

**FORDINGBRIDGE TOWN COUNCIL**  
**Minutes of the General Council meeting held on Wednesday 7<sup>th</sup> September 2022 at  
7.30pm held at the Town Hall**  
**(Minutes subject to approval at the next meeting of the Council)**

**Present:** Cllr Earth – Chairman  
Cllrs Anstey, Hale, Goldsmith, Jackson, Lewendon, Millar, PAton and White

**In Attendance:** Paul Goddard, Town Clerk  
Rachel Edwards, Asst Town Clerk  
Cllr Heron (HCC)  
Cllr Sevier (NFDC)  
Cllr Bellows (NFDC)  
Ruth Croker, Footpath Officer and representative of Ringwood & Fordingbridge Footpath Society (RFFS)  
A reporter from the Salisbury Journal  
2 Members of the Public

**1. To receive any apologies for absence**

Apologies were received from Cllrs Adams, Perkins and Wilson.

**2. To receive any Declarations of Interest**

No declarations of interest.

**3. To confirm the minutes of the General Council meeting held on Wednesday 3<sup>rd</sup> August 2022 and to report on any matters arising**

Cllr White proposed and it was seconded by Cllr Hale and therefore **RESOLVED**: that the minutes of the General Council meeting held on the 3<sup>rd</sup> August 2022 are signed as a true record. 7 in favour, 2 abstentions.

Matters Arising

Agenda items 6 – Cllr Lewendon reported that the radar lock has been removed from the gates at Sweatfords Water Meadows to make access easier.

**4. To receive any matters raised by members of the public**

A member of public commented that FTC are often dependent on actions by HCC or NFDC before they can pursue their own actions. However, he thought that if FTC haven't heard from NFDC and HCC then the matter wasn't pursued. He mentioned in particular the CUB Action Plan and the Access Strategy for Fordingbridge. The Clerk reported that FTC have provided information to Graham Wright, Transport Team Leader, at HCC regarding the Access Strategy and a resident has offered to pay for a traffic survey. Graham Wright is currently working with a traffic consultant.

A second member of public raised concerns about Antisocial Behaviour in Fordingbridge and reported that there is nothing for young people to do in the town. She asked if one of the empty shops could be used to run a youth group with a pool table to give children a safe space to be until 10pm. Cllr Paton reported that the Salvation Army run a youth group on Thursdays during term time from 4pm – 6pm for school years 5-7 and from 6.30pm – 8pm for school years 8-10. Cllr Earth reported a general lack of volunteers for running groups. Cllr Hale said there was

previously the Youth Action Steering Group. Cllr Paton recommended arranging a meeting with interested parties.

**5. To receive a report on any matters under Section 17 of the Crime & Disorder Act**

No report received.

**6. To receive a report from the Town Mayor**

The Deputy Mayor Cllr Earth reported that she had attended a meeting with Penny Farthing Homes about open spaces on site 17.

**7. To receive a report from the County Councillor**

Cllr Heron reported on the Cost of Living Crisis. He said that people will be struggling this winter but are unaware that there is help available. He asked FTC to share information on available support from NFDC and HCC such as the Hampshire Cold Spots Helpline 0800 804 8601, a phone advice line which is open to all Hampshire residents.

Cllr Earth asked whether public libraries will have longer opening hours this winter to provide a warm space for those who cannot afford to heat their homes. Cllr Heron said this is being considered.

**8. To receive a report from the District Councillors**

**Housing**

Cllr Sevier reported that there are many ways NFDC can support those who are struggling with their housing situation but asked that they come forward early is possible.

**Roundhill Benches**

Cllr Sevier reported that she had received three verbal complaints and one written letter about the removal of the benches at Roundhill and said she would pass these onto the Town Council. The Clerk said that the removal of the benches was a Police lead initiative supported by NFDC who owned both the benches and the land on which they were sited. The Town Council were included in conversations between the parties but that was the limit of their involvement.

**Open Spaces Survey**

Cllr Bellows reported that NFDC are putting together a plan regarding open spaces. Cllr Paton asked if the Town Council would be involved in forming this plan to which Cllr Bellows confirmed that they would. Cllr Heron said that open spaces are subject to legal agreements. If the Town Council takes on an open space, then they are committed in perpetuity.

**Residents' Telephone Survey**

Cllr Bellows reported that NFDC will be conducting a telephone survey of residents from September through to November with 750 residents.

