

**Minutes of the meeting of the Environment & Amenities Committee held at 7.00pm on Monday 28th March 2022 to which Councillors were summoned to attend. Due to Covid safety measures this meeting was held online via Microsoft Teams.**

**Present:** Cllr Steve Airton (Chair), Cllr Chris Farrance, Cllr Stuart Elborn, Cllr Richard Dodds, Cllr Nick Cooper, Cllr Chris Cornwall, Cllr Becky Moss and Cllr Stuart Ovenden.

**In attendance:** Karyn Reid (Executive Clerk) and Julian Martin (HAO)

**21/22EA 47. OPEN FORUM**

There were no members of the public in attendance.

**21/22EA 48. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Robertson, Cllr Alwis and Cllr Gee

**21/22EA 49. DISPENSATIONS & DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**21/22EA 50. APPROVAL OF MINUTES & ACTIONS LOG**

The Committee reviewed the actions log. Cllr Airton informed the committee that himself and the Executive Clerk had discussed planning an official opening of the Lucy Pygott Centre in late July. The Executive Clerk informed that a letter had been drafted to the HWFC regarding rent increases.

Cllr Airton proposed approval of the minutes dated 28<sup>th</sup> February 2022, seconded by Cllr Elborn. **AGREED by all.**

**21/22EA 51. FINANCE**

- i) To approve payments listing (attached)

Cllr Dodds proposed approval of the payments listing, seconded by Cllr Airton. **AGREED by all.**

- ii) To receive the current detailed income and expenditure by budget heading (attached)

The detailed income and expenditure E&A report was not reviewed during the meeting. This will be circulated separately by the Executive Clerk.

- iii) To review LPC hire rates (circulated)

The Executive Clerk presented a comparative review of hall rentals within the Parish. The Cllrs discussed different pricing models and the importance of not undercutting any of the other halls within the Village. The Committee agreed to start with an introductory rate with the intention to review rental prices and impact on resources after 6 months.

**ACTION: The Executive Clerk to produce a pavilion rental pricing structure, benchmarked on the rental costs of the Jubilee Hall.**

- iv) To approve cost of landscaping at LPC (circulated)

Cllr Airton talked through the area of landscaping around the pavilion and noted that Collards have offered to donate 100 tonnes of top soil. Cllr Airton proposed approval of the cost of landscaping, seconded by Cllr Cornwall. **AGREED by all.**

- v) To review proposal for Cricket Nets and ground care (circulated)

Cllr Airton talked through a proposal from the HWCC for funding from HWPC towards the costs of cricket nets and ground care at the LPC. The committee were in agreement that HWPC propose to donate £10,000, with any remaining funds and VAT to be paid by the HWCC. Cllr Airton also noted that he wished for it to be added to the contract that should the HWCC allow other clubs to sub-let use of the nets, the fees will be payable to the LPC rather than the HWCC.

- vi) To approve release of LPC retention as per contract (attached)

Cllr Elborn proposed approval to release LPC retention as per the contract. Seconded by Cllr Airton, **AGREED by all.**

The Executive Clerk noted that she has received a quotation for gate and post replacement at the Vicarage Hill allotment. The initial quote is approximately £400-£500 per gate.

## **21/22EA 52. E&A MATTERS**

i) Discuss Events not yet included in calendar  
Village Festival – Cllr Farrance noted that he wished for the HWPC to promote the Community Bus alongside the Rosie Minibus Organisation at the event. Cllr Cooper suggested using the event to promote the fundraising of the new playground on the Jubilee Fields. He suggested a ‘sell a brick’ model to engage the community in the project.

Culture on the Common – It was acknowledged by the committee that this event will not be running this year.

