used to remove it and keep the base in situ for a replacement. Cllr Robertson felt that the family should be contacted to see if they wish to replace it. The family may be traced via the Cricket Club.

**ACTION: Executive Clerk to contact Cricket Club for more information.**

## **20/21EA 29. E&A PROJECTS LIST – S106 LEISURE & OPEN SPACES**

i) To review S106 funding and current projects

Cllr Airton reported that the St Marys Sports Field and Pavilion project is at the next milestone stage. Tenders are being submitted for internal fit out and external landscaping. 6-7 contractors are interested, and the works would start at the end of February. Users of the facilities have been very positive. It is hoped that the pavilion will be ready by the end of May to coincide with cricket season. If not, an opening ceremony could be planned around the time of the Village Festival in June.

Cllr Airton ran through the current projects list and noted any updates to include on a revised version to be circulated after the meeting. The following actions were noted against some current projects:

The village noticeboards have been refurbished. Councillors queried whether the Twinning noticeboard is being used as the Football Club would benefit from having a board located in the village. Councillors felt that the HW Football Club/Junior Football Club should be allocated a noticeboard in the current location of the Twinning Association board. The Twinning Association notice board should be moved to a space by the Baptist Church noticeboard and be informed of this decision.

**ACTION: Deputy Clerk to inform the Twinning Association of this decision.**

Cllr Farrance suggested commissioning an external assessment of all ponds with costings before HWPC decide how to prioritise works. This would form the basis of a 'ponds strategy' so that HDC could be approached regarding management. A timescale of May/June was suggested by the Executive Clerk to have all the information gathered.

**ACTION: Cllr Robertson to investigate commissioning an external assessment of all village ponds.**

The Historic Building Advisory Service have completed a further survey at St Mary's burial ground. Without underlying investigation, they cannot recommend any mitigating action. There has not been much change in 5 years. It was agreed that there was no further action required apart from possibly putting up a notice to warn people of the uneven ground. The Executive Clerk reported some movement of headstones during recent safety checks. HWPC need to consider a response if the stonemasons consider that ground movement is a problem for those that have been flagged up with safety issues, rather than problems with installation.

The Deputy Clerk has summarised the playground surveys and the document has been shared with the playground consultant to help draft a tender document. Cllr Farrance asked that this document be shared on Teams and brought to the attention of the E&A Committee.

**ACTION: Deputy Clerk to upload summary of playground survey to the E&A section of Teams.**

A Spring quarterly event is not realistic under current circumstances. Cllr Airton suggested putting out some planters and daffodils in April/May.

**ACTION: Cllr Sutton and HAO to meet to discuss Easter planting of High Street tubs.**

Cllr Gee reported that plans for the Village Festival are underway. Bunting is usually displayed around the village leading up to the event. If there are still plans to attach brackets on some of the High Street shops to display Christmas trees, these could be utilised throughout the year for bunting or decorations.

**ACTION: Deputy Clerk to research brackets and licenses.**

ii) To review future projects - agree those to move into current projects and nominate project leaders  
The following projects were moved into current status:

1 HW Circular/Sensory Walks

Cllr Airton will organise a discussion group once lockdown is lifted. Local walking groups and the

Community Hub will be useful to link in with.

## 2 Trim Trail

Cllr Sutton presented her proposal for a walking/jogging track around Oak Common. The Executive Clerk agreed to support this project as it ties in with some unallocated funding that HDC have for projects.

## 3 All Weather Pitch

The initial idea came from the Football Foundation and Hartley Wintney is designated as an area for a 3G pitch. Cllr Robertson stated that HWPC need to work with the Football Club to drive the idea forward. The facility would be for all ages and a variety of sports. Cllr Airton suggested HWPC think of the Greenfields site as a 'sports hub' including the Scout Hut, Tennis Club, Junior Football Club, Football Club and the sloped pitch. An initial meeting was proposed to include all interested parties. Cllr Robertson highlighted an integrated sports club at Finchampstead as a good example to visit. Cllr Farrance proposed that HWPC look at the whole area, including Jubilee Fields, strategically and in the broader context of a community centre/hub. The outdoor classroom from the Grey House site has potential to be relocated and used as a community youth centre and there are the plans for the new play area. Cllr Farrance has shared a proposal with Cllr Airton from an external consultant which also includes costings.

Formation of a working party was discussed with a view to doing some initial fact finding. This would involve all interested parties and be community centric as the project is aimed at all ages. Cllr Farrance proposed this project is taken to the next Full Council meeting due to the broad perspective. Cllr Farrance offered to write a briefing note for presentation at the Full Council meeting that he would share with Cllr Airton prior to this.

**ACTION: Executive Clerk to add an agenda item about this project to the next Full Council agenda.**

**ACTION: Cllr Farrance to draft a briefing note for Full Council and share with Cllr Airton before the meeting.**

The Executive Clerk requested an additional future project be added. The SMP Working Party have discussed the possibility of a borehole on site. This may give a return investment. The project is noted at present as there is no information available yet regarding how much water will be used per day.

Cllr Sutton suggested that the Circular/Sensory Walks project could tie in with the HW History project.

iii) To review special projects including those with earmarked reserves  
None.

## **20/21EA 30. ST. MARY'S PARK SPORTS FIELD & PAVILION**

i) Verbal update on progress and receive minutes of the 1<sup>st</sup> December SMP Working Party meeting  
Cllr Airton gave a verbal update on progress under item 20/21EA 29. The minutes were received.

## **20/21EA 31. CHAIRMAN'S ANNOUNCEMENTS, PARISH COUNCILLOR MATTERS & TRAINING FEEDBACK**

An opportunity to briefly bring matters to the attention of the meeting but upon which no substantive decision may be made.

Cllr Farrance has requested dividend dates from the Solar Farm in Winchfield so HWPC know when payments will be made.

Developers of the Grey House site will be submitting a further proposal in February. The Executive Clerk, Cllrs Farrance and Diana Harvey have met to discuss how HWPC manage the communication process going forward.

HDC want to set up a community engagement consultation process at the end of January/beginning of February focussed on the Shapley Heath project. There will be five thematic groups. Cllrs Farrance and Diana Harvey have chosen to join the maximum of two different themes to represent HWPC. Cllr Farrance will have more information on this at the next Full Council meeting.

**20/21EA 32. CORRESPONDENCE**

Cllr Airton noted the correspondence from the HW Heritage Society in December regarding the picnic benches near the cricket green. HWPCs letter in response was also noted that closes the matter.

Cllr Airton noted a letter from a resident regarding the tennis courts. Some valid points are raised but the action is with the Tennis Club who are currently doing a strategic study. Councillors agreed that Cllr Airton would contact the resident to update regarding this.

The Executive Clerk noted an offer from a local resident offering voluntary support to undertake work to the village ponds.

The Executive Clerk has been asked by SMP residents to install another general waste bin on the SANG site as the current facilities are being used more frequently and by visitors to the area. SMP residents would fund the emptying. There is a spare general waste bin that needs minor repair. Councillors **AGREED** that this could be used.

**20/21EA 33. DATE FOR NEXT MEETING**

Agree date of next meeting – Monday 15<sup>th</sup> March 2021 at 7.30pm.

There being no further business the meeting closed at 9.40pm

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

Appendices

- Actions log
- Detailed income and expenditure by budget heading
- Payments listing
- Draft Memorial Bench Policy
- Draft Burial Ground Policy
- SMP Working Party minutes 1<sup>st</sup> December 2020

*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*