



**Bishop's Waltham Parish Council**  
Minutes of the Community Development Committee Meeting  
held in the Jubilee Hall, Bishop's Waltham at 7.00pm  
on Monday 21<sup>st</sup> May 2018

**Councillors present** Cllr S Jones  
Cllr Mrs J Marsh (Chairman)  
Cllr R Shields (Vice Chairman)  
Cllr A Webb  
Cllr T Wilson

**Non-Committee members** Cllr R Howe

**Also in attendance:** Mrs E McKenzie Clerk to the Committee  
Mrs R Shields Parish Rights of Way Officer

**Members of the public:** 0

**CD01/18 To elect the Chairman of the Committee**

Nominated: Cllr Mrs J Marsh

**Resolved: To elect Cllr Mrs J Marsh as Chairman of the Committee**

**Proposed: Cllr A Webb**

**Seconded: Cllr T Wilson**

**3 in favour, 1 abstention**

**CD02/18 To elect the Vice Chairman of the Committee**

Nominated: Cllr Mr R Shields

**Resolved: To elect Cllr R Shields as Vice Chairman of the Committee**

**Proposed: Cllr Mrs J Marsh**

**Seconded: Cllr S Jones**

**4 in favour**

**CD03/18 To receive and accept apologies for non-attendance**

Cllr G Westcombe - indisposed

Cllr Mrs J Wood - family commitments

**Resolved: To accept apologies for non-attendance**

Chairman's Proposal

All in favour

**CD04/18 To receive and accept Declarations of Disclosable Pecuniary interests relating to items on this agenda**

None relating to the business of the meeting.

**CD05/18 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.

**CD06/18 Public Session**

No members of the public were present.

Cllr R Shields and Mrs R Shields, PROW Officer, arrived and joined the meeting at 7:15pm.

**CD07/18 Approval of the Minutes of the meeting 24<sup>th</sup> April 2018**

**Resolved: To approve the minutes of the meeting 24<sup>th</sup> April 2018**

**Chairman's Proposal**

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

**CD08/18 Actions arising from the minutes of the meeting 24<sup>th</sup> April 2018**

Noted.

A meeting for the Bridleway project was scheduled for June. The actions regarding the cycle leaflet were being progressed by Cllr S Jones who had been in contact with SDNP and other cycling associations. The annual 'Beating the Bounds' event was due soon and it was considered to raise awareness of this for Bishop's Waltham. It was noted that the Town Team website relaunch was due at the end of the month. It would be timely after this date to review our own website to reflect changes and consider next steps necessary to complement both sites. No further information regarding the youth engagement initiative had been received.

- CD09/18      Financial Position Year to Date**  
This report was not available this month due to end of financial year file transfers.
- CD10/18      Parish Rights of Way Officer's Report – to consider any motion put to the meeting as a result**  
The PROW Officer's report was included in the papers which was duly noted. An update was given on the footpath at Locks Farm in that it had been discovered that someone else was farming the land there, so actions needed had not yet been addressed, but the PROW Officer was monitoring access on the footpath. It was felt that grant schemes were looking for larger projects to fund rather than smaller, individual projects such as replacing stiles. It was noted that the Ramblers were managing to secure funding for some of their projects. The PROW Officer had another stile to replace in her scheduled plans so would be checking funding opportunities available to target this project.
- CD11/18      Meeting Minutes – for information only**  
**i)      Chamber of Trade (meeting of 26th April 2018)**  
The Chairman had attended this meeting and found it to be very effective and positive. A query had been raised about the car park plans for Jubilee Hall which had been addressed as an update. The group was very busy with some interesting and exciting plans for the town.
- CD12/18      Town Team Event 'KidSTreat' – Parish Council Stand – for information**  
The Parish Council activities were planned and resources being prepared in good time. The Town Team planning was also taking shape slowly but steadily.
- CD13/18      Remembrance Day Events, 11<sup>th</sup> November 2018 – Notes from the Working Party – for information**  
Cllr R Howe reported that he had spoken to a representative of the Twinning Association regarding the Remembrance Day events and the visit of the French Mayor at this time. A grant had been approved by the Parish Council to cover the travel expenses of the Mayor's visit. It was felt that co-ordination of the Mayor's visit and the Remembrance Day events was needed. Cllr S Jones volunteered his translation skills for the visit, which was welcomed by the Committee.  
**ACTION: Set next working party meeting, liaise with Twinning Association to check itinerary and co-ordinate arrangements, to follow up lead for pipers for parade, to seek contact for siren.**      **ACTION: Admin Officer**
- CD14/18      2018 Armistice Project – for consideration**  
Cllr Shields suggested that the figure could be moved from the temporary site at the church memorial to the beacon event on the evening of 11<sup>th</sup> November. With appropriate lighting, it was felt that this could be a very dramatic image. It was highlighted that installation costs should be taken into consideration, as well as any costs incurred due to possible vandalism. The siting of the figure at the North Pond Conservation Area was considered. It was decided, as an action to the resolution made at the last meeting, to explain the project in the June newsletter and to indicate to readers that an online survey would be carried out seeking their views on the location and duration of display of the figure.  
**ACTION: Write a piece for the Parish newsletter and set up an online survey**      **ACTION: RS / Admin Assistant**
- CD15/18      Forward Plan 2014-2018**  
**(i)      List of actions – update – for information.**  
The working party has reviewed the Forward Plan 2014-2018 and a new plan is being formulated for 2019. Any points not completed in the old plan would be carried forward, if the issue was still relevant.

**CD16/18**

**Chairman's Report – for information only**

The Chairman attended the Chamber of Trade meeting as a representative. The representatives for the Chamber of Trade, Town Team and Museum Trust have to be elected for each year. The Chairman has been the representative for the Chamber of Trade and Vice Chairman for the Town Team and this is the suggestion for the forthcoming Council year. A second representative for each group was suggested as Cllr R Shields for the Chamber of Trade and Cllr G Westcombe, Cllr Mrs J Wood or Cllr S Jones for Town Team. These roles will be ratified as an agenda item at the July meeting.

**CD17/18**

**Councillors' Reports – for information only**

Cllr S Jones mentioned cycling association events he had attended as well as holding talks with the Town Team regarding the websites. He noted that the PC website is due a 'refresh' and this would require effective support from Vision ICT to show good value for money for their services. The Vice Chairman stated that the Parish Council future was more assured than that of the Town Team, so the Community Development Committee, which has some similar objectives, should continue to monitor carefully the activities of the Town Team. The same could be true of the Chamber of Trade and the BW Society, which also have objectives linked to the well-being of the town.

Cllr T Wilson reported that the Carnival Stand this year would hold a survey to inform the working party for the new Forward Plan. It would ask visitors to the stand to note 3 things they liked about Bishop's Waltham, 3 things they didn't and 3 things they would like to see changed in the town.

**CD18/18**

**Requests for Future Agenda Items – for information only**

Ratification of representatives to other local organisations

Cycling leaflet and cycling initiatives updates – Cllr S Jones

Idea of a collaborative system for regular communication for the CDC – Cllr S Jones

Ideas for refresh of PC website – Cllr S Jones

Appointment of working party to develop the expansion of the Parish newsletter and entries to the Parish News magazine, and any other methods of communication (including social media)

**CD19/18**

**Date of next meeting – Monday 16<sup>th</sup> July 2018 at 7pm**

Noted.

There being no further business the meeting closed at 8.26pm.