**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 November 2017

**Councillors present** Cllr S Jones

 Cllr J Marsh (Chairman)

Cllr R Shields (Vice Chairman)

 Cllr G Westcombe

 Cllr J Wood

**Non-Committee members** Cllr R Howe

**Also in attendance:**  Mrs E McKenzie Administration Officer

 Mrs R Shields Parish Rights of Way Officer

**Members of the public:** None

**CD73/17** **To receive and accept apologies for non-attendance**

All Committee members present.

**CD74/17** **To receive and accept Declarations of Disclosable Pecuniary interests relating to items on this agenda**

None relating to the business of the meeting.

**CD75/17 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.

**CD76/17 Public Session**

 No members of the public were present.

**CD77/17 Approval of the Minutes of the meeting 24th October 2017**

**Resolved: To approve the minutes of the meeting 24th October 2017**

Proposed: Chairman

 All in favour

**CD78/17 Actions arising from the minutes of the meeting 24th October 2017**

Noted.

The request for a fingerpost sign from the United Free Church was decided to be abandoned as little progress had been made over the five years despite regular contact with WCC. **ACTION: Letter to UFC and WCC with update ACTION: Admin Officer**

Botley to Bishops Waltham Bridleway Project action was to be shortened as an ongoing project that was being monitored.

The Community Information Noticeboard had been installed in St George’s Square earlier in the month and the project now successfully completed after 5 years.

The Short Walk Leaflet was to be replaced with an online map and guide, to be available on the BWPC website, created by Cllr S Jones with further leaflets still be considered as necessary. It was noted that the lower path at Priory Meadow was affected by poor drainage but that the H&G Committee were considering some remedial works there. **ACTION: Cllr S Jones**

The Cycle Leaflet actions were to be combined.

The Community Emergency Plan was again hoped to be complete by the end of the year. A hold up with the installation of the generator had delayed publicity.

The working party for the planning of the Annual Meeting of the Parish 2018 had met and a draft programme was to be presented at the Parish Council meeting of 12th December.

All other actions were complete or in progress and due for review in January 2018.

**CD79/17 Financial Position Year to Date**

 Noted.

 Cllr S Jones requested a review of the website upgrade and support as a future agenda item.

**CD80/17 Parish Rights of Way Officer’s Report** *– to consider any motion put to the meeting as a result*

Mrs Shields’ report is attached to these minutes for information.

Thanks were given to Mrs Shields for co-ordinating the Footpath Wardens and the work on the footpaths in such a diligent and dedicated way.

**CD81/17 Meeting Minutes –** *for information only.*

1. **Town Team**

The minutes were noted and the use of Wix commented on. The focus on a children’s event for 2018 was favourably received.

It was reported that there was overlap on the websites of the Town Team and BWPC and that more liaison would be beneficial to share information, which Cllr S Jones volunteered to act as a representative for and Cllr R Shields agreed to raise at the next Town Team meeting.

The use of the room to the left of the stage at the Jubilee Hall was considered. It was felt that the key functions of this room was that it must be available for stage use as well as the storage for the Prepared Rest Centre and Emergency Plan, and for access to the audio-visual equipment base unit and controls.

**CD82/17 Remembrance Day Parade – Report –** *for information only*

The paper was noted and the event reported as a success. The Poppy Appeal too had been very successful. A few comments were made for planning for the 2018 event in that the working party should meet in April 2018 to start the schedule of organisation, the bugler was already booked, information should be published again in the Parish News magazine, a leaflet drop should be in Basingwell Street and St Peter’s Street and a curry lunch could be planned for after the Parade.

A beacon event for 2018 was in the diary to mark the celebration of the end of WW1 hostilities. The Parish Council were signed up to join in the national event - **Battle’s Over - A Nation’s Tribute and WWI Beacons of Light** ‘on Sunday 11th November at 7pm and Cllr R Howe had already booked a band for the evening.

**ACTION: To organise a working party meeting for Remembrance Day events 2018**

**ACTION: Admin Officer**

**CD83/17 Meeting of BWACO 2018 (Bishop’s Waltham Association of Community Organisations) –** *for consideration*

The Committee discussed the BWACO meeting aims and potential.

 **Resolved: 1) To agree the agenda as tabled with addition of:-**

**Confirm contact details**

**List of 2018 events**

**Grants available to groups**

**Road Closure Possibilities**

**Information regarding Annual Meeting of the Parish**

**2) To check the membership of the group and advertise for any new organisations to join this group**

**3) To agree the budget for the copy setting, print run and postal distribution of the ‘What’s On Guide 2018’ at a total cost of £590**

**Chairman’s Proposal**

**All in favour Action: Admin Office**

**CD84/17 Forward Plan 2014-2018**

1. List of actions – update – *for information.*

The review of WiFi availability in the town centre was due for renewal after it’s last survey in January 2016. **ACTION: To review the WiFi in the town centre ACTION: Cllr G Westcombe**

Kitchen resources in two PC venues were due to be increased by the Halls and Grounds Committee.

HQE4,5&9 were being focused on by Cllr S Jones and a possible cycle route in the northern part of town would be under consideration in 2018.

**CD85/17 Chairman’s Report –** *for information only.*

The working party for the planning of the Annual Meeting of the Parish 2018 had met on 27th November and the theme and draft programme was explained to the Committee. A paper would be presented at the Parish Council meeting on 12th December. It was suggested that, amongst the general publicity displayed and sent out for the public, some direct marketing to Swanmore College to target young residents may be appropriate.

The Chairman mentioned the report from the Chamber of Trade and their need for assistance. Further feedback would be given following the COT AGM meeting in January.

**CD86/17 Councillors’ Reports –** *for information only.*

Cllr S Jones reported on rail plans under development and stated how he was drafting a consultation response on behalf of the BWPC which would be beneficial in providing a comment for their consideration. This could also feed into a meeting of the Southern Parishes to gather a joint response. It was noted that further advertising opportunities at stations could be improved to encourage further onward travel from Botley.

**CD87/17 Requests for Future Agenda Items –** *for information only.*

 Website upgrade and support – review – Cllr S Jones

 Remembrance Day Parade & Beacon Event, November 2018 – Agenda Item May 2018

 Report from BWACO Meeting – January 2018

 Bishop’s Waltham as a ‘Transport Hub’ – Later 2018 Item

 Development of Cycle Routes around Bishop’s Waltham (HQE9 of Forward Plan) – March 2018- SJ

Draft of ‘What’s On Guide 2018’ – February 2018

**CD88/17 Date of next meeting Tuesday 23rd January 2018**

Noted.

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