

PARISH COUNCIL OF NEWLANDS

MINUTES OF THE AMENITIES COMMITTEE MEETING HELD ON THURSDAY 24th NOVEMBER 2022 AT NEWLANDS COMMUNITY HALL, NEWLANDS AVENUE, WATERLOOVILLE, HAMPSHIRE, PO7 3BX COMMENCING AT 7.30 pm

Members: Cllr M Read (Chairman) (P) Cllr A Kirby (from 8:03) (P)
Cllr L Price (P) Cllr C Brook (P)

Also present, Cllr D Crichton – Chairman of the Council, Luke Hayter - Amenities Parish Warden and Karen Seear - Clerk to the Council.

Prior to the start of this meeting The Chairman D/Cllr Mike Read wished to make a statement in relation to a recent Facebook post. He wished to state that he has an interest in the community and wishes to serve the community these are his only intentions and not for anything else. D/Cllr Brook echoed the statement.

072/23A Apologies: All councillors were present.

073/23A Declarations of Interest: D/Cllr Read and D/Cllr Brook both declared interests as they are Ward members for Winchester City Council. Cllr Kirby wished to mention that he had been appointed as Chair of the WACA Trust. **NOTED.**

074/23A Previous Minutes and matters arising: The minutes from the Amenities Committee Meeting held on 13th October 2022 were received. **It was UNANIMOUSLY RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

075/23A Public Session: No members of the public were present.

076/23A Correspondence: Correspondence had been received from Luke Hayter the Parish Warden regarding Playground safety training. The course which he is planning to attend is a 2-day course in Swindon. He will require overnight accommodation. Prices for which had been received. **It was UNANIMOUSLY RESOLVED to approve the cost of around £70 for an overnight stay.**

077/23A Warden's Report: The Warden gave a verbal report. He had been working further on the 5-year plan and timeline. The Christmas lights installation and work to the cable has been arranged in readiness for the Christmas light switch-on event on the 2nd December. The speed monitor device previously purchased, will require an additional unit to make it more convenient for use. It uses solar power. The manufacturers, Elan City have approved the return of the previous unit and will send out the solar units shortly. **NOTED.** Noticeboards for Community Hall. The Warden has sent details to the clerk. Defibrillator details were also circulated. **NOTED.**

The Warden had a query regarding a budget for the spend for the amenities office/storage unit. Cllr Crichton stated that the costs of these will come from the commuted sum as part of the land transfer from WCC. It was queried whether there currently are sufficient funds in the general reserve to purchase the required unit(s). The Warden will come back with costs as soon as possible for further discussion. **NOTED.**

The Warden queried whether a procurement protocol was in place as he feels this is the most urgent aspect and is required prior to the purchase of the units. **NOTED.** The Warden is currently trying to establish what is required. Cllr Crichton clarified what would be needed and it is with these requirements that costings can be calculated. The Chairman suggested working with Grainger to form a plan. **NOTED.**

- 078/23A Adoption of Open Space:
The Chairman gave a verbal update. He had been speaking with Steve Lincoln – representative from WCC. Correspondence had been received on the morning of this meeting which states there has been some progress regarding the adoption process. Cllr Crichton reminded members about the complication regarding the Dicentra 106 agreement. The Chairman stated this should have been considered. Once the two legal agreements are complete the transfer should take place. The Chairman hopes it may be the responsibility of Newlands PC around 31st March 2023. **NOTED.**
- 079/23A Open Space Maintenance Contracts: Cllr Brook and the Warden are due to have a TEAMS meeting with a WCC representative regarding current maintenance contracts. It is hoped this will aid the PC in planning in readiness for the land transfer. **NOTED.**
- 080/23A Amenities Storage/Office Facility: This item is in hand. **NOTED.**
- 081/23A Events and event management: Cllr Brook gave an update on the upcoming Christmas event on the 2nd December 2022. Fred Dinenage MBE has agreed to switch the lights on. Crafts for the children will be provided as well as music and refreshments. It was queried whether a PA system will be required? Cllr Brook has a microphone and speaker which she is willing to provide. **NOTED.** Cllr Crichton asked if there was a process in place in case too many people turn up? Cllr Kirby had suggestions as to how to handle this should it arise. **NOTED.**
Cllr Kirby gave an update on communication between WACA and the community plan group. The group would like to use the hall for their meetings and events and are expecting free use of the hall. A process of how to make hall bookings requires consideration. WACA had suggested that only the clerk book the hall for free. WACA went on to suggest that the group apply for a grant. The grant money could then be used for bookings. **NOTED.**
Cllr Kirby went on to speak about event management. He suggested that consideration be given to employment of a member of staff or giving the clerk the additional responsibility of organizing events. An events calendar would be beneficial as well as and preparation for event expenses etc. The Chairman suggested adding this item to the Full Council agenda. Both Cllr Kirby and Cllr Crichton suggested adding the additional hours/responsibility to the existing staffing. Cllr Price suggested asking WACA for assistance. The matter will be considered further at Full Council. **NOTED.**
- 082/23A Community Hall:
Terms and conditions of hire: Updated terms and conditions were circulated and **NOTED.**
External noticeboard: The Warden had identified several options for the external noticeboard. Costs are around £450-£650. The funds for which could come from the hall account. **NOTED. It was UNANIMOUSLY RESOLVED to purchase an external noticeboard not exceeding £700. Details to be added to the full council meeting.**
External Defibrillator: The Warden had circulated details. Grainger have agreed to the installation. Grants may be available to assist with the cost. The matter will be brought back to a future meeting. **NOTED.**
- 083/23A Allotments: Cllr Kirby suggested that the council join the allotment society. The matter will be considered by Full Council. **NOTED.**
- 084/23A Amenities Committee Budget: Currently this committee is not in the best position to be able to make an accurate assumption as to the budget required for the next financial year. Ground staff may be employed during the year and the costs associated with this have been identified. Considerations have been given to the leasing of a vehicle. It was recommended to suggest a budget of £6k for the cost of the vehicle to be considered by

the Finance and personnel committee. Insurance will be an additional expense. £500 budget was suggested for insurance purposes and £100 per month the budget for fuel. **NOTED.**

It was suggested that the RFO could look into insurance policies. **NOTED.** Lead times for vehicles vary and may influence the choice of vehicle which has yet to be determined. **NOTED.** The Chairman went on to suggest that 10% of the precept money be used for Amenities purposes. This may reduce down to 5% in future years. It is the intention that the commuted sum be stretched as far as possible to cover 20 years. **NOTED.**

The training element of the budget may also need to be increased due to the future employment of staff. The Chairman suggested increasing the budget to £4k. The accommodation element should be considered within this budget line. **NOTED.**

085/23A Other reports: Cllr Brook reported that a Denmead Councillor has some tree saplings available and she wondered whether the council would be interested. It was decided that Cllr Brook should make enquiries. **NOTED.**

The meeting closed at 8:55pm.

The next meeting of the Amenities Committee is scheduled for Thursday 12th January 2023 starting at 7.30pm.