

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 27th March 2018

Councillors present

Cllr S Jones
Cllr J Marsh (Chairman)
Cllr R Shields (Vice Chairman)
Cllr G Westcombe
Cllr J Wood

Non-Committee members

Cllr A Webb

Also in attendance:

Mrs E McKenzie Clerk to the Committee
Mrs R Shields Parish Rights of Way Officer

Members of the public:

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CD105/17

To receive and accept apologies for non-attendance
None – all present

CD106/17

To receive and accept Declarations of Disclosable Pecuniary interests relating to items on this agenda
None relating to the business of the meeting.

CD107/17

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.

CD108/17

Public Session
One member of the public was present but they had no matters to bring to the attention of the committee at this time.

CD109/17

Approval of the Minutes of the meeting 23rd January 2018
Resolved: To approve the minutes of the meeting 23rd January 2018
Proposed: Cllr Mrs Wood
Seconded: Cllr Westcombe
All in favour that were present at the meeting.

CD110/17

Actions arising from the minutes of the meeting 23rd January 2018
Noted.
Skate park awareness day discussions to be postponed until skate park repairs completed by the Halls and Grounds Committee.
There is no update available for the Bishops Waltham to Botley Bridleway project as no further progress has been made.
Cllr Shields will write a letter of thanks to the funds provider for the resources to support the Community Emergency Plan. **ACTION: Cllr Shields**
The planned Nature Reserves Leaflet will be drafted later in 2018 by the PROW Officer and Cllr Shields with an aim to publish this in 2019. Hopefully funding will be available to subsidise the cost, and only half the number of copies will be requested as demand is not thought to be the same as the town information leaflet. It was noted that all leaflets should have a copy available to download from the website. **ACTION: Cllr Shields/PROW Officer**
Cycle Route Leaflet – Cllr Westcombe's name to be removed as working on this task as Cllr Jones continuing with task. Cllr Jones to contact the Lead Ranger of SDNPA regarding publishing the leaflet. **ACTION: Cllr Jones**
Cllr Westcombe is progressing with updating the chart detailing available free WiFi in the town. The information sharing for the websites of the PC and Town Team was discussed. The Town Team were reportedly still finalising their website but contact should be made to liaise on this matter. **ACTION: Cllr Jones**

CD111/17

Financial Position Year to Date

Noted.

The funding of a salt spreader was confirmed as a resource for the Community Emergency Plan.

CD112/17 Parish Rights of Way Officer's Report – to consider any motion put to the meeting as a result

The PROW Officer raised a number of points:-

- Several paths have been walked while the weather has been good. Signage is needed for FP 7/jctn FP10 where the new kissing gate has been installed which she hopes to do in April with the help of volunteer wardens.
- The Admin Officer reported a fallen tree over the footpath behind the Hoe Road sports field. It was felt not to be an urgent job as most people walk parallel through the woods in preference to this path. The Admin Officer added that the tree had been found to be on Parish Council land so would be referred to the Halls and Grounds Committee who have the responsibility of trees under their remit. The path should continue to be monitored, especially as now PC land.
- A number of people had complained at the Annual Meeting of the Parish about the footpath at the bottom of Priory Meadow which should cross the stream but the bridge was destroyed some years ago. The PROW Officer was pleased to be able to inform them that HCC, with the help of Ramblers, are hoping to rebuild the bridge later this year. Some clearance of vegetation will then be needed as the path has hardly been used for some time.
- Two people also volunteered to help with footpath checking. It was requested that they be included in the Parish Council's list of volunteer wardens and, if so, could a registration form be devised for insurance purposes. The Admin Officer noted this for action. **ACTION: Admin Officer**
- It was noted that the Hampshire Countryside Access Engagement Officer has still not been replaced.
- It was noted that people at the Annual Parish Meeting had requested footpath surfaces to be improved as more of priority than replacing stiles with kissing gates
- The footpath through Priory Meadow was due to be created in early summer and a contractor had been selected by the Halls and Grounds Committee
- Green Lane footpath has a missing finger to the post but this has a yellow disc indicator which is sufficient; the finger sign has been broken off too many times in the past to be worth replacing again.

