



**MINUTES OF MEETING OF AMENITIES COMMITTEE**  
**17 December 2024**  
**09:30, Woolton Hill Church Hall**

**Chairman:** Cllr Rand (Chair)  
**Present:** Cllr Hurst, Cllr Blakeway  
**In attendance:** One parishioner  
**Clerk:** Amy White

**1. Welcome and apologies**

Cllr Roots and Cllr Cooper sent their apologies.

**2. Declarations of Interest**

None.

**3. To Agree Minutes of Previous Meeting**

The Minutes of the meeting held on 22 November 2024 were agreed and signed by the Chairman, Cllr Rand.

**4. To update on actions from previous meeting:**

**Action:** Cllr Blakeway will organise some information notices to update walkers and parishioners. **Actioned.**

**Action:** Cllr Blakeway and the Clerk to work with HCC and local landowners to identify appropriate stile to gate conversions. **Actioned-** see item 6.

**Action:** Cllr Rand to call DRS Ltd- **Action removed.**

**Action:** Clerk to contact Kevin Tooze for advice on the gate in the WH rec. **Actioned-** see item 8.

**Action:** Clerk to contact Ultimate Signs on replacement signs for the WH rec. **Actioned-** once the pedestrian gate is replaced, the Clerk will arrange for new signage.

**Action:** Clerk to confirm with Highclere Tree Works as the chosen contractor for tree works. **Actioned-** see item 9.

**Action:** Clerk to respond to parishioner regarding the tree complaint. **Actioned.**

**Action:** Cllr Blakeway to write EWPC entry for Spectrum on the boardwalk. **Actioned.**

**Action:** The Clerk will update the current tender document (with pictures for complete clarification) for the tender process, which will start in January 2025. **In action.**

**5. Annual Maintenance Contract- to confirm tender process for 2025/26**

The tender process will start in January 2025. Mowing/strimming of Brownies corner will be added to the contract.

**Action:** Clerk to have tender process documentation ready for second week of January.

To add to requirements: Parish field path weed kill twice yearly and edge trim twice yearly.

To include in requirements: Request for evidence trail once job completed (or not completed, and reasoning).

**Action:** Clerk to send completed document to Amenities in advance of January meeting for approval and next state of tender process.

#### **6. Footpaths- stile to gate project led by HCC**

Cllr Blakeway has suggested to HCC the stiles on FP39 Brick Kiln Road need replacing. HCC are taking this forward and contacting the landowner.

#### **7. Boardwalk project led by HCC**

Cllr Blakeway updated the committee on the successful delivery of the replacement boards for the boardwalk at Fullers Lane end. A huge thank you to all HCC volunteers and Rangers. Once the project is completed, the Clerk will write a formal thank you to the AONB for their financial support.

**Action:** Clerk to invite Rangers and AONB to Annual Parish Meeting in 2025.

#### **8. Recreation Grounds**

Replacement pedestrian gate: A quote has been received from Kevin Tooze to replace the pedestrian gate- £234. The committee agreed to accept the quote.

**Action:** Clerk to confirm acceptance of the quote for the pedestrian gate at WH rec from Kevin Tooze.

PSS Live- the BDBC annual inspection has been received and the report sent to the committee. There are outstanding items on the report that need resolving.

**Action:** Cllr Rand/Clerk to contact DRS Ltd to discuss the outstanding items on the PSS Live report that need resolving.

Tennis court at Heath End: The Clerk had received a report that the court had been locked for private coaching use- this is not allowed. Since the report this has not happened again that the council is aware of, the committee agreed a monitoring approach.

EW Charities: The deeds of the WH recreation ground have now been identified and a formal document will be produced to clarify EWPC's position and land ownership.

#### **9. Tree works**

Highclere Tree Works have continued with the tree works in Woolton Hill as identified in the most recent tree survey.

#### **10. Parish Field**

The Clerk has paid the invoice for the replacement trees to Penwood Nurseries. A decision was made for the committee to plant the trees instead of using Scofell as it was agreed that the quote for the replacement (£720) was too high. The date for replanting will be agreed once Cllr Roots is back in the country.

#### **11. Spectrum**

The entry for the February edition will be on trees, by Cllr Rand.

#### **12. General Maintenance**

Nothing else.

**13. ASB on EWPC property**

Nothing reported to the Clerk.

**14. Items to take to next meeting**

Annual Maintenance Agreement.

**Next meeting 16 January 2025.**

**Actions from 17 December meeting**

**Action:** Clerk to have tender process documentation ready for second week of January.  
To add to requirements: Parish field path weed kill twice yearly and edge trim twice yearly.  
To include in requirements: Request for evidence trail once job completed (or not completed, and reasoning).

**Action:** Clerk to send completed document to Amenities in advance of January meeting for approval and next state of tender process.

**Action:** Clerk to invite Rangers and AONB to Annual Parish Meeting in 2025.

**Action:** Clerk to confirm acceptance of the quote for the pedestrian gate at WH rec from Kevin Tooze.

**Action:** Cllr Rand/Clerk to contact DRS Ltd to discuss the outstanding items on the PSS Live report that need resolving.