

LYNDHURST PARISH COUNCIL

Minutes of a meeting of Lyndhurst Parish Council held remotely by Zoom on Tuesday 12 January 2021 at 7.15 pm.

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

In Attendance: County Councillor E Heron (part of the meeting)
District Councillor H Brand
Mrs M Weston (Clerk to the Council)
Six candidates for the co-option post of Parish Councillor
Mrs Carolyn Griffith, Press representative
Two members of the Public

Councillor Bisson asked if Councillors were required to raise their hand if they wished to speak during the meeting and the Chair confirmed that this would be the case.

234. Disclosures of Interest

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

235. Apologies for Absence

An apology for absence was received from Councillor Read, who had sent apologies for absence as she was unwell.

236. Vacancy for a Councillor

The Chair welcomed those present and explained that it was necessary to invite candidates for co-option to the Parish Council to attend a meeting prior to interviews being conducted. However, due to the fact that meetings were being held by Zoom at the present time because of coronavirus restrictions it was unlikely that interviews would be conducted until this could be achieved on a face to face basis. Even then because of the number of interviews an Extraordinary meeting would have to be convened.

237. Public Participation

None.

238. Minutes

RESOLVED:

- (a)** That the minutes of the Parish Council Meeting held on Tuesday, 10 November 2020 are approved as a true and accurate record and
- (b)** That the minutes of the Planning Committees held on the 24 November 2020 and 15 December 2020 are noted as a true and accurate record.

239. Matters Arising from the Minutes

- (a)** *Parish Council Meeting*

None.

(b) Planning Committee Meeting

It was reported by the Planning Committee chairman that another Planning Application had been received for Weavers Cottage.

Whilst it was understood that a new application had been received by NFNPA for the Lyndhurst Park Hotel it had yet to be posted on their website.

240. County Councillor's Report

Councillor Heron reported that HCC is asking for views on the vision, desired outcomes and guiding principles behind a new Hampshire Local Transport Plan. This is the start of a conversation to help develop a new transport strategy and plan.

Since 2001, Hampshire's Local Transport Plan has set the objectives, policies and strategy for transport across the County, helping people to maintain their quality of life and go about their daily business. Seven years have now passed since the Plan was last updated, and there is a need to review outcomes and design principles in the changed context of new technologies, the pandemic and increased focus on active lifestyles and the challenges of climate change.

Residents are invited to share views on the following:

- **Vision:** What will our transport system look like in 2050?
- **Outcomes:** What are we trying to achieve in terms of climate change, economy, the environment, and society?
- **Guiding Principles:** How we will change the way in which we plan and deliver transport?

More information is available at: <https://www.hants.gov.uk/transport/localtransportplan>

A local cycling and walking infrastructure plan was also being produced.

The HCC Library Service would now come within Councillor Heron's portfolio.

Councillor Heron explained that grant aid from his devolved budget scheme would be available again from June 2021.

241. Finance

The Finance Officer's Report was presented containing the following documents:

(a) Accounts for the financial year to 31 December 2020

RESOLVED: To note and authorise the accounts to 31 December 2020 as detailed on the spreadsheet.

(b) Payments made since the date of the last meeting and due at today's date

RESOLVED: To authorise payments made and due for payment since the date of the last meeting totalling £12,120.80.

(c) November and December bank reconciliations

RESOLVED: That the bank reconciliations for November and December 2020 be noted.

242. Parish Action Plan

(a) *Coles Mead Play Equipment*

As Recreation Portfolio Holder, Councillor Rollé updated the meeting on the ground work situation following the acceptance of an offer from Vitaplay for play equipment and safety surfacing in the Recreation Ground. To recap, authorisation had been given for purchase of the equipment and, due to the fact that the groundwork if undertaken by Vitaplay was likely to be in the region of £4,300 it had been decided to have this aspect of the work undertaken by our own local contractors in the hope that it could be done at a more favourable rate and because their knowledge of the ground in the area would ensure the least amount of damage being incurred. Due to weather and ground conditions this work would not be possible until at least March this year so it would be necessary to delay the contract until after that date.

