Highcliffe & Walkford Parish Council

Minutes of the meeting of **Amenities Committee** held on Wednesday 24th June 2026 at 18.30 in The Old School, 254 Lymington Road, Highcliffe. BH23 5ET.

Present: Cllr A Sofianos (Chair), Cllr R Ede, Cllr W McNeill, Cllr S Walter, Cllr S Slatter, Cllr S Skinner, and Cllr D Martin.

In attendance: Nicki France (Assistant Clerk), Andy Butler (Amenities Officer)

053 Election of Chair

It was proposed, seconded and

RESOLVED: that Cllr A Sofianos be elected Chair.

054 Apologies for absence

Apologies for absence were received from Cllr A Martin (work commitments); it was therefore proposed, seconded and

RESOLVED to accept the apologies for absence.

055 Declarations of interest:

There were no declarations of interest.

056 Minutes of the meeting of 29th April 2026:

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

057 Chair's remarks:

None.

058 Public participation:

None.

059 Grounds Maintenance Quotes

Members considered two quotations for the grounds maintenance for the outside spaces' assets within the parish.

Contractor A: £2130.00

Contractor B: £5884.00

RESOLVED: That Contractor A be appointed to undertake the grounds maintenance works at a cost of £2,130.00.

060 Wingfield Roof

Andy Butler (Amenities Officer) updated members on the works identified at the roof of Wingfield Pavilion, including repairs to the battens and roofing felt.

Members considered three quotations for the works:

- **Contractor A:** £1,400.00
- **Contractor B:** £8,995.00
- **Contractor C:** £9,310.00

Following consideration of the quotations received and the scope of works proposed,

RESOLVED: That Contractor B be appointed to undertake the repairs at a cost of £8,995.00.

061 Nea Meadows

a) The Assistant Clerk updated members on the current condition of one of the main bridges at Nea Meadows and that three contractors had been invited to provide a quotation, but only two had provided this.

Contractor A: £3,007.20

Contractor B: £3185.00

Following consideration of the quotations received and the scope of works proposed,

RESOLVED: That Contractor A be appointed to undertake the repairs at a cost of £3007.20.

b) The Chair updated members on the current position of the draft management plan, which has been produced by CGO Ecology. There are currently two challenges: that there's little narrative detail to introduce and navigate the document, and that it is not finished, meaning it cannot be shared with other key stakeholders.

A member raised the question of whether the Parish Council is suitably qualified to accept the document, and the Chair acknowledged this and reiterated that it is important to engage with key stakeholders to get their input.

Therefore, it was proposed, seconded and

RESOLVED: for the Assistant Clerk to contact CGO Ecology to note the document as not being completed, and the missing pieces to be completed. Also to note to CGO Ecology that the final invoice cannot be paid until the report is completed. It was also felt appropriate to ask for this completed report within four weeks of the email being sent.

c)The Chair gave members an update on the current progress of dredging. Officers led a site visit from a contractor who proposed the possible idea of looking at a different approach using a ‘Spider Excavator’. This is potentially less invasive; however, some clearance would need to be done around the lake first, including

clearing some access points. This can be done in the Autumn, and then the contractor can come back to provide a fuller survey and a quote

The Assistant Clerk is currently in discussions with NMTC (New Milton Town Council) as they have recently done similar works with Ballard Lake. It was therefore proposed, seconded and

RESOLVED: that the officer team should continue with discussions and all preparations to deliver at least some of the dredging work in the next autumn-winter window if possible and shall report back to Full Council in September.

d) The Chair mentioned the overgrowth around the lake, and the Assistant Clerk confirmed that quotes will be obtained to clearing it; also, a better document will be updated and presented to members on the exit and entry points, and a report will be presented to members at the next Amenities meeting in August.

062 Legionella contract

Members considered three contracts for regular maintenance following the recent Legionella risk assessment that was conducted at Wingfield Pavilion:

Contractor A: £1442.88

Contractor B: £1392.00

Contractor C: £1582.50

Following consideration of the quotations received and the scope of works proposed,

RESOLVED: That Contractor A be appointed at a cost of £1442.82

063 Shoreline Steps

The Chair updated members on the progress of this project, following a meeting with the project team which was attended by Cllr A Sofianos, Cllr A Martin and Cllr D Martin. Work is anticipated to commence w/c 14th of September 2026, and any updates, including any press statement, will be shared.

The Chair made members aware that there is currently a query on ongoing maintenance and will contact the Head of Seafronts at BCP. The Chair also encouraged members that after 12 months of completion of the project, members should have a walk around and ensure the work is looking ok. The work is anticipated to take around six weeks.

064 Date of next meeting

Wednesday 26th August at 18.30

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The next meeting of the Amenities Committee would take place on Wednesday 26th August 2026 at 18.30.

There being no further business, the Chair closed the meeting at 19.42.

Signed …….. Date……