

LYNDHURST PARISH COUNCIL

Minutes of a meeting of Lyndhurst Parish Council held on Tuesday 14 January 2020 at 7.15 pm at Lyndhurst Community Centre.

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

In Attendance: Mrs M Weston (Clerk/Responsible Financial Officer)

132. Disclosures of Interest

Disclosures of interest to be registered as they occurred during the meeting.

133. Apologies for Absence

Apologies for absence were received from Mark Rolle (employment commitment) and Trevor Dunning (unwell). The Chair asked Councillors present if they were willing to accept the reasons for absence. All Councillors indicated that reasons for absence were acceptable.

134. Public Participation

The Chair declared an interest as a L&DCA Trustee.

Mrs Christine Brown explained that she was a local resident as well as being a Trustee at the Community Centre and had come to the meeting to explain that staff at the Community Centre are getting a lot of visitors to the village coming to their reception area expecting them to have tourist information. The Community Centre is a charity and is not equipped to deal with this type of enquiry, which takes staff and volunteers away from their work. The Tourist Information Centre is no longer situated in the car park but there are 17 signs which remain around the village advertising it. Mrs Brown enquired as to what information on this subject is being provided and by whom as there is very limited static information in the Heritage Centre. They are a visitor attraction the museum, gift shop and reference library.

County Councillor Heron stated NFDC had funded the visitor centre. He had spoken to officers and thought it would be possible to blank some of the signage out or remove it altogether and he undertook to discuss this matter further. He would like to see more information provided, with an interactive screen and would be able to provide grant aid to fund this item.

Councillor Stratford asked if the Library could take on an information service. Councillor Heron said there was a need to make over £1,000,000 in savings so this might not be possible. Mrs Brown thought that even something basic would be of assistance.

RESOLVED: That the Parish Council work with Lyndhurst and District Community Centre to obtain a satisfactory solution to the problem which could then be taken to the appropriate authorities.

135. Minutes

RESOLVED: That the minutes of the Parish Council Meeting held on 10 December 2019 are approved as a true and accurate record.

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136. Matters Arising from the Minutes

None.

137. Planning Committee Meeting

The minutes of the Planning Committee meeting held on 17 December were received and noted.

Councillor Reeve enquired whether LPC intended to pursue the possibility of dragon's teeth on the greens outside the Forest Lodge Hotel. It was noted that motorists are also driving from Pikes Hill up over the hill by the pedestrian access into Cranleigh Paddock and onto the tarmac track. This problem could also be solved with dragon's teeth. It was agreed that the Clerk explore the idea of dragon's teeth with HCC and report back to the February meeting as an Agenda item.

Councillor Reeve reported that he, Councillor Se-Upara and the Chair had met with representatives of Hoburne, as new owners of the Lyndhurst Park Hotel, who had explained their proposals for the site in planning terms. Councillors had found the meeting very encouraging. Representatives from Hoburne would shortly be consulting with the NFNPA planning officer and would not leave any plans with LPC until this meeting had taken place and an idea of whether it was acceptable had been formed. It was emphasised that any plans were still in the formative stage. Hoburne are trying to meet the criteria of the new Local Plan which will have some affordable housing, holiday lets, retail and residential property. Their proposals appeared to maintain the part of the hotel with heritage value. The tree screen would be maintained and open space would be introduced. Proposals showed a plan to mirror and extend the High Street with small retail units, followed by an access to the site and an eclectic mix of residential flats and one, two and three bedroomed homes. There would be two other developments within the site. The hotel building would have some form of tourism such as holiday apartments. The aim was to enhance the view at the entrance to the village.

With regard to local plan requirements, it is considered that the proposals provide additional open space accessible to all and represent a comprehensive redevelopment of the site, whilst retaining historic elements and conserving and enhancing the character. Important trees will be retained and C3 residential use will be provided with dwellings limited to a maximum of 100 square metres of habitable floor area.

The owners had read our Residents Survey and had consulted and noted the published results. They would now be consulting the NFNPA Planning Officer followed by public consultation and a planning application submission in mid March.

Concern was expressed as to whether there would be sufficient capacity at the local GP surgery and infant school to deal with increased population and Councillor Heron stated that when local plans were made full consultation was made with all parties.

It was noted that a structural survey is being undertaken of the building at the present time and Councillor Stratford reported that the oldest part on the extreme left is the best built with the most architectural merit.

138. County Councillor's Report

County Councillor Heron presented his report as follows:

The Chair declared an interest in this item as a L&DCA Trustee as Community Centre building houses the Library.