- The person calling will work for a market research agency called DJS, calling on behalf of NFDC.
- They will be asking questions about opinions of the local area and local service provision.
- Telephone numbers that are registered with the Telephone Preference Service or have gone ex-directory can still be chosen to take part. This is because TPS or ex-directory

block calls for the purposes of selling and advertising, whereas this survey is for market research, which is permissible.

- 01663 will be the number that calls.

**9. To receive the following Committee meeting minutes and any recommendations to General Council contained therein.**

- Planning Committee – 10<sup>th</sup> August 2022 – received Cllr Paton
- Extraordinary Planning Committee – 17<sup>th</sup> August 2022 – received Cllr Paton
- Finance and Policy Committee – 31<sup>st</sup> August 2022 – received Cllr Jackson

**10. To consider Footways in Fordingbridge**

The footpath officer reported that pavements need repair. Cllr Heron asked members of the public to report footway and highway issues on the County Council website <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/roads> or on <https://www.fixmystreet.com/>

**11. To consider Highways in Fordingbridge**

- To consider a response to the HCC 20mph consultation

The Clerk reported on the survey and asked members to email comments to the office.

Cllr Paton asked whether it would be better to accept the local resident's offer to pay for a traffic survey in Fordingbridge or whether Hampshire County Council would be conducting a traffic survey themselves.

**Action: Clerk to follow up with Graham Wright, Transport Team Leader at Hampshire County Council**

Cllr Heron advised that it would be premature to commission a report before a Traffic Regulation Order is in place and recommended that the Town Council wait until the HCC traffic report is published later this year. Councillors said that the roads in Fordingbridge were dangerous and indicated they would like to take action sooner.

**Action: Clerk to add traffic survey and traffic calming measures to the Finance & Policy Meeting Agenda**

*[Councillors Hale, Sevier and Bellows left the meeting.]*

**12. To ratify the decision to take title to Flaxfields End**

Cllr Lewendon proposed and it was seconded by Cllr Paton and therefore **RESOLVED**: to take title to Flaxfields End. All in favour.

**13. To consider changing the Terms of Reference for the Amenities and General Purposes Committees and Neighbourhood Plan Steering Group**

The Clerk reported that

- Bishops Pond and the Land at Normandy Way had been added to the Amenities Agenda
- Highways have been removed from the General Purposes agenda as it is discussed at General Council instead
- The Neighbourhood Plan Steering Group has been expanded to include the Strategic Plan

Cllr Anstey asked if Amenities item 7 could be to the office.

Cllr Anstey proposed and it was seconded by Cllr Goldsmith and therefore **RESOLVED**: to change the Terms of Refence for the above committees as proposed by the Clerk and incorporating Cllr Anstey's change to Amenities item 7. All in favour.

Please see Appendix for the updated Terms of Reference.

**14. To consider Council provision during the Cost of Living crisis**

The Clerk reported that the Information Office and the Fordingbridge Town Council website have links to various sources of support during the cost of living crisis. He suggested that the office talk to community groups in Fordingbridge and dovetail practical support within the town. Ideas could include using community buildings as warm spaces. Cllr Millar asked if the support would be limited to residents or could be for businesses too, saying that if small businesses go under then more people will need support.

**15. To report on any Health & Safety issues**

Nothing to report.

**16. To receive reports from representatives on Outside Bodies and meetings attended**

Cllr Hale reported that the Conservation Group AGM will be on Tuesday 27<sup>th</sup> September at 7.30pm at the United Reform Church

Cllr Jackson plans to attend a seminar in Lyndhurst about NFDC Film Locations on 21<sup>st</sup> September

Cllr White attended a Christmas meeting between the Events Group and FTC

Cllr Anstey attended a flood alleviation scheme meeting on Tuesday 16<sup>th</sup> August along with other Councillors.

**17. To note any items of correspondence**

The HALC AGM and Annual Conference will be held on 20<sup>th</sup> October at Chilworth.

A solicitor has written to say that money has kindly been left to the Town Council for the purchase of seats in Fordingbridge.

The NFDC Safer New Forest Partnership is undertaking its annual community consultation regarding crime and disorder and have asked the following questions.

- What is going well in your town / parish?
- What (if any) are your concerns for your town / parish regarding crime and anti-social behaviour?
- If you have outlined concerns within question 2, what could improve your area?

Councillors said that the popularity of the Recreation Ground brought business to the town during the summer months. Increased police coverage would be beneficial to the town.

**18. To receive a report from the Clerk or any other relevant business**

The Clerk had a meeting with a company to discuss installing CCTV on the front of the Town Hall. The contractor will report back with suggestions. Cllr Hale suggested that empty shops be utilised to make the town look more cared for.