RESOLVED: That the Clerk contact Vitaplay and ask for a time extension until late March 2021.

(b) *Wellands Road Football Ground Lease*

Councillor Rollé reported that although LPC's solicitor was now making progress there were still some questions to be answered, mainly regarding the present leaseholder.

RESOLVED: That the Clerk continue to liaise with our solicitor and gain as much local information as possible so that further headway could be made.

(c) *Ashurst to Lyndhurst Cycle Track*

Councillor Preddy reported that she had cycled along the track that day and had found that previous undergrowth had now died back making the track passable. However it was unlikely that this would be the case once new growth occurred in Spring. County Councillor Heron had obtained information from the Highways Team stating that there were no faults on the track at present but a watchful eye would be kept on the situation.

(d) *Councillor and Staff ID Badges*

Councillor Reeve reported that the ID badges had now arrived and would be distributed once face to face meetings could be established.

(e) *Update on Government Grant Opportunity for High Streets*

The Chair explained that following earlier correspondence on financial support as a result of Covid-19 NFDC had taken the decision to make a distribution of support grant funding to all 38 Town and Parish Councils in the New Forest District, indicating that LPC would receive £2,209.20. This would not be ring fenced and could be used at the discretion of each council. However, no funds had yet been received and a decision on how they would be allocated could be left until a subsequent LPC meeting.

(f) *Calendar*

The Clerk reported that details regarding the competition to attract photographs for the 2022 calendar had been published in What's On. However, in previous years funding had been obtained from outside sources for production. It seemed unlikely that similar funding would be available for the new calendar although it should be possible to gain approximately £600 in revenue from advertising. The question was raised as

to whether Councillors wished to see the Calendar continue and there was unanimous support from Councillors. Councillor Stratford reported that he had a contact who could print the calendar.

RESOLVED: That costings be put in hand and findings reported back to the next meeting. If necessary the calendar would be funded by LPC although County Councillor Heron said he might be able to find a small amount of funding provided mention was made of some of the services operated by HCC. Each Councillor would pick a photograph.

Councillor Wiltshire said that 10 April would mark the 100th anniversary of the war memorial and asked if a photograph could be dedicated to this event. Local churches would be holding services. Councillor Stratford suggested recreating or using the original photograph of the event. Council Wiltshire said that Angela Trend had a great deal of historical information about the war memorial.

RESOLVED: That Councillor Stratford source a suitable photograph of the war memorial for the April page of the calendar.3+

(g) Cemetery Road

The Clerk reported that, provided the weather conditions were suitable, Cemetery Road would shortly be resurfaced. Councillor Se-Upara asked if the road could be renamed and the Clerk said the road was not the responsibility of the Parish Council but this lay with Forestry England over whose land it was laid. The final spur was the Parish Council's responsibility but this was only a short stretch of road.

(h) Village Design Statement

Councillor Reeve, as Planning Committee Chairman, reported that there had been an excellent response (90) to the form sent out with the calendars asking for replies to a questionnaire. Any statement compiled and adopted would be a statutory document. The Chair had summarised the responses and it was proposed that a small group would take this matter forward consisting of both Councillors and residents in order to ensure that it was Lyndhurst's view and not just LPC.

(i) Relocation of Parish Office

The Chair declared an interest in this Agenda item as he was also a Trustee of Lyndhurst and District Community Association.

The Chair reported that good progress was being made on the fitting out of the Parish Council Office at the Community Centre. From a financial point of view LPC were paying £9,500 per annum for their current office to which had to be added payment of business rates and running/utility costs. The lease expired on 12 May 2021. In all this involved an outlay of £19,000 per annum. Rent of £8,000 had been negotiated for the new office and this would include utilities. Business rates were likely to be much lower, leading to an estimated outlay of approximately £12,000 per annum. An Ineos grant to LPC of £25,000 will be paid to the Community centre as a down payment which means that rent would be free for three years. The long term viability of the Community Centre was heading in the right direction although there was a shortfall because of increased costs for the refurbishment work. The Chair reported that it might be necessary to ask the Parish Council for further finance at the March meeting.

