

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 17th September 2018

Councillors present

Cllr Mrs J Marsh (Chairman)
Cllr R Shields (Vice Chairman)
Cllr A Webb
Cllr G Westcombe
Cllr T Wilson

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

CD42/18

To receive and accept apologies for non-attendance

Cllr S Jones - indisposed
Cllr Mrs J Wood - family commitment

Resolved: To accept apologies for non-attendance

Proposed: Cllr G Westcombe
Seconded: Cllr Mrs J Marsh
All in favour

CD43/18

To receive and accept Declarations of Disclosable Pecuniary interests relating to items on this agenda

None relating to the business of the meeting.

CD44/18

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.

CD45/18

Public Session

No members of the public were present.

CD46/18

Approval of the Minutes of the meeting 16th July 2018

Resolved: To approve the minutes of the meeting 16th July 2018

Chairman's Proposal
All in favour

CD47/18

Actions arising from the minutes of the meeting 16th July 2018

Noted.

A report on the Bishop's Waltham end of the proposed Botley to Bishop's Waltham Bridleway Project was due to be presented to the Parish Council in October. An update could also be made to the Committee as a future agenda item.

An application for grant funding for the planned Nature Reserves Leaflet would be made in November by the Parish Rights of Way Officer.

The WiFi survey was now complete and the map due to be uploaded to the website.

The noticeboard repairs were in progress with the first one completed and re-sited outside Jubilee Hall. Hoe Road noticeboard was next to be updated then the one at Red Lion Street.

The Remembrance Day parade actions were ongoing but the anticipated band to play on the parade had informed the Chairman that they could not fulfil this role.

The fence repairs required had been reported to WCC but it had not been checked if these repairs had actually been undertaken yet.

CD48/18

Financial Position Year to Date

The expenses for the Remembrance Day events were due to be deducted as would the costs arising from the noticeboard repairs. It was noted that the budget for noticeboards was £500 but the Committee agreed to regularly review this spending and allocate further funds to continue this worthwhile project.

Three replacement QR codes for the Town Trail were required and the cost allocated to the appropriate budget line.

The expenses for the Annual Meeting of the Parish 2018 had not been accrued and so this budget line would have to cover both this meeting and the one planned for March 2019. Appropriate budgeting would need to be made for 2019-2020 in anticipation of this increasingly costly meeting as its success hopefully continues.

CD49/18 Budget Setting 2019-20 – for consideration

Resolved: To agree the working party to consist of Cllr Mrs J Marsh and Cllr Shields for Budget Setting 2019-20

Proposed: Cllr G Westcombe

Seconded: Cllr A Webb

All in favour

Cllr T Wilson offered support and advice to the working party which was welcomed.

ACTION: Set meeting date

ACTION: Recommendations of working party to be emailed to the Committee

ACTION: Admin Officer

CD50/18 Parish Rights of Way Officer's Report – to consider any motion put to the meeting as a result
The Parish PROW highlighted the following:

- Considerable amount of cutting back of vegetation carried out over the summer by PROW Officer and other volunteers, including some needed hedge trimming and repairs to two stiles by Cllr Shields.
- The whole of the Pilgrims' Trail through the Bishop's Waltham parish was checked in response to a complaint about poor signage. A few new waymarker discs were added to clarify the route and the groundsmen have erected a post for signage at the bottom of Priory Meadow where the path leads into the Tangier Farm field.
- After re-checking access to the farmyard on **FP13**, a second letter was sent to the landowners as barbed wire was still obstructing the path. It has been recently learnt that the barbed wire is now lying on the ground so can be stepped over....not an ideal solution but at least route is now accessible.
- The Senior Countryside Access Ranger is liaising with the stable owners at **FP7/FP6** at Dundridge Lane and also Woodland Trust to put kissing gates in place of the stiles at HCC's expense and the stable land owner's. The PROW Officer will not now need to request grant funding for this project.
- The promised bridge on **FP502** has been built so the route is open again. Gates have not been placed at the ends of the bridge, though the bridge is stepped so this may deter cattle. It will still be very muddy in the area in winter. A short piece about the bridge has been written by the PROW Officer for the next Parish News.
- Access onto Ashton Lane from **FP39** is not good at present (see correspondence matter below). The stile would be the difficult to replace as the path is above the road and it would require moving the path back and putting in steps.