**19. To note the date of the next General Council meeting as Wednesday 5<sup>th</sup> October 2022**

The meeting closed at 8:47p.m.

## APPENDIX

### Fordingbridge Town Council

#### AMENITIES COMMITTEE – TERMS OF REFERENCE

1. The Amenities Committee is constituted as a Standing Committee of Fordingbridge Town Council. The Committee composition shall comprise of at least five\* Councillors as voting members with at least one-third of the whole number of members of the committee (and in no case less than three members of the committee) constituting a quorum.
2. A Chairman and Vice Chairman to be elected annually by the Committee
3. Members of the Town Council who do not sit on the Amenities Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.
4. The Chairman shall be authorised to inspect any land and/or premises which form part of the remit of this committee
5. The Committee's role is to administer the care and control of the following open spaces:- Recreation Ground, Flaxfields End, Queens Gardens, Bishops Pond, land to the north of Normandy Way (long lease) & Whitsbury Road and the following buildings: Recreation Ground toilets, Pavilion & workshop.
6. The Committee has delegated executive powers to instruct the placing of orders for works and services within the limitations of the approved annual budget of the committee. The Committee shall approach the Finance & Policy Committee for any budget changes or increased funds should it become necessary to discharge its duties, however funds may not automatically be granted. Any budget spending or changes must be minuted.
7. The Groundsman shall have the delegated power, having consulted with the office, to cancel any event held on the Recreation Ground due to inclement weather or ground conditions, but must advise the Chairman of the Council and Chairman of Amenities Committee at the earliest possible time.
8. The committee can initiate new facilities within the remit of its role, e.g. new play areas. All costs must be within the agreed budget or the Committee may seek outside funding for such works. Any final decision regarding new facilities will be made by full Council.
9. The Committee will initiate and approve tenders for all aspects within the remit of its role in accordance with Financial Regulations.
10. The Committee is responsible for any hiring or letting policies for open space and accompanying buildings in accordance with Financial Regulations.
11. Committee will provide annual risk assessments for open space use and the accompanying buildings in line with the insurance requirements.

12. The Committee will work to develop working relationships with sports clubs and other users of the Recreation Ground to seek mutual cooperation in managing and enhancing the Recreation Ground.
13. The Committee may complete Consultation documents on behalf of the Town Council, within the remit of its role.
14. All correspondence shall be conducted through the Town Clerk.
15. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail or mail to members of the Town Council.
16. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.
17. Any policy decisions recommended by this committee will be resolved by the Finance & Policy Committee at the next meeting following the recommendation.

\* Please note the Chairman and Vice Chairman of the Full council are ex-officio members of all committees and entitled to vote.

*Reviewed September 2022*

#### **GENERAL PURPOSES COMMITTEE – Terms of Reference**

1. The General Purposes Committee is constituted as a Standing Committee of Fordingbridge Town Council. The Committee composition shall comprise of at least five\* Councillors as voting members with at least one-third of the whole number of members of the committee (and in no case less than three members of the committee) constituting a quorum.
2. A Chairman and Vice Chairman to be elected annually by the Committee
3. Members of the Town Council who do not sit on the General Purposes Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.
4. The Chairman shall be authorised to inspect, issue orders, instructions or directions for any land and/or premises which form part of the remit of this committee
5. The Committee's role is to take care and control of the following:
  - Town Hall
  - Stuckton Road Cemetery
  - St Mary's Closed Churchyard maintenance
  - Parish footpaths
  - Fry's Field Allotments
  - Memorial Bungalow
  - Information Office

