



# Highcliffe & Walkford Parish Council

Minutes of the meeting of **Amenities Committee** held on 1<sup>st</sup> July 2024 at 18:30 in The Old School House, 254 Lymington Road, Highcliffe.

**Present:** Cllr A Sofianos (Chair), Cllr R Ede, Cllr S Walter (substituting for Cllr S Skinner), Cllr W McNeill

**In attendance:**, the clerk, Tom Brindley. One member of the public.

**25A/1 (Agenda Item 1) Apologies for Absence:** Apologies were accepted from Cllr A Martin, Cllr S Skinner, Cllr T Butcher.

**25A/2 (Agenda Item 2) Chairman's remarks:**  
The chairman welcomed the members and officers.

**25A/3 (Agenda Item 3) Declarations of interest: None.**

**25A/4 (Agenda Item 4) Public participation: None.**

**25A/5 (Agenda Item 5) Minutes of meeting of 29<sup>th</sup> April 2024**

1 The minutes were accepted as a true record and signed by the chair.

**25A/6 (Agenda Item 6) Reports from sub-committees**

- 1 Allotments sub-committee. Cllr W McNeill gave a verbal report.
  - 1.1 Bee Hives. The sub-committee was dealing with a complaint regarding a bee hive. The bee hive had been installed in full compliance with the council's policy. The sub-committee had referred the matter to the Roeshot Hill Allotment Association (RHAA) for comment.
  - 1.2 Walkford Road Allotment Association Contract. The Walkford Road Allotment Association Contract had declined to sign the service contract, which was a requirement under the council's Allotment Policy. The clerk and sub-committee chair had agreed to review the comments provided by WRAA. The grant to WRAA would not be paid until a contract was agreed and signed.
  - 1.3 Walkford Rd Fence. The fence at the eastern end of the allotment site had been replaced. The fence was in very poor state and had not been repaired for many years. The Allotment sub-committee had made a recommendation that the cost of the fence (£680) be paid from the council's general fund rather than the Walkford Rd Allotment Account.
  - 1.4 The Amenities Committee **RESOLVED** to pay the fence repair from the council's general fund.
  - 1.5 RHAA AGM 28<sup>th</sup> June. Cllr McNeill had attended the RHAA AGM.
- 2 Recreation sub-committee
- 3 Environment sub-committee
  - 3.1 Cllr R Ede gave a verbal report on the Environment sub-committee.
  - 3.2 Concern was raised regarding tree removal at 16 Wharncliffe Rd. Members asked if this had been covered by a planning application.
  - 3.3 Zig Zag path. The sub-committee had determined that no action was required by the parish council this year.
  - 3.4 Shoreline Project. The sub-committee had noted limited progress on this project which was waiting on action by BCP officers. HWPC and BCP Councillor Andy Martin was working with BCP to progress.
  - 3.5 The sub-committee had raised concerns about the cleanliness of road name signs (The Runway was noted as an example). Concern was also raised regarding the use of abbreviation in Road names (such as Ave, Dr, Rd).

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- 3.6 Concern had been raised regarding the path from the Clifftop to the beach which was in need of cleaning.

### 25E/7 (Agenda Item 7) Nea Meadows

- 1 Land by car park
  - 1.1 The Environment sub-committee had **RESOLVED** to initiate a public consultation to include these options and to invite other suggestions. (See Minute 25/E 3.2)
  - 1.2 The chair of the Amenities Committee had called in this decision for further discussion.
  - 1.3 The chair had consulted biodiversity and ecology experts for additional advice and advised that the options be limited to those which supported the goals of the Local Nature Reserve status.
  - 1.4 A discussion considered whether to include options and give guidance on possible uses or to leave the options open.
  - 1.5 It was **RESOLVED** to delegate to the Clerk and the Chair of the Amenities Committee the drafting of a consultation document which would be circulated to committee members ahead of a consultation to run between 14<sup>th</sup> July and 31<sup>st</sup> August 2024.
- 2 Nea Meadows, Moonraker Way field gate entrance.
  - 2.1 Members noted that the entrance had become impassible to foot traffic during the very wet spring.
  - 2.2 A quotation had been received to resurface the area and to install two bollards to prevent parking across the gate.
  - 2.3 The quotation from Brantal Surfacing for £5190.54 was accepted.
  - 2.4 The funding would be taken from the CIL reserve.
- 3 Nea Meadows Car Park
  - 3.1 Several potholes had appeared in the car park.
  - 3.2 A quote to repair had been received, giving two options:
    - Option 1: Repair six individual potholes, total 14.5 sqm: £1,306.48
    - Option 2: Repair a larger area encompassing four individual potholes and one larger area, total 55sqm: £4,410.18
  - 3.3 Members **RESOLVED** to accept option 2.
  - 3.4 The funding would be taken from the CIL reserve.
- 4 Dredging
  - 4.1 The clerk had met with the Environment Agency which had confirmed that a Bespoke Permit was required for the dredging.
  - 4.2 The Environment sub-committee had recommended that the clerk complete the application.
  - 4.3 The clerk advised that following the meeting with the Environment Agency, and after studying the permit application it would not be feasible for the council to submit the application in its own name. It was also noted that if the council submitted the application it would be liable for any breaches of terms by a contractor.
  - 4.4 The quotation from P and D Environmental for the dredging had included obtaining the permit.
  - 4.5 Member **RESOLVED** to instruct P and D Environmental to obtain the permit.
- 5 Site management plan
  - 5.1 The clerk explained that Dr Chris Gleed-Owen was unable to attend due to illness.
  - 5.2 The council was waiting for Dr Gleed Owen's formal proposal and list of deliverables. Prior to issuing a purchase order.