CD51/18 Correspondence: Ashton Lane footpath entrance – for consideration

The matter arising was considered. It was noted that the overgrown vegetation had now been cut back giving greater visibility in that area. The area highlighted was one of many stiles alongside the road and all have the same problem in that they are a step up from the road and set within the hedgerow, so visibility is poor.

Resolved: To suggest to the resident that a meeting is arranged to discuss the issue with the PROW in mid-November

Chairman's Proposal

All in favour

ACTION: Admin Officer

CD52/18 Meeting Minutes – for information only

i) Chamber of Trade (meeting of 12th July 2018)

Noted. The Chairman gave an update that a recent meeting was also held on 13th September and reported that the Christmas Fair planning was well under way and that she had provided an update on the car park plans in that the Parish Council were awaiting the result of the planning application. An update on the comments regarding the upkeep of the St George's Square clock was also given.

ii) Town Team (meeting of 6th August 2018)

Noted. A recent meeting had also been held on 10th September and Cllr Shields reported that the group were focusing on their continued development - generating and considering ideas for the town. The new website was noted as successful.

CD53/18 Remembrance Day Events, 11th November 2018 – Notes from the Working Party – for information

Noted. The Chairman explained that she would be indisposed to attend on the day and requested that other councillors step in to cover her position on the working party to support the plans as they unfolded on the day. Cllr Westcombe volunteered to join the working party which was welcomed. Tasks were ongoing and progressing well. It was decided not to sound the siren this year due to the fact that the Sunday was the 11th November and the silence at 11 o'clock on the 11th was key this particular year. In future years the siren should be sounded it was felt. There was a positive response to the idea of music being played in the high street when the parade marched through. As no band could be found to play in the parade this seemed an alternative plan and would be further investigated by the working party.

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

CD54/18 2018 Armistice Project – for information

The Chairman gave an update explaining that a meeting had been arranged, for the following day, with a Church representative to meet to agree the location for the Tommy figure near the War Memorial for the 3 week around Remembrance Sunday. It was suggested that a brass plaque would be appropriate to be positioned alongside the figure when it moved inside the Jubilee Hall.

ACTION: Gather quote for brass plaque

ACTION: Admin Officer

CD55/18 Parish Council Communication Methods – for information

The notes of the working party were discussed and the draft layout of the proposed newsletter presented. It was agreed that the layout should have a dramatic first page 'hook' to draw the reader's attention. The articles should focus on council decisions, updates on current sites being developed and how the precept is being spent. The item on hall hire should include prices. The Committee advised that the working party meet and consider these thoughts and complete a draft for recommendation to November's Parish Council meeting for approval to print as the December edition. It was queried whether, going forward, a large article would still be needed for the Parish News magazine as this had a much smaller circulation than the Parish Council newsletter which should reach every household.

ACTION: Working party to meet and draft substantial version for recommendation to November Parish Council meeting

ACTION: Admin Officer/Admin Assistant

CD56/18 Annual Meeting of the Parish 2019 - Appointment of working party – for consideration

The points raised during the review of the previous Annual Meeting of the Parish were considered. It was noted that there had been a very positive response to the use of the voting pads and that this should be considered for the 2019 meeting. It was requested that two lapel microphones were available for the evening.

Resolved: To appoint the working party as Cllr R Shields, Cllr Mrs J Marsh and Cllr T Wilson for the planning of the Annual Meeting of the Parish 2019,

Proposed: Cllr G Westcombe

Seconded: Cllr A Webb

All in favour

ACTION: To arrange a meeting of the working party

ACTION: Admin Officer

ACTION: To purchase additional lapel microphones and regularly test ACTION: Halls Manager

CD57/18 Forward Plan 2014-2018

(i) List of actions – update – for information.

The plan was considered but new one currently being formulated so more relevant for future discussions. Any issues outstanding had been transferred to the new plan 2019-2023.

- CD58/18** **Chairman's Report – for information only**
The Chairman had already reported on her attendance at the Chamber of Trade meeting.
- CD59/18** **Councillors' Reports – for information only**
None.
- CD60/18** **Requests for Future Agenda Items – for information only**
Report on Botley to Bishop's Waltham Bridleway Project
Emergency Plan updates
Summer Event 2019
- CD61/18** **Date of next meeting – Monday 19th November 2018 at 7pm**
Noted.

There being no further business the meeting closed at 8.24pm.