(j) CCTV Package

Councillor Rollé reported that considerable damage had been sustained to the camera and solar panel adjacent to the skateboard ramp. This had been followed, on a separate occasion, by further damage to

the camera on the junior football club hut. It was considered that an update might be necessary to some of the other equipment, although the equipment in the Cemetery was of high tech value. Councillor Rollé said he would meet with representation from CCTV companies, after which the Finance Officer would obtain quotations.

RESOLVED: That Councillor Rollé report back in the March LPC meeting.

243. Village “Welcome” Signage

The Chair reported that the existing signage had been criticised in the VDS questionnaire, mainly due to the logo. Councillor Se-Upara had raised the issue regarding the visibility of the replacement signage and Councillor Bisson said that there had been a mix-up with HCC when the signs were ordered leading to an incorrect interpretation of requirements and older style and colour signage being used to replace that used more recently which had a reflective appearance. The logo used on the signage was used on our stationery. Councillor Se-Upara also mentioned a design for a new “chain” of office.

RESOLVED: That further discussion take place when the signage is replaced but that Councillor Stratford discuss with Perry Bond a more traditional logo whilst keeping the Bolton’s Bench theme.

244. Annual Parish Meeting

RESOLVED: That the APM be held on Tuesday, 18 May with portfolio holders reports required in advance. The awards for 2020 would also be presented at the APM.

245. Publication of Minutes

RESOLVED: That Minutes be circulated to all Councillors for comment as soon as possible after the LPC meeting and once any changes had been made they would be published on the LPC website in draft format with a link on social media.

246. District Councillor’s Report

District Councillor Hilary Brand reported on the new levelling up grant which would allow £20M for roads and said she was looking into the possibility of gaining some finance for road improvements in Lyndhurst. The Chair said he felt this would not be forthcoming as it would not meet the criteria.

Councillor Brand said she would like to be part of the VDS group.

Grant aid this year had been directed to St Michael’s Church, Lyndhurst Infant School and the Village Decorations Committee. Next year’s grant aid would go to the new Library at the Community Centre.

Councillor Brand reported that she was organising the development of an app for Lyndhurst visitors. She had ascertained that any planters must be owned by LPC and asked to meet with the Chair and Clerk regarding any funding opportunities.

Councillor Bisson reported that LPC had taken over responsibility from the Village Decorations Committee for the planters adjacent to seating at the entrance to Knightwood Avenue and on the left hand side of the road at the bottom of the High Street, together with the larger ornamental display outside the Fox & Hounds PH.

247. Statutory Items

(a) *Proposed document retention policy*

RESOLVED: That the document retention policy, as produced by the Finance Officer, be approved.

(b) *Reserves Policy*

RESOLVED: That this item be authorised.

(c) *Financial Regulations*

RESOLVED: That the Financial Regulations, as amended by the Finance Officer, be approved.

(d) *Financial Risk Assessment Policy*

RESOLVED: That the Financial Risk Assessment Policy, as amended by the Finance Officer, be approved.

(e) *Acceptable Internet Use Policy*

This policy had originally been produced by Councillor Rollé and although at present in use for Councillors and staff using LPC equipment it should be updated before approval was made.

RESOLVED: That Councillor Rollé amend the document and it be brought back to the next LPC meeting for comment and approval.

248. Rural Market Towns Group

The Clerk outlined correspondence she had received from David Inman, Director of the Rural Services Network. The aim was to work together to get rural problems better voiced and this would be a subscription group although subscription was free until August 2021 due to the COVID situation. Market towns would be brought together to focus on problems experienced.