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Councillor Heron reported that as HCC had to make significant cost savings the possible closure of libraries or reductions in opening hours was being considered. Councillor Heron felt there was likely to be some sort of compromise. There were now less people using the library service with an internet service (Borrow Books) being available as well as the Hampshire Libraries for Schools service and home visits for older people. Hampshire is changing shape in that there are areas where a great deal of housing is being built so where the population is not growing there is less likelihood of having a Library facility. Councillor Heron advised residents to respond to the consultation and said he felt that the Parish Council should also be talking to business people who could assist with finance.

The Chair felt that the Community Centre would rather support the Library than have the accommodation and Trustees would keep Councillor Heron informed of their views.

139. District Councillor's Report

District Councillor Brand presented her report as follows:

Councillor Brand reported that she had started a petition to ensure the Library is not closed and feels that the Library is very important to the village being ideally situated near the school and car park.

The new posts promised for the car park should be arriving soon or may already be installed. Her grant budget had been divided between the men's shed project and the Infant School environment project.

There had been unrest and disappointment regarding the Christmas lights this year with traders reporting a fall in visitors which they were attributing to the lights although wet weather conditions could also be the reason. It was understood that a solution would be sought.

Rachel Higgins, Environmental Protection Team Manager at NFDC had emailed the Clerk regarding a meeting at ATC on Thursday 30 January regarding air quality and ways it could be improved. The Chair would be attending the meeting.

Councillor Reeve reported that Portsmouth City Council are reportedly going to introduce a mandatory air quality levy and this could lead to an increase in articulated lorries through Lyndhurst. Councillor Brand said she would discuss this with Rachel Higgins.

140. Finance

- (a) To note accounts for the financial year to 31 December 2019
- (b) To authorise payment of invoices due at today's date
- (c) To note and authorise December 2019 bank reconciliation

RESOLVED: To authorise items (a), (b) and (c) above

141. Electoral Review of New Forest District Council

Discussion took place around NFDC's proposal to reduce the number of District Councillors at the 2023 elections. It was possible that, due to population numbers, the Lyndhurst Ward might be joined with another smaller parish.

RESOLVED: That the Clerk write to explain the impracticality of any proposal to merge Lyndhurst with another parish as it was in the Centre of the forest and important in its own right. As a defined

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village it presented a more urban aspect than the surrounding smaller parishes, particularly in view of the size of its village centre and amenities.

142. The Role of Portfolio Holders

The Chair explained the role of the previous system which allowed Committees to take decisions on Parish Council matters. From June 2019 portfolio holders had been appointed and they brought important matters requiring full LPC attention to the main meetings. Other matters were dealt with between the portfolio holders and the Clerk. Discussion took place with Councillor Bisson stating that he did not feel this system worked for Amenities. Councillor Wiltshire said he was Chairman of two committees (Cemetery and Allotments) and felt it was working well. Councillor Reeve felt there could sometimes be a need for a flexible approach as there could be a danger with one person making decisions.

RESOLVED: To continue with portfolio holders but with a willingness to allow them to evolve with a flexibility for change. Terms of reference would be drawn up by the Chair and Clerk with succession planning drawn up for the future.

143. Annual Parish Meeting and Annual Report

The Chair reminded portfolio holders that their reports for the annual parish meeting should be submitted by the end of January. The APM and Awards would take place at the Crown Manor Hotel on Tuesday 17 March 2020 commencing at 7.30 pm.

144. Standing Orders

Discussion took place regarding possible absenteeism from LPC meetings for which draft standing orders had been produced.

RESOLVED: To amend the standing orders as circulated to show that Councillors who failed to attend six consecutive meetings without an accepted apology within a six month period would be asked to leave LPC. However an addition would be added to show that any Councillor failing to attend a meeting for three months would be contacted as a welfare measure. Standing orders would be formally ratified at the February LPC meeting.

145. Reports from Representatives of Outside Bodies

Councillor Wiltshire reported that the British Legion would be holding a Burns Night on Saturday 25 January.

Councillor Preddy reported that the school children would be making poppies and it was noted that the Church was also organising knitted poppies for a display from the Church.

The possibility of a stained glass window in the Chapel would be further discussed at future date.

Councillor Bisson asked that the matter of a search engine and Councillor photographs for the website be addressed.

