

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 20th May 2019

Councillors present	Cllr Mrs L Clarke Cllr R Haysom Cllr S Jones Cllr Mrs J Marsh (Chairman) Cllr R Shields (Vice Chairman) Cllr Mrs L Thompson Cllr G Westcombe Cllr T Wilson Cllr Mrs J Wood
Non-Committee members	0
Also in attendance:	Mrs E McKenzie Deputy Executive Officer (DEO)
Members of the public:	0

CD01/19 To elect the Chairman of the Committee

Resolved: To elect Cllr Mrs Marsh as Chairman of the Committee
Proposed: Cllr Mrs J Wood
Seconded: Cllr Mr T Wilson
All in favour

CD02/19 To elect the Vice Chairman of the Committee

Resolved: To elect Cllr R Shields as Vice Chairman of the Committee
Proposed: Cllr Mr T Wilson
Seconded: Cllr Mrs J Wood
All in favour

CD03/19 To appoint representatives to the Town Team, Chamber of Trade and other Organisations

Resolved: To appoint Cllr R Shields and Cllr G Westcombe as representatives to the Town Team
Chairman's Proposal
All in favour

Resolved: To appoint Cllr Mrs J Marsh and Cllr R Haysom as representatives to the Chamber of Trade
Proposed: Cllr Mrs J Wood
Seconded: Cllr G Westcombe
All in favour

Resolved: To appoint Cllr Mrs J Wood as representative to the Museum Trust
Proposed: Cllr Mrs J Marsh
Seconded: Cllr G Westcombe
All in favour

Resolved: To appoint Cllr R Haysom as representative to the North Pond Conservation Group
Chairman's Proposal
All in favour

Councillors were reminded that all representatives must make a written report for the relevant committee within 14 days regarding any meetings they attend on behalf of the Parish Council (Standing Orders 4g)

- CD04/19 To receive and accept apologies for non-attendance**
Cllr A Webb – work commitments
- Resolved: To accept apologies for non-attendance**
Chairman’s Proposal
All in favour
- CD05/19 To receive and accept Declarations of Disclosable Pecuniary interests relating to items on this agenda**
None relating to the business of the meeting.
- CD06/19 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.
- CD07/19 Public Session**
There were no members of the public present.
A member of the public had emailed asking for information regarding the red telephone box on Hoe Road. The box is in a state of disrepair and an adoption scheme is available from BT which the Parish Council was requested to consider.
ACTION: Discuss adoption scheme at next meeting **ACTION: Committee**
- CD08/19 Approval of the Minutes of the meeting 15th April 2019**
- Resolved: To approve the minutes of the meeting 15th April 2019**
Proposed: Cllr T Wilson
Seconded: Cllr Mrs J Wood
All in favour
- CD09/19 Actions arising from the minutes of the meeting 15th April 2019**
Noted.
Bridleway project ongoing.
Cycle Leaflet updates stated by Cllr Jones in contact with SDNP representatives ensuring the cycle routes were on their View Ranger webpage. The routes should not be altered and should retain named ownership of BWPC. It was reminded to liaise with the Town Team with specific relevance to their walking and cycling webpage. Cllr Jones added that the project to enable a cycle strategy for Bishop’s Waltham is noted as a priority on the Forward plan which should be promoted.
ACTION: To confirm routes are available online **ACTION: SJ**
Items completed noted – Nature Reserve leaflets, 2018 Armistice Project, Ashton Lane stile, Draft Forward Plan and Pull-up banner.
The Party in the Park event is an agenda item for this meeting.
Footpath works due May or June now that the weather is favourable.
The mobile phone app project is noted as being progressed by Cllr Webb and Cllr Jones.
- CD10/19 Financial Position Year to Date**
Month 1 not available due to year end processes being finalised.
Month 12 report shows overspend which, it was felt, reflected the increase in projects that the committee is taking on. The budget working group would need to be mindful of potential costs of routine and one-off projects when setting the budget for 2020/21 in September 2019.
The bi-monthly newsletter was noted as an increase cost project. The website and email host were a cost that could be reconsidered for 2020/21.
ACTION: Note renewal date for hosting website and emails and compare with other providers
ACTION: DEO/Admin Assistant/Cllr Jones
- CD11/19 Meeting Minutes – for information only**
i) **Town Team (meeting of 1st April 2019)**
ii) **Chamber of Trade (meeting of 11th April 2019)**
iii) **Museum Trust (meeting of 2nd May 2019)**
- Noted.
Town Team – successes noted regarding BW Bites, Yarn Bombing and website.
Chamber of Trade – ‘Other Shops’ fingerpost was noted as ongoing with WCC not responsive in a timely manner to this request. The problem of large bins on the roadside was highlighted and the

