

**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 23<sup>rd</sup> May 2017

<b>Councillors present</b>	Cllr R Shields (Vice Chairman) Cllr G Westcombe Cllr J Wood
<b>Non-Committee members</b>	Cllr S Jones Cllr A Wright
<b>Also in attendance:</b>	Mrs E McKenzie                      Clerk to the Committee Mrs R Shields                        PROW Officer
<b>Members of the public:</b>	0

- CD01/17      To elect the Chairman of the Committee**  
Nomination: Cllr Mrs J Marsh  
Proposed: Cllr Mrs J Wood  
Seconded: Cllr G Westcombe  
**Resolved: To elect Cllr Mrs J Marsh as Chairman of the Committee**  
**All in favour**
- CD02/17      To elect the Vice Chairman of the Committee**  
Nomination: Cllr R Shields  
Proposed: Cllr Mrs J Wood  
Seconded: Cllr G Westcombe  
**Resolved: To elect Cllr R Shields as Vice Chairman of the Committee**  
**Two in favour, 1 abstention**
- CD03/17      To receive and accept apologies for non-attendance**  
Cllr Mrs J Marsh – indisposed  
  
**Resolved: To accept apologies for non-attendance**  
**Chairman's Proposal**  
**All in favour**
- CD04/17      To receive and accept Declarations of Disclosable Pecuniary interests relating to items on this agenda**  
None relating to the business of the meeting.
- CD05/17      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.
- CD06/17      Public Session**  
A query was raised as to whether a Farmers' Market could be held in the High Street. The Chairman replied that High Street markets were organised by the Chamber of Trade who thought that Farmers' Markets in the past had been competing with local traders. The schedule for the High Street markets for this year is finalised.

Councillor Jones offered his membership to the Committee on the proviso that he may not be able to attend every meeting due to other commitments. The Committee replied that they would be very pleased to have his support and input and thanked him for this offer. **ACTION: Administration Officer to advise the Clerk to create a paper for Parish Council proposing this offer is made formally.** **ACTION: EM/LE**

A representative of the Community Development Committee was required to attend the monthly meetings of the Chamber of Trade and two representatives should be on the Town Team. The Chairman of the Committee was the automatic representative for the Chamber of Trade meetings so that was confirmed as Cllr Mrs J Marsh. The representative for the Team Team meetings was to be formally elected in the meeting scheduled for late June but Cllr Jones volunteered to attend the next

Town Team meeting as it was due to meet in early June. **ACTION: Elect representative to Town Team in June meeting**

**ACTION: EM**

The Administration Officer reported that one of the Village Agents was now unable to continue in the role and a replacement was being sought. Posters would be put in local noticeboards to draw attention to the vacancy and hopefully fill this vital signposting and support role for the more vulnerable members of the community.

An email had been received in the office recently outlining the next Winchester Passenger Transport Forum to be held at the end of June. A volunteer was requested to attend this useful meeting. Cllr Jones felt that he would be able to attend and would report back on this session at the next meeting.

**CD07/17**

**Approval of the Minutes of the meeting 28<sup>th</sup> March 2017**

**Resolved: To approve the minutes of the meeting 28<sup>th</sup> March 2017, with minor amendments. Chairman's Proposal**

**All in favour that were present at the meeting**

**CD08/17**

**Actions arising from the minutes of the meeting 28<sup>th</sup> March 2017**

Noted.

Resources for the Jubilee Hall were being provided by the Halls and Grounds Committee so actions related to this matter can now be marked as complete. New resources include kitchen crockery and cutlery as well as updated audio visual equipment.

Cllr Jones has prepared a new cycle route that is a 14 mile ride around the boundary of Bishop's Waltham. He will have a version available for inclusion on the website in due course.

The Remembrance Day Parade working party meeting went ahead in March and can provide an update on its actions at the next meeting in June.

**CD09/17**

**Financial Position Year to Date**

Noted.

A query was raised over the expenses already paid in, or assigned to, this financial year under the coding of 'Community Leaflets' and 'Website Upgrade'. **ACTION: EM to seek information from RFO and report back at next meeting**

**ACTION: EM**

**CD10/17**

**Parish Rights of Way Officer's Report – to consider any motion put to the meeting as a result**

Mrs Shields provided a verbal report covering the following points:-

Walks Leaflet was now complete and had been distributed.

The Ramblers had been pursuing the issue of the permissive path in Chalky Lane through the Parish News and Hampshire Chronicle. They are trying to ascertain if the path has been in public use for over 20 years and could, therefore, be classed as a right of way.

