**Bishop’s Waltham Parish Council**

Minutes of the Community Development Committee Meeting

held in the Jubilee Hall, Bishop’s Waltham at 7.30pm

on Monday 16th July 2018

**Councillors present** Cllr S Jones

Cllr Mrs J Marsh (Chairman)

Cllr R Shields (Vice Chairman)

Cllr A Webb

Cllr G Westcombe

Cllr T Wilson

Cllr Mrs J Wood

**Non-Committee members** 0

**Also in attendance:**  Mrs E McKenzie Clerk to the Committee

Mrs R Shields Parish Rights of Way Officer

**Members of the public:** 0

**CD20/18 To receive and accept apologies for non-attendance**

All present

**CD21/18** **To receive and accept Declarations of Disclosable Pecuniary interests relating to items on this agenda**

None relating to the business of the meeting.

**CD22/18 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.

**CD23/18 To appoint representatives to the Town Team and Chamber of Trade**

Nominated as Town Team representatives: Cllr Shields and Cllr Westcombe

**Resolved: To appoint Cllr Shields and Cllr Westcombe as Town Team representatives**

**Chairman’s Proposal**

**All in favour**

Nominated as Chamber of Trade representatives: Cllr Mrs J Marsh, Cllr Shields and Cllr Mrs J Wood

**Resolved: To appoint** Cllr Mrs J Marsh, Cllr Shields and Cllr Mrs J Wood **as Chamber of Trade representatives**

**Chairman’s Proposal**

**All in favour**

**CD24/18 Public Session**

No members of the public were present.

A resident had requested information on the old garage site next to Budgens and it was noted that this redevelopment opportunity still had no plans submitted.

The issue of the planning application for the gas generator station currently under consideration was raised and the key points explained. The matter would be fully discussed at the next Planning, Environment and Highways Committee meeting on 24th July.

**CD25/18 Approval of the Minutes of the meeting 21st May 2018**

**Resolved: To approve the minutes of the meeting 21st May 2018**

**Proposed: Cllr Wilson**

**Seconded: Cllr Mrs J Marsh**

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

**CD26/18 Actions arising from the minutes of the meeting 21st May 2018**

Noted.

The actions regarding the cycle leaflet were being progressed by Cllr S Jones who reported that the two routes were available for testing.

The WiFi survey was now complete and the map was in the process of being updated.

The review of noticeboards was due to be surveyed on 17th July by Cllr Westcombe and the Senior Groundsman.

**CD27/18 Financial Position Year to Date**

**CD28/18 Budget Review and Schedule for 2018-19 –** *for consideration*

These agenda items were discussed together. The financial position year to date was noted and the budget reviewed. The Community Events cost centre would be split into events planned for the year to highlight individual spending for each event. Accruals would need to be carefully monitored at the end of the financial year for March events such as the Annual Meeting of the Parish. Countryside Access plans would be considered as a schedule of projects needed to be drawn up to then apply for grants for and ensure match funding was in place. Costs for newsletters were discussed and budget setting in September would be key to ensuring these potential increases were clearly budgeted for in the future. Signage and noticeboards were also discussed.

**CD29/18 Parish Rights of Way Officer’s Report** *– to consider any motion put to the meeting as a result*

No complaints about mud had been recorded for this month which was a change from previous months. Reports recently were concerning overgrown vegetation and this was being managed by Footpath Wardens, PROW Officer and HCC Countryside Access Team where applicable. The Community Payback Scheme were also used to help in some areas.

Actions:-

Footpath 43 – Leopold Drive – hedge clearance work. WCC to repair fence.

**ACTION: Admin Officer**

Footpath 10 – Corhampton Road – overgrown path – landowner has cut vegetation back.

Footpath 13 – Locks Farm – path being monitored

New cards issued to Footpath Wardens.

New HCC Engagement Ranger noted.

Stile at Dundridge visited with Senior Countryside Access Ranger.

ACSO monitoring vandalism at Dundridge.

Footpath 502 – site visit – bridge to be reinstated on 18th July – success noted and thanks to PROW Officer given.