6. The Committee can appoint a footpath officer to liaise with Hampshire Country Council Countryside Services. This a voluntary post and does not incur expenses.
7. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget of the Committee. The Committee shall approach the Finance & Policy Committee for any budget changes or increased funds should it become necessary to discharge its duties, however funds may not automatically be granted. Any budget spending or changes must be minuted.
8. The Committee can initiate new facilities within the remit of it's role. All costs must be within the agreed budget or the Committee may seek outside funding for such works. Any final decision regarding new facilities will be made by full Council.
9. The Committee will initiate and approve tenders for all aspects within the remit of it's role in accordance with Financial Regulations.
10. The Committee is responsible for any hiring or letting policies for the Town Hall in accordance with Financial Regulations.
11. The Committee will provide annual risk assessments for Stuckton Road Cemetery, St Mary's Churchyard maintenance, Fry's Field Allotments, The Information Office and the Town Hall in line with the insurance requirements.
12. The Committee will host regular meetings with allotment holders to seek mutual cooperation in managing and enhancing Fry's Field Allotments.
13. The Committee will consider issues arising from:
  - Access for mobility impaired and disabled people throughout Fordingbridge Parish
  - Mobility impaired road safety issues
14. The Committee will liaise with Hampshire County Council and New Forest District Council, Hampshire Constabulary and other relevant local and national organisations to seek resolutions for identified problems and to suggest possible ways to improve disabled access.
15. The Committee is responsible for decisions concerning the Information Office with the exception of those decisions concerning staff.
16. The Committee may complete Consultation documents on behalf of the Town Council, within the remit of its role.
17. All correspondence shall be conducted through the Town Clerk.
18. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail or mail to members of the Town Council. Any budget spend or significant changes to budgets must be minuted.

19. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.

20. Any policy decisions recommended by this committee will be resolved by the Finance & Policy Committee at the next meeting following the decision.

\* Please note the Chairman and Vice Chairman of the Full council are ex-officio members of all committees and entitled to vote.

*Reviewed September 2022*

## **Strategic and Neighbourhood Plan Steering Group Terms of Reference**

### **Purpose**

The Strategic and Neighbourhood Plan Steering Group (“SNPSG”) will take forward (i) the progression and implementation of the Strategic Plan adopted at General Council in August 2022 and (ii) the production, through to examination and referendum, of the Fordingbridge Neighbourhood Plan, ensuring that relevant consultation takes place so that the plan accurately represents the views of the residents and other stakeholders.

### **Objective**

The objective of the Steering Group is to:

#### **Strategic Plan:**

Investigate the issues and progress projects in relation to the key areas included within the adopted Strategic Plan, reporting to General Council members.

- Transport & Highways
- Leisure & Recreation
  - Recreation Ground
  - Management of new Public Spaces and Play Areas
  - Proposed Burgate Hub
- Natural and Built Environment
- Finance & Governance
  - CIL
  - Other funding sources

#### **Neighbourhood Plan:**

Produce a sound Neighbourhood Plan for Fordingbridge that defines the planning policy priorities identified by the community taking into account all representations made during the plan-making process. The Plan should include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities will be implemented.

The Steering Group will:

- Determine the overall scope and objectives of the Plans
- Manage the process of preparing the Plans and prepare and monitor a project plan and report to General Council to ensure effective progress
- Build and maintain links with the Local Planning Authority



- Liaise with developers and other stakeholders regarding proposed developments within the parish. Any meetings will be attended by at least two Town Councillors on the Steering Group and the Town Clerk.
- Keep under review the legislative requirements around Neighbourhood Planning to ensure the Plan meets all requirements
- Make recommendations to General Council on involving the wider community in the Plans
- Manage the gathering of evidence necessary to inform each of the issues within the scope of the Plans
- Identify and assess options available in respect of each issue and prepare draft Plans for wider consideration
- Produce minutes, reports and documents relating to the plans
- Identify priorities and timescales for local action
- Identify sources of funding

Subjects to be considered in the context of formulating the Neighbourhood Plan will include but not be limited to:

- Trailway and other paths and cycleways
- Items from the Town Design statement
- Road planning (including Normandy Way/Parsonage Park)
- Parking
- Looking at potential business sites

### **Membership**

The Steering Group has the following membership and will be chaired by the elected chair of the Steering Group:

Michael Jackson (Chair)

Diane Paton (Vice Chair)

Edward Hale

Paul Anstey

Non-Councillors (co-opted as required)

Paul Goddard - Town Clerk (Non-voting)

Steering Group membership will be reviewed from time to time and additional members can be co-opted as required. The Steering Group will be established for a time limited period and will run until a plan has been presented for examination and referendum.

### **Meetings**

Steering Group meetings will take place monthly or at the Chair's discretion. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of four voting members of the Steering Group shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chair (or in their absence the Vice Chair) shall have one casting vote.

### **Decision Making**

Fordingbridge Town Council is the qualifying body for the purposes of preparing the Neighbourhood Plan. The Steering Group has full delegated authority to manage the process of preparing the Plan as set out in the objectives and within agreed budgets. Regular reports will be made to the Planning committee to

General Council 07.09.22

ensure effective progress. Fordingbridge Town Council will approve the final draft Neighbourhood Plan prior to submission to the Local Planning Authority.

Chairman

05.10.2022