

## LYNDHURST PARISH COUNCIL

Minutes of a meeting of Lyndhurst Parish Council held on Tuesday 9 July 2019 at 7.15 pm at Lyndhurst Community Centre.

Present: Councillors C Willsher (Chair), G Bisson, T Dunning, F Green, C Read, G Reeve, S Se-Upara, B Stratford and A Wiltshire.

In Attendance: Mrs H Brand (New Forest District Councillor)  
Mrs M Weston (Clerk/Responsible Financial Officer)  
Mrs C Griffiths (Lymington Times)

### 43. Disclosures of Interest

None.

### 44. Apologies for Absence

Apologies for absence were received from Councillors B Preddy, M Rollé and the Revd Dr C Wilkins.

### 45. Appointment of new Councillor

The Chairman welcomed Christine Read to her first meeting as a new Councillor and the Clerk/RFO received her Acceptance of Office and Declarations of Interest forms, duly completed and signed.

### 46. Public Participation

*Public participation period: A period of 10 minutes will be allowed. Members of the public intending to address the meeting must have registered with the Clerk by close of business on the Friday preceding the meeting at the latest. Members of the public in attendance are entitled to remain for the meeting should they so wish, unless any item is declared confidential or exempt business. Members of the public may only participate in any of the business being considered except by invitation of the Chairman.*

There were no items brought forward by members of the public.

### 47. Minutes

**RESOLVED:** That the minutes of the Parish Council meeting held on 11 June are approved.

### 48. Matters Arising from the Minutes

There were no matters arising from the minutes.

(a) *To confirm portfolio holders for Recreation, Community Engagement and Road Safety*

Recreation – Mark Rollé, Community Engagement – Brice Stratford, Road Safety – Suttichai Se-Upara

**RESOLVED:** That Councillor Rollé is confirmed (in his absence) as Recreation Portfolio holder, Councillor Stratford is confirmed (in his absence) as Community Engagement Portfolio holder and the Vice Chairman Councillor Se-Upara is confirmed as Road Safety Portfolio holder. Councillors

Rollé and Stratford, although not present at the meeting had intimated that they would be willing to take on the posts.

*(b) To receive inspection area reports (Appendix A)*

The report, as populated so far, had been circulated and the Clerk explained that a further three additions had been submitted with four reports still outstanding. All Councillors who had not completed their reports were asked to do so as soon as possible so that the Clerk could complete the spreadsheet for return to the relevant authorities with a request that action be taken. The Clerk also agreed to contact former Councillors Angela Trend and Peter Burrows to ascertain whether they would be prepared to keep a watchful eye on Emery Down and Bank and report to the Clerk any items which were in need of remedial action.

*(c) To confirm Councillor training arrangements – 5 November 2019 at 7.00 pm*

The Clerk confirmed that the cost of HALC training from Jon Brown would be £400 and she had written to all Town and Parish Councils in the New Forest District to ask if they would like to send their Councillors to the course for a cost of £25 per head. She was now concerned that the Beech Room might not be a large enough venue.

**RESOLVED:** That Councillors Reeve and Read ask the Crown Manor Hotel and Vernon Theatre respectively if they could provide accommodation if it should prove necessary.

*(d) Pride of Lyndhurst Awards*

Discussion had taken place and a decision made at the June LPC meeting regarding increasing the number of awards to four with an overall Parish Champion. Further discussion then took place regarding the date and format for the event.

**RESOLVED:** That the event should be tied in with the Annual Parish Meeting and remain on the same date, ie third Tuesday in March (17 March 2020). It would take the form of an award ceremony with cabaret style seating from 7.00 to 9.00 pm and the name would remain as in previous years – the Parish Champion Awards, although more structured criteria would be required. The Chairman reported that he had prepared an online nomination form which he would distribute.

49. Planning Committee Meeting

The minutes of the Planning Committee meeting held on 25 June 2019 were confirmed as a true and accurate record:

It was noted that the change of use for the LPC office at 13 High Street had been granted but the application for a reduction in non domestic rates had been rejected. However, the landlord would be taking this matter to Appeal.

50. Action Plan Update

*(a) Cemetery Charges*

Figures had been prepared to show an increase in Cemetery Charges by 5% and 10% in view of the fact that they had not been increased since 2016 (Appendix B).

**RESOLVED:** That Cemetery charges will be increased by ten percent for residents from 1 September 2019. With regard to fees for non residents, who were permitted to use the Cemetery

due to their strong local connection, all existing residents' fees from 1 September would also be increased by ten percent and tripled and not doubled as in the past.

*(b) Fire Risk Assessment*

Councillor Reeve had undertaken a fire risk assessment for the Parish Council office at 13 High Street and this was presented to Councillors for authorisation in line with statutory requirements. (Appendix C). It was noted that there was already a telephone installed in the basement. Councillor Reeve reported that the report showed that there was still work required including:

- PAT testing of electrical equipment.
- Fire exit door at rear of office is not adequate and a new lock would need to be installed with a notice on the door to show how the new lock will operate.
- Notices of fire drill.
- Fire extinguishers and notices.
- Simple training for fire extinguishers.
- Simple fire safety training.
- Fire detection system needs to be tested on an annual basis.
- Emergency lighting needs to have monthly function test and annual discharge test.
- Fire safety log book required and Councillor Reeve agreed to provide this.
- The lease should be checked to see whose responsibility it was for payment of the above.

