

## FAWLEY PARISH COUNCIL

### ESTATES AND FACILITIES COMMITTEE

Minutes of the Estates and Facilities Committee meeting of Fawley Parish Council held on Wednesday 21 July 2021 at 7pm in the Jubilee Hall, Fawley.

Members	Present	Apologies	Absent
Cllr A Glass Chairman	√		
Cllr D McElhenny Vice-Chairman	√		
Cllr A Alvey	√		
Cllr A Carcus	√		
Cllr B Coyston		√	
Cllr B Hall	√		
Cllr B Thorne	√		

**Also present:** Cllr S Milgate, Cllr S Read.

**In attendance:**

Sue Markides, Deputy Clerk  
Jason Mansbridge, Grounds Manager  
Joshua Bond, Centre & Sports Development Manager

**E/F 01. Apologies.** Apologies were sent by Cllr B Coyston for personal reasons. These were accepted.

**E/F 02. Declarations of Interest and dispensations:**

Councillors are reminded of their obligation to declare any declarations of either pecuniary or personal interest in any Agenda items.

Any member declaring a pecuniary interest should be requested to leave the chamber by the Clerk prior to the item(s) in which the Member has declared an Interest being discussed, then invited to return to the chamber after any corresponding resolution has been made. These actions to be recorded in the Council's minutes.

2.1 To receive declarations of interest from councillors on items on the agenda

Cllrs Glass and Thorne declared a non-prejudicial interest in agenda item 06 Planning, as they are members of the New Forest District Council Planning Committee. They stated that they would consider the applications on the evidence in front of them at this point in time.

2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any) None

2.3 To grant any requests for dispensation as appropriate None

Draft awaiting confirmation at the next Parish Council meeting

**E/F 03. Minutes:** To sign as a correct record the minutes of the meeting held on 08 January 2020. These were received and adopted at the Parish Council meeting held on 11 March 2020. **RESOLVED:** That the minutes of the Estates and Facilities Committee meeting held on 08 January 2020 be confirmed as a correct record.

Suspension of standing orders

**E/F 04. PUBLIC SESSION** There were no members of the public present.  
Standing orders reinstated

**E/F 05. Chairman's Remarks:** The Chairman advised of the following:  
The Chairman of the Council has received the resignation of Cllr Tracey Matthews, Blackfield and Langley Ward. The vacancy has been advertised and if by 5 August, a request for an election to fill the vacancy is made in writing to the Returning Officer at New Forest District Council by TEN electors for the Parish, an election will be held to fill the vacancy. If no request for an election is received the vacancy will be filled by co-option. If an election is called, it will take place no later than 8 October 2021.

The Youth Worker and Assistant Youth Worker are running the Summer Holiday Club at QEII commencing Monday 26 July 2021. The Dibden Allotment Fund has very kindly made a further grant payment to the club (original grant monies were ring fenced as the club has not run) of £480 to allow for extra staffing of the club.  
To start with attendance to the Monday and Thursday sessions is by invitation only with of course a free lunch provided for all children attending. Any spaces can then be booked out.

The Council has received information from HCC regarding the junction improvements on the A326 – installation of temporary traffic lights (off peak only) at the Hardley Roundabout from 26/07 for 18 weeks and temporary road closure with the Dibden Roundabout and Main Road junction from 26/07 for 5 weeks. Some delays will be inevitable.

And finally, did you notice the Dementia Garden on the way in?  
Financed by Exxon grant monies in 2019-2020, thanks should go to the Maintenance & Works Supervisor who has designed and installed this with the help of the Grounds Team. Cllr Alvey used his District Councillor grant monies to fund the Tommy Soldier. An official opening will follow.

**E/F 06. Planning:** To note any planning comments that have been submitted under the delegated authority of the Deputy Clerk following consultation with Councillors.

**RESOLVED:** To submit the following observations and to note planning comments that have been submitted under the delegated authority of the Clerk following consultation with Councillors.

**a) Parish List:**

Full Planning Permission 21/10914

The Trees, Exbury Road, Blackfield, Fawley SO45 1XD

Proposal: Demolish the existing conservatory and replace with full width, double gabled, single storey extension. Extend first floor rear bedroom with a rear dormer.

**(No 3)** We recommend permission

Draft awaiting confirmation at the next Parish Council meeting

Full Planning Permission

21/10950

Wansbeck, Northampton Lane, Blackfield, Fawley SO45 1WR

Proposal: Single-storey rear extension

**(No 3)** We recommend permission

RE-CONSULTATION - Full Planning Permission

21/10500

Langley Cottage, Lepe Road, Langley, Fawley SO45 1YT

Proposal: Single-storey front and side extensions

**(No 3)** We recommend permission

Lawful Development Certificate proposed

21/10927

New Haven, 22 Springfield Grove, Holbury, Fawley SO45 2LL

Proposal: Loft conversion including rear dormer (Lawful Development Certificate that permission is not required for proposal)

Noted.

