

Minutes

**for the Hall encroachment subcommittee
meeting held 3rd October 2024 at 7.30pm
(Silver Mist, Ringwood Road, Sopley, BH23 7BE)**



In attendance: SPC - Chair Gavin Vines, Clerk Katie Hughes,
SPH – Chair Caroline Paul and Treasurer – John Eccles

1. **Final drawings** – were circulated and approved by the subcommittee. *To be circulated at next full council meeting on 17th October 2024.*
2. **Need for Highways works licence** – investigations will be continued as to if is there a need for the licence to be applied for? Cost will be £454 payable to Hampshire Highways. Consensus was it should be applied for but final decision to be taken to full Council meeting on 17th October 2024. If applied for cost will be the arranged 50/50 split between SPH and SPC.
3. **Contract scope and conditions.** The contract scope had been received from Graham Davies and was circulated and the following changes were noted. Katie to amend and re-send to subcommittee ready for sending out to builders for quotes. This contract will be circulated and adopted at the SPC full council meeting on 17th October 2024.
 - I have added the Sopley Parish Hall and Sopley Parish Council logos to the document
 - I have changed the date in the introduction to 2018 it was previously stated as 2015.
 - I have changed the address from Priestlands Road to Priest Lane.
 - I have amended that - *The supply and erection of the timber fencing can be included in the quote or outsourced as necessary.*
4. **1st builder quote has been received: - £6250.00 plus VAT the quote was circulated** and Katie confirmed that she had also chased Dan Shutler for builders to quote. *To be circulated at next full council meeting on 17th October 2024.*
5. **Need for PWLB?** If the cost of the works needed to address the S143 Notice, is in the region of £6250+ VAT then then SPH and SPC confirmed that there may be no need for a PWLB but would be decided when further quotes have been received and the final builder instructed. To be reported to SPC next full council meeting on 17th October 2024.
6. **Matters for consideration: (to be reported to full SPC council on 17th October 2024).**
 - Drainage/gulleys – The drainage will be looked at when the encroachment has been reduced back. Since the NFDC operatives cleared the drains back in July 2024, it has been noted that even with the recent heavy rain there seems to be no ongoing issue with flooding in Priest Lane.
 - Slope gradient – it was discussed, and it will be reported at the SPC meeting on 17th October that the gradient of the slope will **not** be addressed and does not form part of the encroachment remedial works. No complaints have been received prior to the S143 Notice being received in February 2024.
 - Fencing - The supply and erection of the timber fencing can be included in the quote or outsourced as necessary.

The meeting closed at 8.25pm.