



Brockenhurst Parish Council

Minutes of a meeting of the Amenities & Infrastructure Committee held on Tuesday 5 August 2025, at 7.00pm, in Brockenhurst Village Hall

Members Present: Cllr R Horne; Cllr K Whittle; Cllr J Korbey; Cllr M Harris OBE; Cllr M Croker

Officers Present: G Pettifer, Clerk & Responsible Officer

Also present: Cllr J Doughty; Cllr R Wolstenholme

Cllr Harris OBE opened the meeting in his capacity as Vice Chair and recognised that this was due to the resignation of Alan Bartlett as a Councillor and Chair of the A&I Committee. He asked that grateful thanks be extended to Mr Bartlett for his service and dedication to the Council. He also welcomed the new Clerk to her first A&I meeting.

A&I.25/24 To elect a chairman of the committee

Cllr Croker was elected as Chair of the Amenities and Infrastructure Committee.

A&I.25/25 Public participation

There were no members of the public present.

A&I.25/26 Apologies for absence

Apologies were received and accepted from Cllr P Hollins due to ill health.

A&I.25/27 Declarations of interest/Requests for dispensation

There were no declarations of interest.

A&I.25/28 Confirmation of minutes of previous meeting [\[LINK\]](#)

It was **RESOLVED** the minutes of the previous meeting, held on 06 May 2025, be **APPROVED** and were signed by the Chair.

A&I.25/29 Matters arising from the minutes of the last meeting

There were no matters arising.

A&I.25/30 Frequency of meetings

It was **RESOLVED** to defer the decision on the frequency of meetings and to review the Terms of Reference for the Amenities & Infrastructure Committee, at the next A&I meeting.

Action: Clerk to add items to October agenda.

A&I.25/31 Physical Asset Report – report to follow

The Clerk gave updates regarding Parish Council Assets.

- Playground - repair to the trampoline still outstanding. **ACTION: Clerk to contact contractor.**
- Black Knoll Allotments – the committee noted that new signage for the allotment gate is in place.; a date for removal of glass structure scheduled for 7 August 2025; and Alan Bartlett has agreed to assist the Clerk with the administration of the allotment holders in a voluntary capacity.
- Cemetery - The Clerk has been investigating software to digitise parish burial records. **ACTION: Clerk to present report with costings to the next committee.**
- War Memorial – **ACTION: Clerk to investigate plaque/name plate for adding to war memorial.**
- Seats, Signs and Bus Shelters, etc. - Annual bench inspection report outstanding. **ACTION: Cllr Croker to undertake inspection of benches** (except cemetery benches, which have their own policy and inspection rota).
- Storage – **ACTION: Cllr Horne and Cllr Whittle to apply sealant to the New Park container.**
- Office - 70B Brookley Road - Renewal of contract and deed of variation ready for approval with two Councillor signatures needed. **Action: Cllr Horne and Cllr Wingham to visit the office and sign the contract.**

A&I.25/32 Cemetery Policy

The Committee discussed an amendment to the Cemetery Policy. It was **RESOLVED** to recommend Full Council reduce the term of residency required for half-rate burial fees, from 30 years to 20 years.

It was **RESOLVED** to review the Cemetery Regulations in the New Year.

A&I.25/33 National Cycleway 2

Cllr Croker gave a verbal update regarding a National Cycleway 2 realignment and would report further progress to the next meeting.

A&I.25/34 Sparks Green Project [\[LINK\]](#)

It was **RESOLVED** to recommend to Full Council that this project be terminated and the Barker Mills Estate be informed of this decision.

A&I.25/35 Lengthsman

The Committee noted the verbal report given by the Clerk. A meeting was scheduled with the Lengthsman to discuss areas of work.

A&I.25/36 Budget 2026/27

Members were asked to have a list items or projects, to be included in the 2026/27 budget, for discussion at the next meeting in October.

A&I.25/37 Any other items the Chairman deems urgent

Cllr Whittle offered to check the village sign which, because it was made of green oak, may have dried out in the extended period of hot weather and the post may have shrunk and become loose.

A&I.25/37 Date of next meeting

It was noted that the next meeting of the Amenities & Infrastructure meeting was scheduled for **Tuesday 07 October 2025 at 7.00 pm.**

The meeting closed at: 8.05pm.