**RESOLVED:** To act on recommendations and authorise payment where necessary.

*(c) Environment*

*(i) Great Mead Orchard*

Councillor Bisson registered a personal interest in Great Mead as he owned a dwelling abutting the land.

The Chair reported that there is a fair amount of interest in orchard villages. It was noted that Great Mead is a designated area of public open space. It was considered that more information was needed.

**RESOLVED:** To place this matter on hold until Councillor Wilkins is present.

*(ii) Atmospheric Pollution*

The Chair reported that atmospheric pollution level information will go on our website. The NFDC report will be updated and a forum will be established. The Chair stated that he has asked for a draft copy of the new plan but is not sure yet when or whether this will be made available.

The Minstead and Lyndhurst traffic group will be meeting shortly and the Chair and Councillor Bisson will attend on behalf of LPC.

*(d) Recreation Ground Update*

The Chair, Councillor Reeve and the Clerk had met with a representative from Wicksteed at Coles Mead Recreation Ground to consider equipment and safety surfacing for all three play areas. It was noted that the fitness trail is rotting below the surface and a suggestion had been made to remove this and replace with a new fitness trail. In the central area the suggestion is to replace

the multi-use piece of equipment with something similar to but smaller than that in the main area and replace swing seats. There would be a small double swing and a basket swing. Recycled plastic benches in rainbow colours would be installed. The seesaw would be removed and replaced and there would be a roundabout. Astro turf would be used around the edges and this could incorporate a play tunnel. The existing bark would be replaced in general with wet pour safety surfacing in main areas in various colours. The scheme was likely to cost £150k and would also include a shelter near the skateboard ramp. Diversity and inclusion would be very important aspects of the scheme.

Another idea that had come from the meeting was to provide an area for very young children in the village and Great Mead had been suggested as a possible site. Wicksteed had drawn up a scheme with a likely cost of £24,000 all inclusive.

Councillor Bisson asked if both schemes were really necessary and felt that consultation should take place with local people as well as investigations as to the suitability of the ground conditions. Generally, it was felt that grant aid should be sought for any scheme for Coles Mead Recreation Ground and that Great Mead would purely be for small children whose parents would accompany them to use the equipment. Advice would be sought as to whether planning permission would be necessary at Great Mead.

**RESOLVED:** To explore possibilities for both sites further.

*(e) Road Safety*

The Vice Chairman reported that Dave Donawa is looking into the possibility of more sites for LPC's SID and further information would then be made available.

*(f) Amenities*

It was noted that the provision of the new bus shelter would be pursued.

*(g) Community Safety*

Councillor Green reported that she can now take more responsibility within the Neighbourhood Watch scheme. The Emery Down Group will shortly be meeting. PCSO Richard Williams would be hosting a talk on 17 July regarding scams and how to avoid them and this would be held in the Church. More co-ordinators were now joining the scheme which is working well.

*(h) Community Engagement*

Councillor Wiltshire asked whether VJ Day would be commemorated as well as VE Day. Further discussion would be held over until the September meeting when it was hoped Councillor Stratford would be present.

51. District Councillor's Report

District Councillor Hilary Brand reported that she had met with Mandy Ware, Team Leader for Traffic and Safety at HCC who had agreed to provide signage on roads and lamp posts but there had been a negative response to any crossings and roundabouts. There may be a possibility of central reservations although this would necessitate road widenings which could negate this possibility.

Councillor Brand reported that the school bus stop in the car park can be moved. She had also looked into the reasons why the churchyard grass might be overgrown and it was thought this was only temporary due to building work.

52. Finance

- (a) To note accounts for the financial year to 30 June 2019 (Appendix D)
- (b) To adopt a LPC reserves policy (Appendix E)
- (c) To authorise payment of invoices due at today's date (Appendix F)
- (d) To note and authorise May 2019 bank reconciliation (Appendix G)

53. Reports from Representatives of Outside Bodies

None.

54. Dates of Future Meetings

Planning Committee – 23 July and 27 August 2019 – 7.15 pm – Lyndhurst Community Centre  
LPC Meeting – 10 September 2019 – 7.15 pm – Lyndhurst Community Centre  
Training meeting – 5 November 2019 – 7.00 pm – Lyndhurst Community Centre  
Village VE Day event – to be finalised after consultation with Councillor Stratford

55. Items for Discussion at the Next Meeting

Items brought forward from the July Agenda

Items brought to the Clerk's attention by Monday 2 September 2019

In the absence of any other business the Chairman thanked those present for attending and closed the meeting.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

**(See next page for Action Points)**

## ACTION POINTS

Minute	Action required	By whom	By when
48b	Inspection Reports to be completed.	MR/CW/FG/CR	31.07.19
48d	APM/Parish Champion Awards – seek sponsorship	All	Next meeting
49	Non domestic rate reduction/rebate request	CAW	Next meeting
50b	Fire risk assessment – act on recommendations	GR	31.07.19
50c(i)	Community orchard – investigate and prepare report	CW	Next meeting
50c(ii)	Environment pollution – obtain draft copy of new plan from NFDC	CAW/CW	Next meeting
50d	Children’s Play Equipment – Coles Mead, including funding and Great Mead	All	Next meeting
50f	Bus shelter – pursue Land Registry and order shelter	GB/Clerk	Next meeting
54	VE Day commemoration – set up date and form working group	BS/CAW/Clerk	Next meeting