CD113/17 Meeting Minutes – for information only.

i) Chamber of Trade (meeting of 31st January 2018)

Noted as short but concise meeting. Good that group is continuing and is in a good position going forward. Thanks were given to Cllr Mrs Wood for attending on behalf of the PC.

ii) Town Team (meeting of 5th March 2018)

The minutes were noted and clear that this group were very active and doing a lot for the town. The forthcoming AGM was highlighted.

CD114/17 Review of Frequency, Day and Timing of Committee Meetings – for information only

The Committee discussed the matter and felt that the committee's work was often project based and work undertaken in working parties between formal meetings and therefore official meetings could be every other month. It was considered that the schedule should then be adhered to, with the decision to meet in January, March, May, July, September and November being made as August and December dates were not used as holiday times.

Resolved: To recommend to the F,P&R Committee that the Community Development Committee meet on Tuesday at 7pm, for approximately 90 minutes, every other month, with working party meetings in between.

Chairman's Proposal

All in favour

Action: EMC

CD115/17 Annual Meeting of the Parish 2018 – Review from the working party – for consideration

The meeting was reported as another successful event with many points of note to repeat for future years and a number of points to consider to enhance other such meetings. A report would be submitted to Parish Council for their April meeting.

CD116/17 'Clean Up BW' 2018 – Review from the working party – for consideration

The event had been successfully run and participation from volunteers had been welcomed. Thanks were given to all councillors who had joined with this event, and the organisers with special thanks to

the Parish Lengthsman, Groundsman on duty, First Aider and ACSO. A report would be submitted to Parish Council for their April meeting.

- CD117/17** **Town Team Event 'Kids' Treat' – Parish Council Involvement – *for consideration***
The Town Team had been given two suggestions for PC involvement in this planned High Street event for June 2018. They had approved both ideas of using the skittle alley and the 'Park Rangers' activity.
Resolved:
To involve the Parish Council in the Town Team Event 'Kids' Treat'
To set up a working party to organise and delegate tasks for a stand at this event
Chairman's Proposal
All in favour
ACTION: Admin Officer, Cllr Mrs Wood, Cllr Mrs J Marsh, Cllr Westcombe
- CD118/17** **Parish Council Noticeboards – *for consideration***
Discussions were heard as to the condition of the noticeboards under PC responsibility and any remedial works required.
Resolved: To consider repairs and refurbishment as required and undertake necessary remedial work or order replacement units.
Chairman's Proposal
All in favour
ACTION: Admin Officer, Cllr Westcombe, Groundsmen
- CD119/17** **Parish Council Website – Hosting and Support Renewal – *for consideration.***
The invoice was considered for hosting and support of the Parish Council website and email system. It was noted that this provider had been selected for their dedicated service and their support was valued by the officer staff. It was considered that a better value for money service would be available and needed some comparison to be made. The email system used was noted as a basic operating service. It was felt that the committee would approve the invoice presented as necessary but not before after contacting the company to query if this was their best price and if the service could be offered for one year and not locked in for two.
Resolved: To approve the invoice presented as necessary, after contacting the company to query price and length of contract
Proposed: Cllr S Jones
Seconded: Cllr Mrs J Wood
All in favour
- CD120/17** **Forward Plan 2014-2018**
(i) List of actions – update – *for information.*
Noted.
The Youth initiative listed had been moved from CDC responsibility to Parish Council and Cllr Westcombe wished to review actions taken by the Council on this point at the April meeting, with a view to future development in the next Forward Plan being considered. It was felt that the committee could build on the relationship with the Youth Hall Club. An idea for a social in the Jubilee Hall for the youth and parents was raised which would be presented as a future agenda item.
- CD121/17** **Chairman's Report – *for information only.***
Nothing to report at present.
- CD122/17** **Councillors' Reports – *for information only.***
Cllr Mrs Wood noted that the Museum Trust have their AGM in April and she will report back on that next month
Cllr Jones noted that the Co-op Funeral care signage was not as the Planning Committee had requested to be in keeping with the conservation area of the town. It was noted as a community matter to monitor.
- CD123/17** **Requests for Future Agenda Items – *for information only***
Paper on Youth Engagement Initiative in Jubilee Hall by Cllr Mrs Marsh and Cllr Westcombe – in collaboration with the ACSO and Chair of the Youth Club Committee
- CD124/17** **Date of next meeting Tuesday 24th April 2018**

Noted.

There being no further business the meeting closed at 9.28pm.

DRAFT