**CD30/18 Meeting Minutes –** *for information only*

1. **Town Team (meeting of 2nd July 2018)**

Noted. Cllr Shields reported that he was researching events other towns organised to present to the Town Team for consideration for planning future activities.

**CD31/18 Review of Town Team Event ‘KidSTreat’ i) Town Team notes –** *for information*

**ii) Parish Council Stand –** *for information*

Noted. It was highlighted how valuable an exercise it was to review any project with the opportunity to learn from one event in planning future activities. The event being ‘free’ was highly praised but the chance to collect donations should be considered at the end of events.

**CD32/18 Remembrance Day Events, 11th November 2018 – Notes from the Working Party** *– for information*

Noted.

A band has been contacted for possible involvement in the parade which was positive news.

The siren would be collected and stored in the Estates Shed and the working party would decide how it would be used in the future.

The Admin Officer would liaise with the Twinning Association regarding the events planned to include the French Mayor.

**ACTION: Organise next working party meeting to progress actions. ACTION: Admin Officer**

**CD33/18 2018 Armistice Project –** *for consideration*

It was noted that the suggested siting at the North Pond area was not possible. A three week siting period in the war memorial area was key to this project, which had been agreed to by the PCC. It would then be moved to the Jubilee Hall for the remainder of the year.

**Resolved:**

1. **To recommend to Parish Council that the figure be sited at St Peter’s Church from 26th October to 19th November 2018 (and similar period in following years) and inside the Jubilee Hall for the remainder of the year (for security reasons).**
2. **To delegate authority to the Chairman to organise specific siting, fixtures and permissions.**
3. **To inform the resident who gave the donation for a figure to be sited at the North Pond that, as the land was owned by the North Pond Group and not the Parish Council, a refund will be given, unless the resident would like the donation to go towards the cost of the single silhouette figure.**

**Chairman’s Proposal**

**6 in favour, 1 abstention ACTION: Admin Officer**

**CD34/18 Installing a Little Free Library** *– for consideration*

The idea was considered, and the value of encouraging reading highlighted. It was felt though that the town had its own library and residents should be encouraged to value and support this facility already in place.

**CD35/18 Public Transport i) HCC Public Transport Consultation** *– for consideration*

**ii)Connections Leaflet** *– for consideration*

Cllr Jones presented a response to the HCC Public Transport consultation document for consideration and requested that councillors offer any further comments were returned to him. He would be requesting a meeting with Hampshire County Council about this matter to ensure a commitment to an effective bus service was in place. A discussion followed focusing on cuts that would have to be made and where could these possibly be made.

A leaflet showing how the bus services connected was circulated and welcomed. It was felt to be particularly needed for the older generations who did not have access to digital versions. The leaflet highlighted the importance of transport links. The leaflet would be sent to Hampshire County Council as a basis for future discussions.

**CD36/18 Appointment of working party to develop Parish Council communication methods** *– for consideration*

It was emphasised that the need to set a launch date for the new Parish Council newsletter should be set and a plan scheduled to hit this target. A guidance framework would need to be drawn up, taking into consideration a budget and clear vision for the project. This would then be taken to Parish Council for approval.

**Resolved: To organise a meeting for the working party, to comprise of Cllrs Wood, Jones, Shields and Cole, to plan to develop Parish Council communication methods**

**Chairman’s Proposal**

**All in favour**

**CD37/18 Forward Plan 2014-2018**

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

The plan was considered but new one currently being formulated so more relevant for future discussions.

**CD38/18 Chairman’s Report –** *for information only*

A very valuable visit to the Beaver groups of Bishop’s Waltham to support work on their Community Impact badge was noted.

**CD39/18 Councillors’ Reports –** *for information only*

It was noted that the BW Museum Trust was looking for additional trustees.

**CD40/18 Requests for Future Agenda Items –** *for information only*

A framework for ‘Parish Council communication methods’ - Working Party notes

Schedule for replacement of stiles to kissing gates and publication of nature reserves leaflet – PROW Officer

**CD41/18 Date of next meeting – Monday 17th September 2018 at 7pm**

Noted.

There being no further business the meeting closed at 8.52pm.