Highcliffe & Walkford Parish Council

Minutes of the meeting of **Amenities Committee** held on Wednesday 26th November 2025 at 18.30 in The Old School, 254 Lymington Road, Highcliffe. BH23 5ET.

Present: Cllr A Sofianos (Chair), Cllr R Ede, Cllr A Martin, Cllr D Martin, Cllr S Walters, Cllr W Mc Neill, Cllr Steve Slater and S Skinner.

In attendance: Vanessa Ricketts (Clerk), Nicki France (Assistant Clerk), Andy Butler (Amenities Officer)and three members of the public.

245 Apologies for Absence:

Apologies for absence were received from Cllr J Webster; Cllr S Slater substituting.

RESOLVED to accept the apologies for absence.

246 Declarations of interest:

There were no declarations of interest.

247 Minutes of meeting of 22nd October 2025:

RESOLVED that the minutes be accepted as a true record and be signed by the chair.

248 Chairman's remarks:

The Chair welcomed the members of the public to the meeting. He further welcomed the Council's new Amenities Officer who was in attendance.

249 Public participation:

There were no statements or questions from the public..

250 Highcliffe Hawks – Spring Tournament:

The Clerk presented a paper on the proposed Spring Football Tournament scheduled for the weekend of 30th and 31st May. Members were very supportive of the event and happy for the tournament to go ahead with no charge.

RESOLVED that the Hawks Spring Tournament be approved at no cost to the club for the use of the pitches and pavilion, on the understanding that a full risk assessment be provided to the Council along with a parking plan, and that the field and pavilion be cleaned and restored after use.

251 St. Mark's War Memorial:

The Clerk provided an update on the cleaning of the war memorial and advised that the Rotary Club had been in touch to state that they wished to undertake and fund the

professional refurbishment of the full memorial. This was a generous offer which removed the burden on Highcliffe and Walkford taxpayers as otherwise it would have had to be added to the 2026/27 budget. It was noted that ownership of the memorial was in dispute and the Clerk was awaiting further details from BCP Council. It had not been transferred to HWPC when the Council was created in 2019.

A Member disagreed and considered that the memorial was the property of HWPC and that the Council should carry out the works.

After further debate it was:

RESOLVED that the Council fully engage with Rotary Club and support their project to restore the war memorial providing this is fully funded, and further ask that they consider using Hoare Banks for the work and liaise with the Council's appointed representative in a collaborative capacity.

252 Music Festival Licence Application:

Members considered a licence application by Stir Events to increase the Clifftop Music Festival from one day once a year event to a three day twice a year event. Members expressed concern that this was inappropriate and did not support the community or local businesses. Members also raised concerns that they had received from residents and expressed disappointment that the parish Council had not been consulted on this change prior to the application being made.

RESOLVED that the Council objects to the licence application as being disruptive to residents and raises concerns regarding intensity, noise and disruption to the community; and that the Clerk be delegated, in consultation with the Chairman and Vice Chairman to prepare a formal objection and press release.

253 Old School – Schedule of Works:

The Clerk presented a report informing Members of the quotes received for the proposed schedule of works at The Old School, Highcliffe. The Clerk had approached three qualified surveyors and the quotations were detailed within the report.

RESOLVED that Contractor A be approved with fees for full Contract Administration are as follows:-

A. Visit site and carry out a full survey
Liaise with specialists where necessary (Structural Engineers)
Liaise with statutory authorities (Planning/Conservation Officer, Building Regs)
Prepare Specification to include Schedule of Works and Form of Tender in agreement with client Principal Designer - CDM Regs 2015
B. Tender the works to 3/4 contractors
Prepare a tender analysis and issue a tender report
Prepare Pre-Construction Information as required for CDM Regs
C. Instruct the chosen contractor, letter of intent/ JCT contract documents Chair a Pre Start meeting and issue minutes.
Regular site inspections to check compliance (quality and progress) with the Schedule of Works Chair monthly meetings and issue minutes as required.
Issue Contract Instructions on the Employer's behalf

Administer any variations between the Contractor and Employer Review contractors valuations
Issue Certificates of Payment
Prepare and issue the Practical Completion Certificate Carry out a defects inspection at practical completion Manage Health & Safety
Exclusions:- JCT Contract Documents where required
Statutory authority fees (Planning / Building Regs) Special Consultant fees (Structural Engineer)
Fees for full Contract Administration are as follows:-

A. £2,200.00 (plus VAT) inclusive of all reasonable disbursements
B. £900.00 (plus VAT) inclusive of all reasonable disbursements
C. £3,800.00 (plus VAT) inclusive of all reasonable disbursements

254 Walkford Road Allotment Association – outstanding tenancy agreements:

The Assistant Clerk advised that there were currently 8 tenancy agreements outstanding and asked Members how they wished for this issue to be addressed.

RESOLVED that the Council write to the plot holders to advise that their plots would be terminated forthwith if the tenancy agreement remained unsigned by the end of March 2026.

255 Lakewood Management Plan:

Members received a revised management Plan from Lakewood Restoration and a further proposal for works for an Action Day.

RESOLVED that request for work be approved on condition that the Council's Amenities Officer be in attendance to support, oversee and remove cuttings and that no fires take place.

256 Date of next meeting

The Chairman announced a change to the previously published date for the next meeting. Due to staff training the next meeting of the Amenities Committee would take place on Wednesday 21st January 2026 at 6:30pm

There being no further business the Chair closed the meeting at 8:11pm

Signed …….. Date……