146. Dates of Future Meetings

Village VE Day event meeting –16 January 2020 at 7.00 pm in Lyndhurst Community Centre
Planning Committee – 28 January 2020 at 7.15 pm in Lyndhurst Community Centre
LPC Meeting – 11 February 2020 at 7.15 pm in Lyndhurst Community Centre

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147. Items for Discussion at the Next Meeting

Items brought forward from the January Agenda
Items brought to the Clerk's attention by Monday 3 February 2020
Heritage Forum.

148. Exclusion of the Press and Public

In accordance with Paragraph 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Councillors are invited to resolve that the Press and public be excluded from the meeting during consideration of the following item owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information. This exclusion relates to Agenda Item 18 only.

149. Parish Champion and Other Awards

Voting took place regarding the Community Spirit Award. It was understood that information would arrive shortly regarding a candidate for the Youth Achievement Award. The APM would take the form of a formal report lasting approximately 20 minutes, followed by questions and Councillors Stratford, Green and Se-Upara introducing the awards, with the Chair introducing the Parish Champion Award.

Councillor Stratford would approach Perry Bond at Down to the Wood regarding production of a suitable award carved in wood. The APM and Awards would be advertised in What's On.

Chairman _____

Date _____

Action Points

| Minute | Action required | By whom | By when |
|--------|--|-----------------------|----------|
| 134 | Signage advertising Tourism Information Centre | LPC/L&DCA | |
| 141 | Response to Electoral Review of NFDC | Clerk | 31.01.20 |
| 143 | Reports to Annual Parish Meeting | All Portfolio Holders | 31.01.20 |
| 144 | Amendment to standing orders | Clerk | 04.02.20 |
| 145 | Search engine installed on website | Clerk/TLC | |
| 145 | Councillor photographs for website | All | |

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Accounts for payment presented to January 2020 Parish Council meeting:

| | Amount | VAT | Total |
|---|----------------|---------------|-----------------|
| Accounts due for payment: | | | |
| SLCC | 180.00 | | 180.00 |
| Membership renewal | | | |
| ALCC | 40.00 | | 40.00 |
| Membership renewal | | | |
| Mary Corbett Accountancy Ltd | 30.00 | | 30.00 |
| Payroll services | | | |
| ITEC | 25.99 | 5.20 | 31.19 |
| Photocopying | | | |
| Hampshire County Council | 398.52 | | 398.52 |
| SLR extension posts | | | |
| South Wilts Falconry | 35.00 | 7.00 | 42.00 |
| Deposit for falconry display at VE celebrations | | | |
| Lyndhurst & District Community Assoc | 188.00 | | 188.00 |
| Room hire - LPC(x2)/Planning/VE Day (x2) | | | |
| HMRC | 1670.59 | | 1670.59 |
| NI and Income Tax contribuitons | | | |
| Mrs M Weston | 2018.90 | 45.00 | 2063.90 |
| Clerk's salary and expenses | | | |
| Hyde Parish Council | 75.00 | | 75.00 |
| Full refund HALC Training Course - 3 Cllrs | | | |
| Hythe & Dibden Parish Council | 100.00 | | 100.00 |
| Full refund HALC Training Course - 4 Cllrs | | | |
| Bransgore Parish Council | 50.00 | | 50.00 |
| Full refund HALC Training Course - 2 Cllrs | | | |
| Beaulieu Parish Council | 50.00 | | 50.00 |
| Refund for HALC Training Course - 2 Cllrs | | | |
| ADH Cleaning & Maintenance Services | 32.00 | | 32.00 |
| Office window cleaning | | | |
| NFDC | 307.00 | 61.40 | 368.40 |
| 6 months servicing dog waste bins | | | |
| Mint Gardens Ltd | | | |
| Cemetery maintenance & materials | 1179.00 | 235.80 | |
| Clearance for new bus shelter base | 560.00 | 112.00 | |
| Tree clearance at Great Mead | 80.00 | 16.00 | |
| Play area safety surfacing & maintenance | 1600.00 | 320.00 | |
| Total | | | 4102.80 |
| Digitoolbox | 845.00 | 169.00 | 1014.00 |
| Office equipment (new computer for RFO) | | | |
| Total | 9465.00 | 971.40 | 10436.40 |

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| Bank Reconciliation – 01.12.19 – 31.12.19 | |
|--|------------------|
| Opening Balance - 01.11.19 | 158,229.13 |
| New Income | 224.50 |
| Sub-total | 158,453.63 |
| Payments made | 8,988.36 |
| Total | 149465.27 |
| | |
| Balance at 31.12.19 | 149465.27 |
| | |

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