

**MINUTES OF THE MEETING OF BROCKENHURST PARISH COUNCIL  
HELD ON TUESDAY 18<sup>th</sup> FEBRUARY 2025 AT BROCKENHURST VILLAGE HALL**

**Present:**

Cllr R Horne	Chairman
Cllr A Bartlett	Cllr M Harris
Cllr P Hollins	Cllr J Korbey
Cllr P Pearse	Cllr J Wingham
Cllr R Wolstenholme	

Mrs H Lawrence Parish Clerk  
Eight members of the public

**Public Presentments:**

A presentment was given by a member of Friends of Brockenhurst Station and a member of Greener Brockenhurst regarding a proposed event on Sunday 5<sup>th</sup> October 10-4pm. The aim of the event is to encourage links between the station and the village and will be a two centre event, one at the station car park and one in Brookley Road. This would involve local market traders and local community organisations. A road closure application would need to be submitted by the organisers to NFDC to close Brookley Road.

An update was requested on the Commemorative Plaque Scheme that the Parish Council agreed last year to form a working group and make some funds available.

The principal of Brockenhurst College attended regarding the concerns for traffic on the A337 and possible future actions and was invited to speak during Cllr Parker's District Councillor report. See item 25/27.

**25/23 Apologies for absence:** Cllr R Bowles, Cllr K Whittle

**25/24 Declarations of Interest/Requests for Dispensation**

Cllr Barlett declared an interest in 25/38.

**25/25 Minutes of the Meeting held 21st January 2025**

Proposed, seconded and signed as a correct record.

**25/26 County Councillor's Report** – Cllr Mans gave his apologies and no report was given.

**25/27 District Councillor's Report**

Cllr Parker gave an update on work on local flooding problems and future actions. Brockenhurst will be in phase 1 of the new refuse bins scheme and a letter will be sent to resident and a leaflet included with the council tax bills. Delivery of the new bins will be between 14<sup>th</sup> April – 6<sup>th</sup> June 2025. An update on planning matters was given. Concerns were raised regarding the increase in accidents outside of Brockenhurst College and whether any measures could help to slow down traffic or help pedestrian to cross the road. The College Principal was invited to speak by the chairman and gave an overview of the situation and possible future plans. It was agreed that Cllr Mans should be kept informed.

## **25/28 Reports and response to Consultations:**

- i) Events committee meeting held 22<sup>nd</sup> January

Cllr Pearse gave an update on the last meeting and plans for the various 2025 events. It was agreed that the events committee diary should be circulated with the PC agenda in future.

- ii) Planning Committee meetings held 28<sup>th</sup> January

Cllr Korbey gave an update on the planning meetings and ongoing issues.

- iii) A&I Committee meeting held 4<sup>th</sup> February

A report of the meeting was given by Cllr Bartlett and the following items were recommended for approval: -

- a) The recommendation to adopt the amended Allotment Management Policy.
- b) The recommendation to accept the quote for £4710.00 for the solar panel system for the groundsmen shed including lighting and a security system, subject to checking insurance requirements and any planning permission.
- c) The recommendation to adopt the amended Memorial Inspection Policy.
- d) The recommendation to accept the quote for £803.33 for the War Memorial Garden planting project.
- e) The recommendation to add one name to the War Memorial subject to a suitable contractor being sourced and within the agreed costs. It is recommended to accept with thanks £500 from Friends of Brockenhurst for this project.
- f) The recommendation that a second hand desk at a cost of £40.00 is purchased for the front office.
- g) The recommendation to add one additional item to the Lengthsman Winter list.

All the above items were unanimously approved.

- iv) College Liaison meeting held 6<sup>th</sup> February 2025

Attended by Cllr Horne and Cllr Wingham. The following items were discussed:-  
The college students were complimented for their good conduct in politely queuing outside of Tesco Express, Co-op and the bakery. The help students have given during the Christmas Fun Evening was greatly appreciated. Future help has been requested for the Pancake Races. Concerns for student behaviour at the train station was raised and it was noted that there has been no new graffiti on the college bus stop. The ongoing parking problems were raised. The colleges part in the village emergency plan was discussed, along with the college photograph competition.

- v) Village Centre Strategy Working Group held 13<sup>th</sup> February

Cllr Wolstenholme gave an update from this meeting which included:-  
A planting project for wildflowers/bulbs outside the garage on Brookley Road.  
Quotes are being obtained for two replacement benches and a square table and also for a cycle rack. It is hoped that the expenditure will be covered by a grant from NFNPA, Friends of Brockenhurst and Tesco.