Signage issues at Park Farm on Ashton Lane.

Footpath 31 on Dean Lane had some ongoing issues which were now complete and an application had been made for a path diversion.

Fourteen volunteers had come forward following the footpath warden workshop. A meeting had been held with the Community Engagement Ranger, N Hands, which had outlined the process of managing the volunteers which the PROW Officer would lead and monitor. A kit for footpath maintenance and clearance, to be held at the Parish Council Office, would be provided by Hampshire Countryside Access Team.

The muddy path at Priory Meadow which required some levelling was directed to the Halls and Grounds Committee. The Chairman had requested a quote for works which they could then consider.

**ACTION: PROW Officer/Administration Officer to seek quotes for works and pass to H&G**

**ACTION: PROW Officer/EM**

The footpath behind Elizabeth Way had received some clearance work from WCC but would benefit from a gated access through the fence for ease of maintenance it was suggested.

It was reported that the footpath from Leopold Way to Priory Park was being used as a bridleway at times and signage had been requested to indicate that it was a footpath only. However, the horse riders had been approached to discuss the matter and the situation remedied so signage was not required.

Footpath 10 in Dundry Meadow had had a stile repaired. A grant for a new kissing gate was due to be applied for. The landowner had agreed to contribute to the cost of this. **ACTION: Chairman of CDC to sign letter of support for this project. ACTION: PROW Officer/EM/Cllr Marsh**

It was noted that the Committee prefer wooden to metal gates as more in keeping with the countryside style.

Thanks were given to the PROW Officer for her report and hard work in this role.

Cllr Jones added that the footpath north of Franklin Farm was designated as a cycle route on some maps but it was narrow and rutted. It was requested that a working party look at this path as a maintenance issue. **ACTION: PROW Officer**

- CD11/17 Botley to Bishops Waltham Bridleway Project – Update– for information**  
Cllr Shields provided the background to the paper as a feasibility check for the project as well as a justification for the expenditure. The Committee noted the naming of this project in many other policies and plans and gave its enthusiasm for the project. Concerns were raised about the landowners on the line and their view of the project needing to be the whole length or not at all. Cllr Jones offered his support for joining the working party on this project. Cllr Shields requested comments on this justification to take forward. It was a detailed and considered project plan, however some concern was expressed that it was a large sum of money at a time when resources were stretched.
- CD12/17 ‘Party in the Park’ Event – Update from the Working Party - for information**  
The working party had been meeting regularly to progress actions. Cllr Shields helpfully suggested some additional points for planning such as bollards for Elizabeth Way and organising a named ‘Clean Up Crew’.
- CD13/17 Community Emergency Plan – Update on actions – for information**  
Noted.  
It was agreed that the report for grant providers and publicity circulation would have a revised date of July 2017. **ACTION: Write reports on the Emergency Plan**  
**ACTION: Cllr Shields/EM**
- CD14/17 Forward Plan 2014-2018**  
**(i)** List of actions – update  
Noted as mostly complete or given attention.  
AC3: Village agent requires a new volunteer for the role – posters being put on noticeboards.  
AC11: Success of the local gym facility was mentioned.  
HQ4: Transport leaflet now out of print and not being reprinted by WCC. Cllr Jones has a new initiative regarding public transport information as an agenda item for the next meeting.  
PE3: Palace House and the grounds are for sale. A letter has been drafted for community groups. The Parish Council has lodged a ‘Community Right to Bid’ on this asset with WCC and this matter will be discussed at the next Parish Council meeting in mid June.
- CD15/17 Chairman’s Report**  
The Chairman reported that the new audio visual equipment had been installed in the Jubilee Hall and this would be highlighted to the community.
- CD16/17 Councillors’ Reports**  
No reports at this time.
- CD17/17 Requests for Future Agenda Items**  
It was requested by the Chairman that proactive and developmental ideas were required for the next meeting to frame the budget for 2018/19, drive the Forward Plan and initiate innovation.  
Elect a representative to the Town Team  
To provide papers on:-  
Process to gather ideas for future projects – Cllr Shields  
Public Transport – Cllr Jones  
Possibility of setting up a Youth Council – Cllr Westcombe  
A demographic analysis of current initiatives/events (usage of halls and facilities in BW) – Cllr Wood and Cllr Wright
- CD18/17 Date of next meeting Tuesday 27<sup>th</sup> June 2017**  
Noted.

There being no further business the meeting closed at 9.10pm.