RESOLVED: That as Lyndhurst was not a town and did not have a market it would not be appropriate to join this organisation as LPC's focus would be different to that of the main body involved.

249. Reports from Representatives of Outside Bodies

Councillor Reeve asked if there was any information regarding when the new pole would be installed on Gosport Lane to accommodate LPC's speed camera device. Councillor Se-Upara and the Clerk reported that Dave Donawa had been corresponding with HCC and the matter was in hand.

Councillor Green reported that the Christmas goody bags and hampers, to which LPC had made a donation, had been distributed and had been very well received. There had also been a lot of input and support with some lovely letters of thanks. The food bank continued with close on 300 food hampers having been distributed since the coronavirus pandemic had begun.

The Chair thanked the Food Bank Group/Lyndhurst Welfare Charity for all they had achieved at this difficult time.

Councillor Bisson stated that the Village Decorations Committee had taken down the Christmas decorations and were looking to the future.

Councillor Se-Upara reported that the Lyndhurst and Emery Down Community Hub had been very quiet since commencement of the present lockdown. People now seemed to be well organised and did not need so much support.

Councillor Reeve said that, with regard to the pending planning application for the Lyndhurst Park Hotel, it was likely that the Parish Council would have to ask for an extension to the NFNPA and would deliberate the application by an Extraordinary meeting conducted via ZOOM.

250. Dates for Future Meetings

Planning Committee – 26 January 2020 – 7.15 pm (to be conducted via ZOOM)

Planning Committee – 23 February 2020 – 7.15 pm (to be conducted via ZOOM)

LPC Meeting – 9 March 2020 – 7.15 pm (venue to be advised)

251. Exclusion of the Press and Public

RESOLVED: In accordance with Paragraph 1(2) of the Public Bodies (Admission to Meetings) Act 1960 Councillors resolved 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. The exclusion relates to Agenda Item 18 (Minute 249 only).

252. Annual Awards

Discussion took place around whether or not Councillors who had been nominated in another capacity other than as a Parish Councillor or as a member of another organisation should be eligible for an award.

RESOLVED: That caution was needed to arrive at a decision but that Councillors should not be precluded from the discussion or final decision. Five awards would be made and a decision was made from the nominations coming forward.

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

Chairman _____

Date _____

Lyndhurst Parish Council Monthly Budget Report - December 2020/21

BUDGET TO MONTH 9 % = 75%	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 75	Budget vs. forecast
INCOME							
A0 - Reserves carried over	118,434.75	118,434.75	-	118,434.75	118,434.75	100.00 %	
A1 - HMRC VAT refund	4,176.14	4,000.00	(176.14)	8,000.00	18,000.00	23.20 %	Based on 19-20 will claim October & March & 1 x large project
A2 - Precept	100,000.00	100,000.00	-	100,000.00	100,000.00	100.00 %	April and October
A3 - HCC Lengthsman scheme	1,100.00	1,100.00	-	1,000.00	1,100.00	100.00 %	matched funding
A4 - Burials & grave purchases	20,469.10	18,750.00	(1,719.10)	23,000.00	25,000.00	81.88 %	Estimate
A5 - Allotment rents	3,394.50	3,890.00	495.50	2,500.00	3,890.00	87.26 %	Updated prices - due October - payments outstanding
A6 - Admin income	1,274.00	1,166.00	(108.00)	4,300.00	27,000.00	4.72 %	Calendar sales; £25K grant from INEOS for office modifications; remove picnic on pitch grant
Total INCOME	248,848.49	247,340.75	(1,507.74)	257,234.75	293,424.75	84.81 %	£36K increase - £25K grant for capital project + VAT reclaim + increase in allotment rent less picnic on pitch income; greater burial income
EXPENDITURE							
B Admin Costs							
B1 - HALC - Fee/NALC Levy	746.14	750.00	3.86	750.00	750.00	99.49 %	Due May 2020 annual payment
B2- LCDA room hire, adverts, etc	240.00	300.00	60.00	1,600.00	400.00	60.00 %	Lockdown - no bookings
B3 - Lengthsman	320.00	750.00	430.00	2,000.00	1,000.00	32.00 %	£1K funded by HCC grant
B4 - Payroll costs	18,596.66	18,750.00	153.34	25,000.00	25,000.00	74.39 %	Up to date
B5 - Grant allocations	-	-	-	2,500.00	27,500.00	0.00 %	donations for local causes; office modifications £25K
B6 - Office costs	16,185.33	14,625.00	(1,560.33)	18,595.00	19,500.00	83.00 %	costs of running the office - additional cleaning costs; new IT Contract
B7 - Misc/Expenses/HMRC/Audit	10,403.04	12,000.00	1,596.96	16,600.00	16,000.00	65.02 %	HMRC payment x 4; audit charges due Spring 21
Total Admin Expenditure	46,491.17	47,175.00	683.83	67,045.00	90,150.00	51.57 %	office costs (1K), one off grant (£25K), savings on lengthsman, Misc & room hire (£3K) - £23K