**ACTION: Clerk to check the current cultivation licence**

- vi) Patient Participation Group report

Cllr Harris reported on the last meeting held on the 30<sup>th</sup> January 2025.

There is a new Practice Manager who will take over at the end of March. The group is engaging with patients and has requested whether a suggestion box could be funded for from the Chairmans allowance. It was agreed that the £34.00 suggestion box is purchased.

**ACTION: Clerk to purchase suggestion box**

- vii) NFALC meeting held 27<sup>th</sup> January 2025

Cllr Horne attended. The minutes have been circulated.

- viii) Quadrant meeting held 27<sup>th</sup> January 2025

It was noted that this meeting and the NFALC meeting were scheduled for the same evening. Attended by Cllr Bartlett attended.

- ix) Verderers Stewardship Scheme event held 31<sup>st</sup> January 2025

This was attended by Cllr Barlett.

**25/29 Update on flooding actions**

Cllr Horne updated the present position on the efforts to mitigate flooding in Burley Road during heavy rainfall. The Environment Agency has now released the final report on the study of the use of Natural Flood Management from the Weirs Area. Cllr Adam Parker had to use a Freedom of Information request to achieve this. Unfortunately, this final report was less useful in proposing measures to control the flood water reaching the Watersplash area than those outlined in the draft report. There is supplementary information that a Brockenhurst flood scheme is currently included in the Environment Agency next Capital Investment Programme from 2027/28. This is conditional on a number of things, including to the availability of resources and the level of risk to residential properties. Because we believe that some action could be taken in the short term without large capital funding, which we see as important with climate change having greater effect, we are planning to have a further meeting with the Environment Agency to raise our concerns.

It was agreed that a letter to our MP may be required.

**25/30 Update on the Brookley Road Scheme**

Hampshire County Council have advised that the drainage work should be carried out at the end of March and the work for the scheme to follow.

Details of the funding agreement are being finalised. Further clarification regarding the licensing of the existing benches opposite Tesco Express is required from HCC licencing.

**ACTION: Clerk to clarify bench status with HCC Licencing**

**25/31 Update on parking problems in Brockenhurst**

The clerk confirmed that a report has been sent to Cllr Mans.

### **25/32 Update on Martin's Corner Footbridge**

A response has been received from Forestry England but further clarification is required on Forestry England position with the future plans for the bridge.

It was agreed that a letter to our MP Sir Julian Lewis may be required.

**ACTION: Clerk to chase Forestry England for their response and write to MP if required**

### **25/33 Update on Village Sign and to consider quotes**

Cllr Wingham confirmed that obtaining the specialist quotes for manufacture and installation of the sign had been difficult, but two quotes have now been received.

£3775.00 from George Cherry for the profiling, fabrication, galvanising and powder coating of the metal sign.

£3776.94 from Farwells for the wooden pole, base plate, assembly and installation.

Both quotes were unanimously approved. It was agreed that as this will go slightly over budget that the remaining amount will be allocated from the remaining amount in the A&I budget for the repair of the bus shelter.

**ACTION: Clerk to contact contractors**

### **25/34 Update on Citizen of Brockenhurst Awards 2025 to consider quote for the awards for winners**

The quote of £150.00 + VAT for the three wooden awards was unanimously agreed.

**ACTION: Clerk to place order**

### **25/35 Review of arrangements for the Annual Parish Meeting 30<sup>th</sup> April 2025**

Councillors to liaise with the clerk with any requests.

### **25/36 To consider nominations received for co-option of one councillor**

Three candidates put themselves forward for the one casual vacancy

Following a majority vote, Michael Croker was co-opted. The results were scrutinised by a member of the public.

**ACTION: Clerk to make arrangements for forms to be signed**

## **25/37 Correspondence**

### **Beaulieu PCSolent Cluster meeting**

Cllr Pearse and the newly co-opted Michael Croker will attend.

NFALC      Preparing for a Unitary Future Training

Cllrs Korbey and Bowles have confirmed they would like to attend the training on the 19<sup>th</sup> March. Councillors to advise the clerk as soon as possible if they would like to be booked.