solution of a waste compactor was raised. It was considered that the Chamber of Trade and Parish Council could work together on this project.

ACTION: Discuss the idea of a waste compactor for Bishop's Waltham **ACTION: Chairman**

CD12/19 **Terms of Reference – to note**

The Chairman reminded all councillors of the terms of reference for the committee.

The meeting day and time for committee meetings would be an agenda item at the next meeting.

ACTION: DEO

The additional responsibilities of environment and street furniture would bring with them their budget allocation from the previous committee who covered these.

Cllr Mrs L Clarke queried how to bring agenda items to the committee's attention and Cllr Shields explained the process and offered support and encouragement. Cllr T Wilson stated that this process would also be covered within the new councillor induction programme.

Cllr Jones raised the aspects of youth and social media within the terms of reference. He would be keen to investigate the social media policy, strategy and 'voice of' for Bishop's Waltham Parish Council.

ACTION: Review Social Media policy, strategy and 'voice of' for BWPC **ACTION: Cllr Jones**

CD13/19 **Environmental Initiatives – for consideration**

Cllr Shields presented the paper.

Any issues involved trees should include Tree Wardens.

Winchester Action on Climate Change had been mentioned and a request for a Parish Council contact. **ACTION: Appoint a contact for WACC in June meeting**

ACTION: DEO

Resolved: To commit to initiating projects to benefit the local environment and to combat climate change

Proposed: Cllr Shields

Seconded: Cllr Jones

All in favour

Resolved: To appoint a working group comprising of Cllr Mrs L Clarke, Cllr Haysom, Cllr Jones and Cllr Mrs L Thompson to propose projects with an achievable plan for implementation

Chairman's Proposal

All in favour

ACTION: LC/RH/SJ/LT

CD14/19 **'Party in the Park' – Notes from the Working Group meeting – for consideration**

Progress was noted and offers of help gratefully accepted.

CD15/18 **Future Meetings for Community Organisations – Notes from the Working Group meeting – for consideration**

Noted.

Cllr T Wilson outlined an idea for Community Awards which could be presented in the September thank you meeting for the community organisations. Nominations to be discussed at the next working group meeting and a report would be due within the June Committee meeting.

CD16/19 **Heart Start Training for the Community – for consideration**

Cllr Shields presented the paper.

Resolved:

i) **To request all Parish Councillors and employees participate in a dedicated Heart Start course of 2 ½ hours**

ii) **To invite a grant application (£200) from Meon Valley Heart Start (MVHS) to purchase a large-screen tablet to be used for monitoring multiple interactive resuscitation mannequins.**

Chairman's Proposal

All in favour

ACTION: DEO/EO

CD17/19 **Draft Forward Plan 2019-2023 – for consideration**

The Chairman, Vice Chairman and Clerk to the Committee would meet to link items on the plan to agenda items for future meetings.

ACTION: Chairman/Vice Chairman/DEO

CD18/19 **Chairman's Report – for information only**

None.

CD19/19 **Councillors' Reports – for information only**

Cllr Shields presented a card from the Parish Rights of Way Officer thanking the committee for the gift

received. She offered her best wishes for the committee and its future projects.

CD20/19

Requests for Future Agenda Items – *for information only*

Meeting dates and times for Council Year 2019/20

CD21/19

Date of next meeting – Monday 17th June 2019 at 7pm

Apologies were offered from Cllr Haysom and Cllr Mrs J Marsh due to family commitments.

There being no further business the meeting closed at 9.08pm