C Cemetery Costs							
C1 - Electricity	1,140.78	1,087.50	(53.28)	750.00	1,450.00	78.67 %	Electricity - high due to actual reading
C2 - Grounds maintenance	12,806.00	14,250.00	1,444.00	21,000.00	19,000.00	67.40 %	Mint Gardens Limited includes increase to £20 ph - slightly lower than prior year
C3 - NFDC rates	1,981.24	1,980.00	(1.24)	2,125.00	2,640.00	75.05 %	includes 3% increase - actual rates now received-revised forecast
C4 - Miscellaneous	640.00	408.00	(232.00)	2,000.00	15,000.00	4.27 %	Flowers, chapel painting, lychgate, benches (£5.5K); glass window £4K; toilet £5K, cemetery gate repairs £500
Total Cemetery Expenditure	16,568.02	17,725.50	1,157.48	25,875.00	38,090.00	43.50 %	£700 inc electricity, £2K savings grnds maint, £500 inc rates, £13K inc. capital projects - Overall £12K increase

BUDGET TO MONTH 9 % = 75%	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 75	Budget vs. forecast
EXPENDITURE							
D Allotment Costs							
D1 - Utilities	701.97	600.00	(101.97)	520.00	800.00	87.75 %	water costs
D2- Grounds maintenance	3,220.56	2,775.00	(445.56)	3,200.00	3,700.00	87.04 %	Mint Gardens including lengthsman - additional cost incurred clearing area
D3 - Miscellaneous	681.33	750.00	68.67	550.00	1,000.00	68.13 %	ie Ground rent,
Total Allotments Expenditure	4,603.86	4,125.00	(478.86)	4,270.00	5,500.00	83.71 %	£1300 increase due to water charges, plot clearance & plumbing repairs
E Recreation Costs							
E1 - Forestry Commission rent	693.00	650.00	(43.00)	650.00	650.00	106.62 %	uplift in rent
E2- Grounds maintenance	2,840.00	4,500.00	1,660.00	7,000.00	6,000.00	47.33 %	
E3 - Miscellaneous	100.00	262.50	162.50	350.00	350.00	28.57 %	annual inspections
E4 - Playground	-	-	-	27,000.00	52,000.00	0.00 %	One off payment for Coles Mead playground - take from reserves

