

## West Hill Parish Council

Clerk to the Council: Anne Oliver,  
 Tel: 01404 232 100 / 07413 932406  
 Email: [clerk@westhillparishcouncil.gov.uk](mailto:clerk@westhillparishcouncil.gov.uk)

### To Members of The Open Spaces Committee of West Hill Parish Council

23<sup>rd</sup> Aug 2020

You are duly summoned to attend the next meeting of the **OPEN SPACES COMMITTEE** to be held at **1.00pm on Tuesday 29<sup>th</sup> September 2020**

- Due to the Covid-19 situation the meeting cannot be held in The Narthex, St Michael's as per standard practice. Recent legislation changes enable Councils to hold virtual meetings. The WHPC Open Spaces Committee will meet by video conference. The meeting is open to the public.
- Members of the public wishing to attend the meeting via video conferencing should contact the Parish Clerk (see contact details above).
- Alternatively, members of the public are invited to submit issues or concerns to the Clerk who will raise the matter at the meeting on their behalf.

*Anne Oliver*, Clerk to the Council

### AGENDA

Item (a)	Discussion and decisions (b)
20/108	<b>Welcome and Chairman's announcements</b> including a reminder that the meeting will be (sound) recorded.
20/109	<b>Apologies.</b> To receive apologies and approve reasons for absence.
20/110	<b>Public question time (3 minutes)</b> From 1.00pm residents are invited to give their views and question the Open Spaces Committee on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman, before the start of the Open Spaces Committee meeting. Members of the public may not take part in the Committee meeting itself. This item will include issues submitted by residents unable to attend the meeting.
20/111	<b>Declarations of Interest</b> a. Register of Interests: Councillors are reminded of the need to update their register of interests. b. To declare any personal interests in items on the agenda and their nature. To declare any disclosable pecuniary interests in items on the agenda and their nature (Councillors with DPLs must leave the meeting for the relevant items).
20/112	<b>Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960</b> (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded.
20/113	<b>Minutes</b> a. To approve the minutes of the Open Spaces Committee meeting held on Tuesday 25 <sup>th</sup> Aug 2020
20/114	<b>To receive a Clerk's Report on actions and matters arising from the last meeting</b>

	<ul style="list-style-type: none"> <li>a. Actions from OS Committee 25<sup>th</sup> Aug 2020</li> <li>b. Other matters               <ul style="list-style-type: none"> <li>- <b>2021 budget timetable</b></li> </ul> </li> <li>c. Any urgent matters arising</li> </ul>
<b>20/115</b>	<p><b>Footpaths (Cllr ABC)</b> For information</p> <ul style="list-style-type: none"> <li>a. Footpath 1 and 40: DCC Public Rights of Way (PROW) taking action to address broken sign and flooding.</li> </ul> <p><b>For decision</b></p> <ul style="list-style-type: none"> <li>1. Footpath 5           <ul style="list-style-type: none"> <li>• To consider a quote for a handrail.</li> <li>• To consider writing to neighbouring properties advising of planned works</li> </ul> </li> <li>2. Footpath 7: WHPC and DCC does not have authority to remove the Japanese Knotweed adjacent to the footpath. To consider any possible next steps.</li> </ul>
<b>20/116</b>	<p><b>Village Lengthsman (Cllr ABC)</b> For information</p> <ul style="list-style-type: none"> <li>a. Verge cutting / Sign cleaning will take place at the end of September.</li> <li>b. Playpark playboat and path repairs will take place at the end of September.</li> </ul> <p>For decision</p> <ul style="list-style-type: none"> <li>1. <b>To review</b> 2020 expenditure against budget</li> <li>2. <b>To consider</b> the Lengthsman's work schedule for October/November</li> </ul>
<b>20/117</b>	<p><b>Himalayan Balsam Clearance project (Cllr MP)</b></p> <ul style="list-style-type: none"> <li>1. <b>To receive an update.</b></li> </ul>
<b>20/118</b>	<p><b>Broadoak Plantation (Cllr AT)</b> For information</p> <ul style="list-style-type: none"> <li>a. Proposed Woodland Trust lease - at WHPC meeting on 15<sup>th</sup> Sep 2020 Cllrs agreed not to take on the lease at this time. A letter has been sent to the Woodland Trust confirming this decision.</li> </ul> <p>Outstanding/Ongoing actions from previous meeting</p> <ul style="list-style-type: none"> <li>• To monitor the Glade area and contact Woodland Trust when further maintenance work is required. (Cllrs ABC/AT)</li> </ul> <p>For decision</p> <ul style="list-style-type: none"> <li>a. <b>To receive an update</b> on communications with The Woodland Trust regarding the WHPC letter re raised manhole at Lower Broadoak Rd entrance.</li> </ul>
<b>20/119</b>	<p><b>Playpark (Cllr AT)</b> For information</p> <ul style="list-style-type: none"> <li>a. Idverde Ground Maintenance work ongoing</li> <li>b. Covid safety notices have been installed.</li> <li>c. On 5-Aug WHPC received reports of anti-social behaviour, litter and bottles in the Playpark.</li> <li>d. Weekly rota introduced to check the playpark for a trial period: Councillors continue to monitor the Playpark weekly.</li> <li>e. EDDC have been commissioned to install a recyclables bin in the playpark.</li> <li>f. EDDC have been commissioned to take over the playpark waste collection service.</li> </ul>

