

Bishop's Waltham Parish Council

Minutes of the Community Development Committee Meeting held in the Jubilee Hall, Bishop's Waltham at 7.30pm on Tuesday 28th February 2017

Councillors present	Cllr J Marsh (Chairman) Cllr R Shields (Vice Chairman) Cllr G Westcombe Cllr J Wood
Non-Committee members	0
Also in attendance:	Mrs E McKenzie Clerk to the Committee Mrs R Shields PROW Officer
Members of the public:	0

- CD123/16 To receive and accept apologies for non-attendance.**
All Committee members present.
- CD124/16 To receive and accept Declarations of Disclosable Pecuniary interests relating to items on this agenda**
None relating to the business of the meeting.
- CD125/16 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None relating to the business of the meeting.
- CD126/16 Public Session**
No members of the Public were present. An email had been received that would be discussed under the relevant agenda item, Parish Rights of Way.
- CD127/16 Approval of the Minutes of the meeting 24th January 2017**
Resolved: To approve the minutes of the meeting 24th January 2017
Chairman's Proposal.
All in favour.
- CD128/16 Actions arising from the minutes of the meeting 24th January 2017**
Noted.
It was noted cycle leaflet is produced with the support of Hampshire County Council not Winchester City Council. An invite had been sent for a member to visit to discuss the updates suggested for the leaflet but no response had been received yet. It was asked if there were any on road cycle routes available. The answer given was that these are available on the website and the PROW Officer would send the link to the Committee for their information.
ACTION: PROW Officer
The Forward Plan query was now complete with an update on the Terms of Reference in Standing Orders, approved in the Parish Council meeting on the 10th January 2017. The website upgrade is still in progress.
- CD129/16 Financial Position Year to Date**
Noted.
It was highlighted that there was still money budgeted to spend in the Community Events category but it was noted that the costings from the forthcoming Annual Meeting of the Parish would be drawn from this budget line. An invoice was also due for the printing of the 'What's On Guide'.
- CD130/16 Parish Rights of Way Officer's Report – to consider any motion put to the meeting as a result**
Mrs Shields reported/commented on the following:
Walks Leaflet - information has been submitted and the first proof returned. The walks have been tested by volunteers with some useful suggestions for improvements. The proof still needs some work on it to produce a good finished product. All three pubs mentioned in the

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leaflet have agreed to donate £30 towards printing costs. Permission has been given for permissive footpath inclusion from Park Farm, land behind Battery Hill and Woodland Trust for Runnydown Copse.

The Ramblers have an article about permissive paths in their most recent newsletter and the Parish News. They have also installed gates on a footpath on Winchester Road.

The suggestion for a boardwalk has been withdrawn as the route is not on an actual right of way. The Parish Council budget for footpath maintenance is recommended to be used on further replacement of stiles with kissing gates in paces along the routes on the new walks leaflet.

A signpost on Stakes Lane has been fixed firmly.

A small section of trees planted on Green Lane had been questioned but a resident had allayed fears that these are slow growing Red Cedar and not Leylandii.

Correspondence was discussed regarding the footpath between Elizabeth Way and Priory Park/Leopold Drive. **ACTION: Clarification ownership of unmanaged land and if possible, request that the Parish Council take on clearance of this area to manage it more effectively.** **ACTION: Admin Officer/PROW Officer/LE**

CD131/16 Youth Engagement Meeting and Survey Results – for consideration
Paper noted.

CD132/16 Party in the Park – Update from the Working Party – for information only
Councillor Shields is to undertake the Risk Assessment and gather First Aiders for the event. The Administration Officer is to review paperwork from the last event to adapt for this one. **ACTION: RS/Admin Officer**

Next meeting set as Tuesday 7th March 11am with key actions to set budget plan, tombola plan and 'wash up' meeting date. **ACTION: To circulate meeting details. ACTION: Admin Officer**

CD133/16 Annual Meeting of the Parish – Update from the Working Party– for consideration
Councillor Shields to co-ordinate speakers, slides and a rehearsal time. Councillors Shields to update poster for this year's publicity. Administration Officer to provide proof of invitation for poster. **ACTION: Cllr Shields / Admin Officer**
The audio visual equipment was discussed with the suggestion of a slide down screen from the ceiling by the stage.
The Committee agreed the idea of 'Volunteer of the Year' for 2018 and would ask the Chairman to mention this initiative during his talk at the meeting. **ACTION: Admin Officer**

CD134/16 Carnival Stand 2017 – for consideration

Resolved:

To hold a stand at the Carnival and Show on 10th June 2017

To hold activities of a quiz, children's quiz and skittles, as well as have information boards on development sites

To appoint Cllr Shields and Cllr Westcombe to design/update material for the stand

To appoint the Clerk to draw up a rota of Councillor/staff attendance at the stand

To nominate the Clerk to undertake all the organisation for the day

Chairman's Proposal

All in favour

ACTION: RS/GW/LE

CD135/16 Forward Plan 2014-2018
(i) List of actions – update
Noted.

The suggestion of a parking space for a coach/coach parties was discussed.

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- CD136/16 Chairman's Report**
The Chairman stated that she had attended the recent Chamber of Trade meeting and had noted the dates for events in 2017. It was requested that the 'What's On Guide', due to be distributed to households and local shops, was also published on the website. **ACTION: Admin Officer/Administration Assistant**
- CD137/16 Councillors' Reports**
No reports at this time.
- CD138/16 Requests for Future Agenda Items**
'Wash Up' report from the Annual Meeting of the Parish 2017
Updates on actions from the Party in the Park working party
Updates on actions for the Carnival Stand 2017
- CD139/16 Date of next meeting Tuesday 28th March 2017**
Noted.

There being no further business the meeting closed at 9.12pm.