### 25A/8 (Agenda Item 8) Asset Transfer

- 1 Bluebell Close
  - 1.1 The clerk had received the final transfer deed and the list of equipment to be transferred.
  - 1.2 Delegated power to sign had already been granted by full council.

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- 1.3 The chair was asked to do a final sanity check on the document after which it would be signed by two councillors and witnessed by the clerk as proper officer.
- 1.4 Members noted that the site and equipment would need to be added to the council's insurance, and the liability would pass to the council on the date of transfer.

### 25A/9 (Agenda Item 9) Christmas Event

- 1 Cllrs Ede and Walter gave a verbal report on the Christmas Working Party.
- 2 Walkford Road shops had been surveyed and would like lights inside the shop windows. There was no desire for a tree, due to no suitable site.
- 3 The working party was proposing two Christmas Trees in the High Street, one at The Globe and one at Tesco.
- 4 The Working party was concerned at using cut trees and suggested either live trees or artificial trees be considered.
- 5 Members requested that the base supporting the trees be better decorated.
- 6 The clerk was asked to visit the Walkford Rd shops with Cllr Walter to get a firmer specification of the lighting and installation requirements.
- 7 The clerk was asked to obtain quotes for artificial trees and to give thought to storage.
- 8 The Carol singing arranged last year had been well received and the clerk was asked to contact the choir and Highcliffe Players regarding this year's event.
- 9 The committee called for a Recreation sub-committee to examine the details of the 2024 Christmas Event.

### 25A/10 (Agenda Item 10) Remembrance Day

- 1 Cllr Ede advised he had ordered a wreath. This would need to be customised with a council plaque.
- 2 Members agreed a PA system would improve the ceremony.
- 3 The clerk advised that a PA system would also be needed for the Christmas Event and recommended that the council purchase a suitable system.
- 4 Members **RESOLVED** to purchase a PA system.
- 5 Cllr Ede raised a concern that the names of WWII celebrants were worn and unclear. It was noted that the War Memorial was not owned by the parish council and was probably owned by the church.
- 6 The clerk was asked to contact the Parochial Church Council to ascertain ownership and discuss re-leading the WWII names.

### 25A/11 (Agenda Item 12) Tree Maintenance in the Parish

- 1 The matter of loss of trees on both council land, highways and private land was discussed.
- 2 Tree work identified in the October 2023 survey had included Ivy Banding (severing ivy growing up trees). There was a conflict between recommendations for tree surgeons to sever and wildlife consultants to leave in place.
- 3 The clerk advised that once a tree had been identified as a risk to people or property, the council had an obligation to seal with the matter under its insurance contract. All work on trees covered by a Tree Preservation Order had been done under the guidance of BCP tree officer. The council used independent contractors for surveys and the work identified.
- 4 The clerk advised that the council would consider tree replacement following tree removal. A balance between planting and natural regeneration was required. Tree management would be included in update site management plans.
- 5 Members recommended that whenever tree work was planned, greater emphasis should be placed on publicity including use of social media and notice boards.

### 25A/12 (Agenda Item 12) Titan Sports Summer Camp

- 1 An application to use the Wingfield Recreation Ground for a summer camp had been received. The company was a commercial concern and would pay the set rate.

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- 2 Members noted the period of use would be from July through August, for two days per week from 10:00 to 16:30.
- 3 The Summer Camp attracted pupils from several schools in the local area including Highcliffe.
- 4 The proprietor of Titan Sports was a Highcliffe resident.
- 5 Members **RESOLVED** to allow the use of the recreation ground.

### 25A/13 (Agenda Item 13) Date of the next scheduled meeting

- 1 Monday 10<sup>th</sup> September
- 2 Additional meetings to be held as required.

**There being no further business the Chairman closed the meeting at 19.55 pm.**

Signed .....

Date.....

DRAFT