**b) NFDC Tree Works**

TPO /21/0316

34 Studley Avenue, Holbury, Fawley, SO45 2PP

Proposed work: Oak x 1 Fell

Reason for works: Found to have honey fungus

The Parish Council **SUPPORTS** this application subject to the advice of the arboriculturist of the New Forest District Council.

**E/F 07. To receive reports for the following:**

**a) Ashlett** – Cllr Hall advised that he had spoken to the Grounds Manager regarding the ongoing maintenance and what he intends to do at Ashlett.

**b) Play Areas** – see Grounds Manager report

**c) Footpaths** – see attached Appendix A

**d) Holbury Manor & Warren Copse** - see attached Appendix B

**E/F 08. To receive a report from the Grounds Manager and to note tree work orders received for FPC land with verbal update from Grounds Manager on works undertaken.**

Cllr Alvey advised of some negative comments received relating to the colour of the plants chosen for the 5-tier planter in Blackfield – the Grounds Manager advised that brighter colours will be requested next time.

Cllr Hall queried whether it would be beneficial cost wise for the Council to produce the plants for the parish planters, however it was noted that the Council works well with Copthorne Nursery who provide the plants at cost with only labour costs for assistance in planting.

Cllr Milgate queried the procedure to expand the planter scheme at Calshot. He will contact the Grounds Manager.

The annual inspection of the Council's play parks has taken place and the team are working through this.

Draft awaiting confirmation at the next Parish Council meeting

Tree work orders for the parish were discussed.

The Grounds Manager advised of the following:

I have asked the tree contractors to proceed with the work required on all sites apart from Holbury Manor as we are still working to complete works in house with the help of the Conservation Group.

With regards to the budget setting for the works, the survey has always arrived after the annual budget setting process and estimating the cost is near impossible. I have spoken with the corporate tree officer at NFDC and after discussion, I will be looking to increase the budget over the next two years to reflect our actual spend.

Cllr McElhenny raised concern regarding the priority of works and who was liable if the work was not completed within the stated time frames. A precise explanation of liability for any works not completed within the time frames has been requested from NFDC by the Grounds Manager.

Cllr McElhenny considered the report should be amended to read “works are recommended to be complete by.....”

It was noted that if during the tree survey NFDC come across any immediate danger then the Grounds Manager is advised straight away.

**RESOLVED:** To accept the report from the Grounds Manager (see attached Appendix C).

**E/F 09. To receive a report from the Centre Manager:**

The Centre Manager advised of the cautious return in getting back to usual operations, the current use of the flexible furlough scheme and further advised that the centre was not experiencing any staff shortages due to self-isolation now but it could become a concern as it is a small team.

Members noted the funding applications being completed for the replacement of the all weather pitches at Gang Warily, this would not go ahead unless the applications are successful.

Cllr Milgate wished to say he could highly recommend the gym at Gang Warily and considered the quality of the equipment to be fantastic.

**RESOLVED:** To accept the report from the Centre Manager (see attached Appendix D).

**E/F 10. Monthly Schedule of Accounts for May and June 2021**

**RESOLVED:** To accept the Monthly Schedule of Accounts for May and June (see attached Appendix E and F)

**E/F 11. To note Graphic User Interface information relating to Operating Costs for Parish Facilities. Noted.**

**E/F 12. To agree new rules for the allotments at Kennels Corner.** The Deputy Clerk wished to thank the Grounds Manager and Finance Manager for their work in producing the new rules for the allotments.

**RESOLVED:** To agree new rules for the allotments at Kennels Corner as presented (see attached Appendix G)

**E/F 13. To consider forming an Allotment Group with plot holders.**

**RESOLVED:** To form an Allotment Group with all plot holders, Cllr D McElhenny and the Grounds Manager; reports to be made to the Estate and Facilities Committee.

**RESOLVED:** That the recommendation that income received from allotment fees due in October 2021 is used to improve the allotment site is brought to a future meeting with a detailed structured plan.

**RESOLVED:** That the recommendation that allotment fees are fixed for one year - for payment due October 2021 with a review to take place afterwards is brought to a future meeting.

**E/F 14. To consider request from allotment plot holder to erect in the centre of his plot, a rain cover.** Discussion took place, whilst members considered the structure proposed to be unsuitable for the site it was considered the provision of a communal rain cover could be raised with the newly formed allotment group.

**RESOLVED:** To advise the plot holder that permission is not given for a rain cover on his allotment plot.

**E/F 15. To consider request to allow students studying B Tech Land Based Studies to attend the allotments at Kennels Corner as part of their qualification**

**RESOLVED:** To agree that students studying B Tech Land Based Studies may attend the allotments at Kennels Corner as part of their qualification subject to suitable risk assessments and supervision being in place.

