

Minutes of the meeting of the Environment & Amenities Committee held at 7.30pm on Monday 28th June 2021 to which Councillors were summoned to attend.

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

In attendance: Karyn Reid (Executive Clerk) and Cllr Diana Harvey.

21/22EA 01. ELECTION OF COMMITTEE CHAIRMAN

Cllrs Gee and Robertson nominated Cllr Airton to stand as E&A Committee Chairman. Cllr Airton accepted nomination and all members present **AGREED**.

21/22EA 02. OPEN FORUM

There were no members of public in attendance.

21/22EA 03. APOLOGIES FOR ABSENCE

Apologies received from Cllrs Becky Moss and Janaka Alwis.

21/22EA 04. DISPENSATIONS & DECLARATIONS OF INTEREST

Cllr Airton requested for dispensations to be granted until March 2022. The Executive Clerk confirmed that these had been granted. **No interests were declared.**

21/22EA 05. APPROVAL OF MINUTES & ACTIONS LOG

Cllr Gee noted that a resident was incorrectly referenced in the minutes, Cllr Elborn proposed the minutes of the Environment and Amenities meeting of the 19 April 2021 be signed as a correct record, subject to the amendment above; seconded by Cllr Gee.

AGREED by all.

20/21EA 29. The Executive Clerk informed all that ongoing discussions were being regarding the Twinning Association Notice Board. It was **AGREED** that this matter required a swift resolution and that priority of Notice Boards should be given to active Community Groups.

20/21EA 48iii. Cllr Gee and the Executive Clerk confirmed that an order / request had been placed for the purchase of both Telephone Boxes had been submitted however only one was now available due to a previously received request by the Hook & Odiham Lions.

ACTION: Executive Clerk to contact H&O Lions to discuss situation further.

20/21EA 40. A discussion took place as to the correct outstanding action and agreement. Cllr Elborn confirmed that he had received sufficient details to update the walk information on the HWPC website.

ACTION: It was noted that the action to publish the list of Memorial Benches on the website should be added to the Action Log.

21/22EA 06. FINANCE

i) Cllr Farrance proposed approval of the payments listing (attached); seconded by Cllr Robertson.

AGREED by all.

ii) Quote for maintenance contracts for Playgrounds (Springfield and Haywarden) (attached)
Cllr Robertson queried what would be included within the cost and it was **AGREED** that the service and maintenance provided was insufficient for our needs at this time.

iii) To discuss and approve Summer Youth programme costs (attached)
A summary of the planned events was circulated prior to the meeting and an invoice attached for the cost

of the NERF Academies. Cllr Robertson commented that he felt it was very good value for the number of places and events that would be provided.

A discussion took place as to whether there should be a charge associated with the activity and the Executive Clerk confirmed that the Council had not budgeted for income to offset the cost. Given the extreme financial hardship that many have faced over the last 15 months, it was **AGREED** that a nominal charge would be levied only to ensure that places were not booked and then not used.

Cllr Elborn proposed accepting the quotation of £1500 for the three NERF Academy dates with a proposed nominal charge of £2 per child; seconded by Cllr Airton and **AGREED** by all.

iv) To receive the current detailed income and expenditure by budget heading (attached)
The Executive Clerk apologised as the report was not available in time for the meeting.

21/22EA 07. E&A MATTERS

i) To review Burial Grounds operations (attached)

The Executive Clerk informed all that she and the Deputy Clerk met up with one of the Gravediggers on the advice of the ICCM, to establish a working contract for better management of the burial grounds.

The summary document drafted by the Deputy Clerk was circulated round prior to the meeting and all Cllr **AGREED** that the proposals looked beneficial both to the Council and residents of Hartley Wintney, with the cost of gravedigger in as part of the plot price..

Cllr Farrance proposed accepting the arrangement in principle, subject to due diligence checks by the Executive Clerk and extending the tender process to include other Contractors; seconded by Cllr Gee and **AGREED by all.**

ii) To consider resident discount request (circulated)

A request was circulated prior to the meeting from a member of the public requesting consideration be given to the application of the resident discount for the second internment in a long standing local family plot.

Cllr Airton recommended that the Council's discretion to be used and the discount granted given that it was a second internment in an already purchased plot. **AGREED** by all.