	<p>For decision</p> <ol style="list-style-type: none"> <li>1. <b>To review</b> the latest Government Guidance including the “rule of six” and consider a risk assessment to identify any required actions.</li> <li>2. <b>To receive the 2020 RoSPA report</b> and agree any required actions.</li> <li>3. <b>To receive an update</b> on the research into the feasibility of installing a slide in the Playpark.</li> </ol>
<b>20/120</b>	<p><b>Highways (Cllr ABC)</b></p> <p>For information</p> <ol style="list-style-type: none"> <li>a. Highways have agreed to <ul style="list-style-type: none"> <li>• Schedule works to address problems with <ul style="list-style-type: none"> <li>○ West Hill Road/Higher Broad Oak Road water run off</li> <li>○ Hawkins Lane/Lower Broad Oak Road water run off</li> </ul> </li> <li>• Investigate moving the Village Gateway Signs onto the B3180</li> </ul> </li> </ol> <p>For action/decision</p> <ol style="list-style-type: none"> <li>1. <b>To receive</b> an update on Village Gateway signs.</li> </ol>
<b>20/121</b>	<p><b>Vehicle Activated Sign (VAS )</b></p> <ol style="list-style-type: none"> <li>1. <b>To receive</b> an update on the West Hill VAS scheme (Cllr MP)</li> <li>2. <b>To consider</b> a request for a further VAS location on West Hill Road between McColls and the War Memorial</li> </ol>
<b>20/122</b>	<p><b>Other Matters</b></p> <ol style="list-style-type: none"> <li>a. Litter/Dog Waste bins</li> <li>b. Bus Shelter</li> <li>c. Air Ambulance Lighting Column</li> <li>d. Landmark Tree</li> <li>e. Snow Warden – see next item 20/104</li> </ol> <p>For information</p> <ol style="list-style-type: none"> <li>1. Bus Shelter – Following a report of broken eggs at the bus stop Cllr JB checked the areas and cleaned up the debris.</li> </ol> <p>For Decision</p> <ol style="list-style-type: none"> <li>1. <b>To receive</b> an update following a resident's request for a dog waste bin on Bendarroch Road.</li> </ol>
<b>20/123</b>	<p><b>Snow Warden</b></p> <p>Following the resignation of West Hill's unofficial Snow Warden, <b>to consider</b> the possible options for West Hill.</p>
<b>20/124</b>	<p><b>Open Spaces</b></p> <p><b>To receive an update</b> and agree next steps.</p>
<b>20/125</b>	<p><b>Resident Communication</b></p> <ol style="list-style-type: none"> <li>a. Lower Broadoak Road drainage: WHPC has received further communication (14<sup>th</sup> Sep) from a resident reporting the ditch/pipe had not been cleared by the landowner as promised.</li> <li>b. Higher Broad Oak – localised flooding/drainage problems</li> <li>c. Playpark – reporting anti-social behaviour during Fri/Sat evenings.</li> <li>d. Warren Park/West Hill Road hedges obstructing the pavement.</li> <li>e. Land nr Higher Metcombe – clearing of trees, shrubs etc</li> </ol>

<b>20/126</b>	<b>Finance and invoice tracker</b> Invoices received  1. N/A  Paid invoices – for information: n/a  <b>a.</b> Finance Tracker 2020/2021 (Sep) + Half Year report.
<b>20/127</b>	<b>Councillors questions, reports and items for future agenda</b> Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. <i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i>
<b>20/128</b>	<b>Next meeting:</b> To confirm the date of the next meeting which is scheduled for 1.00pm Tuesday 27 <sup>th</sup> October 2020.

Signed: *Anne Oliver*, Clerk to the Council,

23<sup>rd</sup> Sep 2020