**E/F 16. Fund raising project with the Youth Club –** Cllr Glass advised of a request from the youth of the parish for an extended skate park at Newlands Park which he hoped to progress through committee to Council. Discussion took place on very recent arson damage to the area and the vandalism and anti-social behaviour experienced there. Cllr Glass therefore considered that he would not progress this idea at this time.

**E/F 17. Update received from NFDC on Dog Walking Project on the Old Golf Course**

*Details, specification, and detail design of the bridge area are almost complete.*

*Procurement documents are just being finalised and the project has approval to proceed to tender.*

*NFDC Procurement team will be leading this process and is expected to take 4 weeks from when the tender is available. So, realistically, the contract will be awarded early to mid-September.*

Members noted the update whilst the Grounds Manager considered the area would be very wet if work commenced end of September/October.

**E/F 18. Meeting Resolution Updates:**

**Annual Meeting 19/05/2021 Minute ref 21/018**

**HCC Public Rights of Way: To note Footpath Improvements to Dark Lane/Saxon Road walking route will be undertaken by HCC** (further information to the Estates and Facilities Committee meeting due to be held in July).

HCC advise that New Forest District Council have agreed to the general ideas for the Mitigation Project in Fawley presented to them shortly after our site meeting in May. They have requested more detail, which HCC hopes to agree with them at a meeting arranged for next week. Further update to follow. Noted.

**E/F 19. Councillor news and comments.**

**Cllrs are reminded that this agenda item involves no more than an exchange of information**

Cllr Hall considered the garden created at the front of the Jubilee Hall was fantastic. He also requested that the clock there is looked at as he considered it mostly showed the incorrect time.

The Deputy Clerk advised that she remembered a quote for repair works to the clock being received many years ago that was in the region of £800 and therefore it had not progressed. She would however raise this with the Maintenance and Works Supervisor.

Cllr Read advised that she had contacted HCC and reported that a property owner had moved their fence thereby extending their garden and cut down a tree. She further advised that the Fawley Dog Show will be back in 2022 (hopefully).

**E/F 20. Correspondence:**

**a) For response:**

**i) Drought consultation (Southern Water). After viewing the consultation document, to agree responses and to note councillors can also submit a response individually consultation ends 02 August 2021. [Drought consultation \(southernwater.co.uk\)](https://www.southernwater.co.uk)**

Responses to the consultation were agreed (see attached Appendix H) and will be submitted by the Deputy Clerk.

**ii) NFDC: Temporary Events Notice, Vibrant Forest Brewery, Unit 3, The Purlieu Centre, Hardley Industrial Estate, Hardley, 07/08/21 12.00 – 07/08/21 20.00, Beer Festival, The sale by retail of alcohol, provision of regulated entertainment, 499 persons. Noted**

**b) For information:**

**i) HCC: Hampshire Highways, Night working Advance Notification B3053, Fawley Road, Carriageway Resurfacing, estimated 3 nights, mid-August 2021. Noted.**

**ii) HCC: Hampshire Highways, A326 (South) Junction Improvements, Fawley (previously circulated). Noted.**

**iii) Dibden Allotments Fund: Advice of successful grant application £480.00 for School Holiday Club. A thank you letter has been sent. Noted.**

**iv) FPC: To note that Cllr Coyston has retired from his volunteer position as FPC Water Bailiff. Noted. It was also noted that the parish has enough water bailiffs at this point in time.**

**v) HCC: The Hampshire (Whitefield Road/Mary Drake Close, Holbury) (Experimental Prohibition of Driving) (School Street) Order 2021. Cllr Alvey advised that this order has been made at the request of the school; three schools within Hampshire have been chosen to run this experiment and Cadland is one of them.**

**c) Available from the office and at the meeting:**

Police New Forest Partnership Update June 2021 (previously circulated), NFDC Cabinet Forward Plan 01 August 2021 – 31 July 2022 (previously circulated), Citizens Advice News Summer 2021, National Grid, Gridline Magazine, Clerks and Council's Direct July 2021, The Clerk Magazine July 2021, Press Release Forestry England Deputy Surveyor of the New Forest announces retirement (previously circulated). Noted.

Draft awaiting confirmation at the next Parish Council meeting

**E/F 21. Date of next meeting:** 13 October 2021.

**E/F 22. Exclusion of public and press: RESOLVED:** That, considering the confidential nature of the business to be transacted, the public, including the press, be excluded from the remainder of the meeting.

**E/F 23. Staffing matters:**

- a) **Staff training reports:** Noted.
- b) **Update on Sickness absence of the Clerk:** Cllr Alvey advised of the possible ill health retirement of the Clerk/RFO and informed the meeting that he will provide an update as soon as he hears anything.

There being no further business the meeting closed at 8.05pm.

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Chairman