Christmas Market fireworks – The Executive Clerk explained the additional costs incurred to run the fireworks display at the end of the Christmas Market. The Committee supported the suggestion that there is not a fireworks display this year and that we explore options for an alternative finisher for the market.

ii) HWPC License requirement  
The Executive Clerk explained that the current license is held in the name of a HWPC employee, resulting in sole responsibility which isn't appropriate. It was suggested that the license is discontinued under the expectation that should an event market trader wish to serve alcohol it is their responsibility to hold an appropriate license.

iii) High Street Flag poles update  
The Executive Clerk explained the High Street flag poles project and the restrictions faced as a result of listed building concerns, damage liability and planning requirements. As a result of these implications, there were only a small number of buildings able and willing to have a flag pole installed. It was agreed that this project is not demonstrating an effective use of HWPC funds and resources so will be discontinued. Should any businesses still wish to install a flagpole it will be at their own cost and liability.

iv) Receive Gravediggers costs and agree recharge (circulated)  
Cllr Airton noted that the age definition of a baby, child and adult should be explicitly detailed.  
**ACTION: Cllr Dodds to investigate the official age definition of babies, children and adults, and communicate to the Executive Clerk.**

The Executive Clerk presented the price quotation for the proposed Gravedigger. The HAO noted that currently the excess clay soil is being left on site at the graveyard, however this is not sustainable in the long term. It was suggested that going forward the gravedigger will remove all soil from the cemetery as standard, with the cost of £190 to be included in the burial fees.

v) Planned works to Telephone Box and Bike Racks on High Street  
The Executive Clerk noted that Keller Williams will be performing improvement works on the telephone box and bike racks on the High Street as part of their ‘Red Day’, whereby they donate a day of their time to contribute to the local community.

vi) Review preferred Memorial Bench styles for policy (attached)  
The Committee reviewed the Memorial Bench styles, there were no objections towards the suggested bench styles.

## **21/22EA 53. E&A PROJECTS LIST – S106 LEISURE & OPEN SPACES**

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

a) Jubilee Playground / Sports Field (Executive Clerk)  
The Executive Clerk updated the committee on the progress of the jubilee playground project. The promotional material and letter is drafted and ready to send out to potential donors and grants applications. The open consultation to the community will begin after Easter.

b) War Memorial Green Space (Cllr Gee)

No update.

c) Vaughan Millennium Orchard update (Cllr Moss)

The topographical survey is underway. When this information is received the designer should be able to provide further information and literature. Cllr Ovenden expressed his desire to be involved in this project.

d) Ponds & Open Spaces (Cllr Robertson)

No update.

e) Wilding Project (circulated)

It was agreed in principle to proceed with a survey in Spring after a meeting. Cllr Farrance noted that the next step is for another meeting at the St Mary’s churchyard with the necessary stakeholders to agree the practicalities and responsibilities required for this trial project.

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

There were no minutes to receive.

iii) To briefly review projects list (attached)

LPC- Cllr Airton confirmed that the Table Tennis tables will be funded by the Rotary Club of Hart. The Travis Perkins development builders have offered to fund the cost of the gates.

Phoenix Green bench – the bench is in storage at Pale Lane. We are awaiting final confirmation from HDC to re-install. The Executive Clerk is hoping to have this resolved this week.

Memorial fields – Cllr Airton noted that he had attended a meeting with the HWFC and HWJFC to discuss the location of the new 5G pitch. The location is still undecided. Cllr Airton expressed his understanding that this will be a HWFC and HWJFC led project.

**21/22EA 54. CHAIRMAN’S ANNOUNCEMENTS & PARISH COUNCILLOR MATTERS**

Cllr Ovenden queried the land along the A30 opposite the White Lion Antiques. The Executive Clerk noted that HWPC, HDC enforcement and the local police are aware.

**20/21EA 55. CORRESPONDENCE, COMMUNICATION & DATE FOR NEXT MEETING**

Next meeting scheduled for Monday 20<sup>th</sup> June 2022 at 7.00pm.

There being no further business the meeting was closed at 8.42pm

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

**Appendices**

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