

Minutes of the meeting of the Environment & Amenities Committee held at 7.00pm on Thursday 21st October 2021 to which Councillors were summoned to attend.

Present: Cllr Steve Airton (Chair), Cllr Stuart Elborn and Cllr Chris Farrance

In attendance: Karyn Reid (Executive Clerk)

21/22EA 20. OPEN FORUM

There were no members of public in attendance.

21/22EA 21. APOLOGIES FOR ABSENCE

Apologies received from Cllr Robertson, Cllr Moss, Cllr Alwis, and Cllr Gee.

21/22EA 22. DISPENSATIONS & DECLARATIONS OF INTEREST

No declarations were made.

21/22EA 23. APPROVAL OF MINUTES & ACTIONS LOG

Cllr Farrance proposed the minutes of the E&A meeting of the 16th August 2021 be signed as a correct record, seconded by Cllr Elborn.

AGREED by all.

The Committee reviewed the actions log;

Item 29. Cllr Farrance confirmed that he had spoken to District Cllr Farmer to try and push contact with HDC as no further contact had been received with regards to the Management Plan.

ACTION: Cllr Farrance to speak with District Cllr Farmer to see if any progress has been made

Item 05. Executive Clerk confirmed that she had spoken with Hook & Odiham Lions regarding the Telephone Box and the discussion was ongoing.

ACTION: Executive Clerk to forward registered address to Cllr Elborn to include in FTTP initiative

Item 09. It was noted that this item had been discussed at the October Full Council meeting and HWPC would go ahead with plan for Fireworks at the Christmas market.

Item 10. After an update and discussion, it was AGREED that Cllr Airton and the Executive Clerk would aim to meet the Plot Owners on site to discuss all options prior to the removal of unauthorised items.

ACTION: Executive Clerk to contact family and set up meeting.

Items 14. Cllr Airton informed the Committee that further to discussions with the Twinning Association members and in light of their renewed activity, he has agreed to allow them to retain their Notice Board. Cllr Airton believes that there is sufficient space for an additional board for the HWJFC on the wall.

The Executive Clerk noted that a few other Clubs/Groups in the Community would also welcome a board however these can be placed on the side wall of the Public Toilets, next to the boards already in situ.

ACTION: Executive Clerk to instruct and procure new boards as above.

21/22EA 24. FINANCE

i) To approve payments listing (attached)

Cllr Elborn proposed approval of the payments listing as presented; seconded by Cllr Farrance and

AGREED by all.

ii) Discuss and approve event costs for remainder of year, if required.

The Executive Clerk circulated anticipated event costs for the end of the FY 21/22. A discussion was held regarding the flagpoles and it was **AGREED** to press ahead with obtaining Listed Building Consent for those businesses who would require it.

Costs for the planning documentation required will be submitted in due course.

ACTION: Executive Clerk to contact businesses with Listed Buildings to request permission to apply for LBC on their behalf and research costs associated with this project.

iii) To discuss budget setting for 21/22

Cllr Airton will review the figures submitted for Qtr 2 spend and circulate a draft E&A budget prior for discussion and approval at the November E&A Committee meeting.

ACTION: Cllr Airton to review figures and propose draft budget at the next meeting.

iv) To receive the current detailed income and expenditure by budget heading (attached)
Spend to date was received by Committee members.

21/22EA 25. E&A MATTERS

i) Review additional requirements for Lucy Pygott Centre (attached)

Cllr Elborn provided an updated report on progress made with BT Openreach for installation of FTTP. It was noted that other than essential fixtures and fittings, of which the Executive Clerk will source, any furniture / equipment requirements would be reviewed on an as and when needed basis.

Cllr Elborn suggested waiting until January to purchase any white goods needed.

ii) Review following policies;

Memorial Grounds

Memorial Benches

Winter Weather Emergency Protocol

The above policies were reviewed, taking into consideration any updates and recommendations made by the Deputy Clerk. Cllr Airton proposed accepting these amends / updates; seconded by Cllr Farrance and **AGREED** by all.

It was noted that a further review of the Burial Grounds policy may be required once ICCM audit/training has taken place, specifically around the type of burial grounds the community requires i.e. traditional v's lawned.

Cllr Airton noted that the Bench asset list should appear on our HWPC website, which the Parish Office will work on. The Executive Clerk informed the Committee of the costs and process involved to instal a bench on HDC common land and that the Heritage Society had since decided against this for L.Parish. They wished for a memorial tree to be planted in the Burial Ground instead. The Executive Clerk confirmed that there was a suitable location due to the planting of previous trees and it was **AGREED** by all.

ACTION: Executive Clerk to ensure details of memorial benches are listed on the website.

21/22EA 26. 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 (Cllr Airton) – as above

b) Jubilee Playground / Sports Field (Executive Clerk) – preparation work under way with support of Cllr Gee for project delivery / commencement Spring 2022

c) War Memorial Green Space (Cllr Gee) – update next meeting

d) Vaughan Millennium Orchard report (attached) (Cllr Moss/Deputy Clerk) – update next meeting.
Cllr Airton suggested a contact for support on this project.

e) Ponds & Open Spaces (Cllr Robertson) – update next meeting

f) Events update (circulated) (Deputy Clerk/SCO) – as above

- ii) To receive minutes from E&A Working Parties – none to receive.
- iii) To briefly review projects list (attached)

Specific items raised for noting by Cllr Airton was progress on Telephone Boxes, Book Exchange and update on Car Boot Sales.

21/22EA 27. CHAIRMAN’S ANNOUNCEMENTS & PARISH COUNCILLOR MATTERS

Cllr Airton raised the topic of the Platinum Jubilee. The Executive Clerk noted that it is standard practise to wait for central Government and LA’s to provide further guidance nearer the time. It was **AGREED** that it would be an ideal project for the yet to be established Community Events Working Party to focus on.

There were no Parish Councillor Matters.

20/21EA 28. CORRESPONDENCE, COMMUNICATION & DATE FOR NEXT MEETING

An item of correspondence had been received from a member of the public interested in the possibility of wilding in the Burial Grounds.

It was **AGREED** that it would be welcomed in principle however careful consideration would need to be given as to the exact location and the publicising of the project. Cllr Farrance offered to meet the HAO, Deputy Clerk and member of public on site to discuss further.

Next meeting scheduled for 22nd November 2021

There being no further business the meeting was closed at 9.07pm.

..... Chairman

.....Date

Appendices

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