### **ACTION: Clerk to book places**

NFNPA      Planning for the future of the New Forest National  
Park: Have your say on the Local Plan review

The consultation is for six weeks from 4<sup>th</sup> February – 18<sup>th</sup> March. It was noted that the closest drop-in event is Brockenhurst Village Hall on Monday 3<sup>rd</sup> March 2pm-7pm.

Responses to the consultation can either be submitted as individuals and a reply on behalf of the Parish Council can be submitted. Councillors to send any comments to the clerk by Monday 10<sup>th</sup> March to be collated into one response.

It was noted that Greener Brockenhurst has written to ask us whether a joint response to the Consultation could be considered. It was agreed that the responses should be separate.

### **ACTION: Clerk to respond to Greener Brockenhurst**

NFDC      Government consultation, new Mayoral Strategy for Hampshire and Solent.

It was noted that the consultation closes on the 13<sup>th</sup> April 2025.

HCC      Carriageway repairs 28<sup>th</sup> February, Brookley Rd junction with Rhinefield Road

This is for one day typically 8am-4pm but not sure whether this is for the repair of the Watersplash area.

NFNPA      Bin outside Tesco Express

Following previous correspondence, it was requested that concerns for this bin is made with NFDC Streetscene and ask if they have reviewed the bin and will replace it with a large pony proof bin.

### **ACTION: Clerk to contact NFDC Streetscene**

Greener Brockenhurst      Litter pick

It was agreed that the Parish Council would join in with the arranged litter pick on the Monday 24<sup>th</sup> March with students from Brockenhurst Collage.

### **ACTION: Clerk to contact Greener Brockenhurst**

## **25/38 Accounts for payment: Proposed, seconded and agreed**

J Humphrey	Payroll January	£42.00
A&T	Recruitment advert	£403.20
A&T	Memorial inspection adverts	£206.30
P&D Hannon	Office electricity recharge	£104.92
P&D Hannon	Office insurance recharge	£463.06
P&D Hannon	Office water recharge	£49.53
Lyndhurst Landscapes Streets	WM maintenance January Supplies	£162.00 £132.62
Shimie Shine Cleaning	Office clean January	£45.00
Viking	Stationary	£52.60
Corbins	Flowers	£35.00
Wessex Windows	Office windows January	£12.00
Village Hall	Meeting room hire	£15.80
Payments made:-		
Tesco mobile	Groundsman mobile	£10.00
Co-op	Two office parking clocks	£90.00
Mailchimp	Email newsletter subscription	£12.90
Tesco	Office supplies	£3.50
P&D Hannon	Office rent	£625.00
BT	Office communication	£69.16

## **25/39 Review of the Scheme of Delegation policy**

With no amendments the policy was unanimously re-adopted.

## **25/40 Clerks & RFO report**

Internal Auditor has postponed the February review, but this is not expected to impact on the year end AGAR preparation.

VAT quarterly returns are up to date with the latest one having been submitted for the period October – December 2024 and associated rebate received in January 2025.

It was noted that the current accounting software will need to be upgraded/replaced soon as it is built on a Microsoft Access platform which is no longer supported and which lacks the range of functionality common to most other local council systems widely available in the market.

Website - Celia will be able to issue a link to the new website later this week for your feedback. It is hoped that the website will be live by mid-March.

Nalder website is also in the final stages following several amendments.

## **25/41 Items to note - to include items raised by members of the public**

Friend of Brockenhurst Station were thanked for their presentation. It was noted that the potential event would be mentioned at tomorrow night's events meeting.

Cllr Horne acknowledged the request for an update on the Commemorative Plaque Scheme and explained that since this was agreed the then Chairman stepped down and Cllr Horne, who was going to lead on the Commemorative Plaque scheme has become

Chairman and with his additional duties he has not had any spare time to set up the working group.

Cllr Bartlett reminded everyone that a decision was made at the July 2024 Parish Council meeting regarding what road closure applications for Brookley Road we would either submit or support.

**25/42 Date of Next Meeting:** Tuesday 18<sup>th</sup> March 7pm at Brockenhurst Village Hall

**Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed.**

**25/43 Recruitment of RFO**

It was agreed that the vacancy would need to be re-advertised but without the planning clerk duties, all other details are the same, except the contractual notice period will be increased to three months. Clerk and assistant clerk will take on the additional planning clerk work between them.

Printed advert would be displayed for two weeks in the Lymington Times, Indeed, HALC, PC website, Facebook and noticeboards.

It was agreed that a locum should be sourced if required.

The meeting closed at 9.28pm