21/22EA 08. E&A PROJECTS LIST – S106 LEISURE & OPEN SPACES

i) To receive update and approve any action on the current E&A projects

a) Lucy Pygott Centre (Steve)

Cllr Airton gave a presentation at the Full Council meeting on 23rd June 2021 and had nothing further to add on this project.

b) Jubilee Playground / Sports Field (Karyn)

The Executive Clerk confirmed that progress on this project had slowed down due to the focus on the Community Bus, Pavilion and Summer events however focus will be on securing appropriate finance ready for completion in the Autumn.

c) War Memorial Green Space (Peter)

The Executive Clerk had recently met with Adam Green, Countryside Manager at HDC, to discuss various S106 funding and projects and during the discussion had mentioned the path close to the War Memorial. Adam confirmed that they were already aware of this and had a member of his Team currently looking into suitable options and that they had funding available and set aside.

ACTION: Cllr Gee to speak with Adam Green in the Autumn to check on progress.

d) Vaughan Millennium Orchard report (attached) (Becky/Sarah)

The Executive Clerk, Deputy Clerk and HAO had met with the Grounds Consultant and had circulated around the resulting report and recommendations for the improvement on the site. The Committee welcomed the suggestions put forward, particularly the use of the top 'triangle' of the site

for the proposed band stand as well as a natural seating arena to be dug into the ground. The next steps were to put together a full proposal with associated costs.

ACTION: Deputy Clerk and Cllr Moss to work on full proposal for works including costs.

e) Ponds & Open Spaces (Roger)

Cllr Robertson was keen to move this forward however queried if he had authority to take the conversation regarding the management of the green spaces forward with HDC. Cllrs Airton, Farrance and the Executive Clerk confirmed that this was the case.

ACTION: Cllr Robertson to contact HDC and organise a meeting regarding the Management Plan for the green spaces in Hartley Wintney.

f) Events update (circulated) (Sarah)

Further to the discussion held earlier in the meeting, the planned Village Picnic was amended to a BBQ to be held at the Lucy Pygott Centre in September for promotion and to celebrate it's opening. The Community Awards would also be presented at this event.

A document was circulated prior to the meeting regarding the Snow Windows project for December 2021, and requesting the Council financial support. It was AGREED for a short survey to be sent to the Retailers to establish interest and willingness to contribute.

ACTION: Support Communications Officer (SCO) to draft and circulate a short survey before next meeting.

ii) To receive minutes from E&A Working Parties (circulated)

Minutes were received.

iii) To briefly review projects list (attached)

Cllr Airton addressed updates on the projects list not covered by other items on the Agenda.

Points to note were as follows;

Cllr Sutton's projects will need to be reallocated.

Notice Boards in and around Commons are not being used. It was suggested that the covers are removed and that they can be used by the Community.

ACTION: HAO to investigate.

Cllr Robertson provided an update on the Parish Truck, following from discussions with the HAO, and proposed a new Peugeot Boxer drop side Crew cab with additional tail lift. Delivery would not be until 2022 and there may be an additional £3,000 required for the budget. Cllrs **AGREED** in principle and that the proposal be tabled at the Finance Committee for approval.

ACTION: Cllr Robertson to send information to Executive Clerk.

21/22EA 09. CHAIRMAN'S ANNOUNCEMENTS & PARISH COUNCILLOR MATTERS

Cllr Robertson asked the Executive Clerk if there had been any further communication regarding the trees on Hatton's Pond. The Executive Clerk confirmed that a date of 12th or 13th July 2021 had been given for the works to take place.

Cllr Farrance asked for consideration to be given to the alternative of a laser show for the Christmas Market rather than Fireworks. Cllr Robertson stated that he and many residents enjoyed the fireworks and that they should remain as it.

ACTION: Executive Clerk to investigate costs and arrangements of Firework alternatives.

20/21EA 10. CORRESPONDENCE, COMMUNICATION & DATE FOR NEXT MEETING

After some clearance of Dilly Lane allotment, a resident had requested a form of planting / screening to be placed at the side of the entrance as it was now exposed. The Executive Clerk informed all that the Council would be utilising this space for planting and so it would not be so open. Temporary screening was suggested as an alternative.

ACTION: HAO to install temporary screening to area.

The Executive Clerk informed the Committee that despite contacting the family in question regarding the decision to allow artificial grass on the plot, no response had been received and that the plot remained as previously. The Committee **AGREED** that formal next steps should be taken as per the Policy.

ACTION: Executive Clerk to once again make contact and then issue notice of removal on Burial Plot.

There being no further business the meeting was closed at 10.12pm.

..... Chairman

.....Date

Appendices

- Actions Log
- Payments Listings
- Finance paperwork
- Projects List
- Correspondence