E5 - Football ground	1,300.00	1,300.00	-	6,000.00	6,000.00	21.67 %	Legal costs and fencing
Total Recreation Expenditure	4,933.00	6,712.50	1,779.50	41,000.00	65,000.00	7.59 %	<i>£1K saving on grnds maint, £25K extra for Coles Mead capital project,</i>
F Amenities Costs							
F1 - Grounds maintenance	1,725.20	2,250.00	524.80	3,520.00	3,000.00	57.51 %	<i>Mint Gardens Limited includes increase to £20 ph</i>
F2- Village Walks	-	150.00	150.00	200.00	200.00	0.00 %	
F3 - NFDC dog bins	626.28	465.00	(161.28)	620.00	620.00	101.01 %	
F4 - Miscellaneous	3,286.00	4,875.00	1,589.00	500.00	6,500.00	50.55 %	<i>Increase forecast for tree works; footpath at Emery Down; £500 wildflower meadows</i>
Total Amenities Expenditure	5,637.48	7,740.00	2,102.52	4,840.00	10,320.00	54.63 %	<i>Extra £5.5K for tree works, footpath & wildflower meadow</i>
G - VAT to be reclaimed	5,489.09			-	18,000.00		
Total VAT	5,489.09				18,000.00		<i>based on one large project tbc</i>
Total EXPENDITURE	83,722.62	83,478.00	(244.62)	143,030.00	227,060.00	36.87 %	
Surplus balance				114,204.75	66,364.75		

Lyndhurst Parish Council Nov/Dec 2020 payments approved January 2021			
Includes on line payments via bank and cheques			
Accounts due for payment	Amount	VAT	Total
ADH Window Cleaning			
Window cleaning services Feb 2020	£ 66.00	£ -	£ 66.00
Mint Gardens Limited			
Garden services October	£ 1,860.56	£ 372.11	£ 2,232.67
Lyndhurst Community Centre			
Hall hire October 2020	£ 50.00		£ 50.00
Lyndhurst Village Decorations			
Contribution to Christmas decorations	£ 60.00		£ 60.00
Digitoolbox Limited			
IT migration and monthly service contract	£ 136.00	£ 27.20	£ 163.20
PKF Littlejohn			
Audit costs for 2019-20	£ 400.00	£ 80.00	£ 480.00
M C Whelan			
Office cleaning 14/28 Oct & 4 Nov	£ 76.00	£ -	£ 76.00
M Weston			
Expenses - zoom licence & stamps	£ 124.10		£ 124.10
Cllr G Reeve			
Reimbursement for window film for post office	£ 54.30		£ 54.30
Forestry England			
Rent Uplift following review	£ 43.00		£ 43.00
M C Whelan			
Office cleaning 18.11.20	£ 30.00		£ 30.00
TLC Online			
Website maintenance Sept - Nov 2020	£ 100.00		£ 100.00
ADH Window Cleaning			
8 & 22 October window clean	£ 16.00		£ 16.00
November Salaries			
M Weston	£ 1,736.88		£ 1,736.88
C Gibbs	£ 321.97		£ 321.97
NFDC			
GIS mapping	£ 104.17	£ 20.83	£ 125.00
NFDC			
Grounds Maintenance	£ 385.20		£ 385.20
M C Whelan			
Office cleaning 1.12.2020	£ 30.00		£ 30.00
Lyndhurst Community Centre			
What's On booklet	£ 24.00		£ 24.00
G Reeve			
Reimbursement for councillor badges	£ 117.15	£ 23.43	£ 140.58

Mint Gardens Limited			
November garden maintenance	£ 2,330.00	£ 466.00	£ 2,796.00
RTS Fencing			
Bench works	£ 100.00	£ 20.00	£ 120.00
WEL Medical			
IPAD batteries	£ 152.00	£ 30.40	£ 182.40
Digitoolbox Limited			
IT monthly service contract	£ 51.00	£ 10.20	£ 61.20
Viking			
Office stationery	£ 60.83	£ 12.16	£ 72.99
Lyndhurst Community Centre			
Hall hire 22.9.2020	£ 25.00		£ 25.00
NFDC			
Dog bins	£ 313.14	£ 62.63	£ 375.77
M C Whelan			
Office cleaning 16.12	£ 30.00	£ -	£ 30.00
RTS Fencing			
Installation of new fence	£ 100.00	£ 20.00	£ 120.00
December Salaries			
M Weston	£ 1,736.68	£ -	£ 1,736.68
C Gibbs	£ 322.17	£ -	£ 322.17
Royal Mail			
1st class stamps	£ 19.69		£ 19.69
TOTALS	£ 10,975.84	£ 1,144.96	£ 12,120.80

LYNDHURST PARISH COUNCIL

Bank Reconciliation - 01.12.2020 - 31.12.2020	
Opening Balance - 01.12.2020	£ 170,587.27
New Income	£ 2,309.00
Sub-total	£ 172,896.27
Payments made	£ 7,695.40
Total	£ 165,200.87
Balance at 31.12.2020	£ 165,200.87

LYNDHURST PARISH COUNCIL

Action Plan

Lyndhurst Parish Council's Action Plan is a community project that addresses community needs and represents community views.

The Plan will influence Local Authority decision-making, will give focus to medium and long-term plans for the Parish and will seek to influence local matters such as Planning, Leisure and Highways. With a Parish Plan in place, we can apply for funding from sources which would otherwise be unavailable. The Plan is intended to involve all sections of the community and will give momentum to projects that might otherwise be lost.

It is not a tool for political, religious or commercial purpose nor is it a mandatory process. It is not controlled by Local or Central Government.

The planned activities may well change over the year and are likely to increase as other projects are identified. **Items in red font have been completed.**

ACTIVITIES AND ACTIONS	LEAD PERSONNEL	BUDGET	TIMESCALE
CENTRAL			
Secure permanent base for Parish Office at Lyndhurst Community Centre	MW and CW		By May 2021
Apply for NALC Foundation Award to benchmark performance against other top Parish Councils	MW and CW	£50 fee	Autumn 2020
Review Council contracts and secure best value	CG, MW and CW		Ongoing
Relaunch Council website	CW and MW		Spring 2021
Organise Village social event	BP, CR et al		August 2021
Investigate opportunities to make High Street more attractive (employing road sweeper/litter collector; installing planters)	MW, CW, SS and CR		On-going
Create opportunities to distribute vegetable plants (etc.) around the village	FG	Nil	On-going
Work with HCC to improve footpath along C17 at Emery Down Church to A35 near crossing to Bank	MW	Nil	On-going
Ensure Parish Council has Resilience Plan in place in case of future emergency	CW and SS	Nil	
Provide online access to LPC archives	CW & volunteers	Nil	Ongoing
Work with NFDC & community groups to identify air pollution & traffic solutions	CW	Nil	Ongoing
ALLOTMENTS (Adrian Wiltshire)			
Install security cameras	AW, MW & CW	£300	Autumn 2020
AMENITIES (George Bisson)			
New village signage	GB	£2,000+	2021-2022 - ongoing

ACTIVITIES AND ACTIONS	LEAD PERSONNEL	BUDGET	TIMESCALE
Work with NFDC to identify sites for wildflower meadows in open spaces	All		Ongoing
Trees at Great Mead using NFDC environment grant	GB/MW		Spring 2021
CEMETERY & REMEMBRANCE (Adrian Wiltshire)			
Redecorate the Chapel	AW		
Install stained glass window	AW and CW	£4,000	
Install toilet in chapel	AW	£5,000	
Co-ordinate Remembrance Day commemorations	AW		By 11 November 2020
Create online index to graves	CW	Nil	Spring 2021
RECREATION (Mark Rollé)			
Replace carpet and life expired equipment in Zone 1 of Coles Mead Recreation Ground	MR and MW	£75,000	Spring 2021
Secure footpath from A35 Southampton Road to Coles Mead	MW and GR		Spring 2021
Secure combined lease for Football Club and Coles Mead and partnership agreement	MW, MR and CW	£5,000	Spring 2021
Continue to explore opportunities for external funding	MW and CW		On-going
Continue to investigate feasibility of creating Toddlers' playground at Great Mead	MR	£25,000	On-going
Update CCTV package	MR/CG		Spring 2021
PLANNING (Graham Reeve)			
Production of Village Design Statement	GR		On-going