

**WEST HILL PARISH COUNCIL
MINUTES OF THE OPEN SPACES COMMITTEE MEETING
HELD ON 23rd FEBRUARY 2021 AT 1.00pm
The meeting was held by video conferencing**

Present:	Chairman Cllr Alan Cook (ABC), Cllr Amanda Townsend (AT), Cllr Margaret Piper (MP), Cllr Alison Carr (AC), Cllr Della Cannings (DC)
Apologies received from: In attendance	n/a Cllr Jess Bailey (JB), Parish Clerk Anne Oliver, Footpath Warden Eileen Perkins, no members of the public attended the meeting.

Item (a)	Discussion and decisions (b)
21/021	<p>Welcome and Chairman's announcements</p> <p>The meeting started at 1.00pm. The Chairman welcomed everyone and reminded everyone that the meeting was being recorded.</p>
21/022	<p>Apologies. To receive apologies and approve reasons for absence. N/A</p>
21/023	<p>Public question time (3 minutes) 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.</p> <p>Footpath Warden, Eileen Perkins, raised three matters</p> <p>1. Definitive Map review: The Footpath Warden suggested the following items be considered:</p> <ul style="list-style-type: none"> • Footpath 5 (West Hill Road/Eastfield to B3180): The footpath openings onto the B3180 could be re-sited to enable a direct crossing across the busy road. The current layout requires walkers to walk along a busy road. • Eastfield-Bendarroch Road: create a footpath to create a direct link. This would also facilitate a circular footpath route in the centre of the village. • West Hill - Ottery St Mary: a new footpath • Remove Footpath 87: this is not used by walkers and is now overgrown. <p>2. Footpath 4: The footpath continue to be very wet.</p> <p>3. Grit Bins in Perry's Gardens are 2/3rd full.</p>
21/024	<p>Declarations of Interest</p> <p>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</p> <p>b. To declare any personal interests in items on the agenda and their nature.</p> <p>c. To declare any disclosable pecuniary interests in items on the agenda and their nature (Councillors with DPIs must leave the meeting for the relevant items).</p> <p>Cllr JB declared a personal interest as an East Devon District Cllr. No personal or pecuniary interests declared – Cllrs ABC, AT, AC, DC, MP</p>
21/025	<p>Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the</p>

	confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded. N/A
21/026	<p>Minutes</p> <p>a. To approve the minutes of the Open Spaces Committee meeting held on Tuesday 26th January 2021.</p> <p>Noted and Approved</p>
21/027	<p>To receive a Clerk’s Report on actions and matters arising from the last meeting</p> <p>a. Actions from OS Committee 26th January 2021</p> <ul style="list-style-type: none"> i. Japanese Knotweed: The Police have responded to the Council’s letter and have advised a course of action. ii. VAS: Write to Penninsular Road Safety Partnership - action outstanding iii. Broadoak Woodland: Tilhill have agreed to the Parish Council’s proposal to carry out additional maintenance at The Glade. This will be confirmed in writing. <p>b. Other matters</p> <ul style="list-style-type: none"> • Village gateway signs – DCC Highways have not confirmed a date for the transfer of the gateway signs • Playpark monitoring - Cllrs were reminded to update the Clerk following their weekly playpark check. • Resident Communication – various matters signposted to Highways/EDDC • Bus Shelter – The Clerk suggested Cllrs consider carrying out a regular maintenance check. <p>It was agreed to consider Bus Shelter maintenance checks at the next meeting of the OSC.</p> <p>c. Any urgent matters arising – <i>n/a</i></p>
21/028	<p>Footpaths (Cllr ABC) For information</p> <ul style="list-style-type: none"> a. P3 grant application was submitted on 29th January. b. Letter requesting action on Japanese Knotweed sent to Devon + Cornwall Countryside + Wildlife Officer (9th Feb) c. Waterlogged Footpath 4 Elsdon Lane-Lower Broad Oak Road reported to DCC PROW <p>In response to issues raised by the Clerk and Footpath Warden:</p> <ul style="list-style-type: none"> • Japanese Knotweed Cllrs discussed the information provided by the Police Rural Crimes Officer regarding the patch of the weeds present on footpath 6. <p>It was agreed to send a letter by recorded delivery to the Landowners.</p> <ul style="list-style-type: none"> • Footpath 4 South West Water have investigated and have confirmed there are no leaks in the area. <p>It was agreed to refer the waterlogged path to DCC Public Rights of Way.</p> <p>For decision</p> <ul style="list-style-type: none"> 1. To consider the WHPC response to the Public Rights of Way - Definitive Map Review for West Hill (Deadline for responses 4th March) <p>Cllrs discussed a draft response prepared by Cllr ABC. This included</p> <ul style="list-style-type: none"> - Updates/correction on the listings for the existing footpaths - No “missing” historic paths have been identified. - New paths suggested by the Footpath Warden. <p>It was agreed to submit the paper to the DCC PROW review.</p>

21/029	<p>Playpark (Cllr AT) For information</p> <ol style="list-style-type: none"> a. Councillors continue to monitor the Playpark weekly. b. Litter and anti-social behaviour incident were reported to WHPC on 14th Feb. c. The safety matting repairs/replacement were completed in October. Invoice not yet paid as bank details not available. <p>For decision</p> <ol style="list-style-type: none"> 1. To review the latest Government Covid-19 guidance, if any, and consider actions required. 2. To receive an update on costs for the purchase and installation of a slide. <p style="color: red;">Cllr AT reported on potential costs for a slide (purchase and installation). Progress has been slow as suppliers wish to carry out a site survey before confirming feasibility and costs. To date, one company has visited the playpark and highlighted concerns regarding the very limited space available and the considerable groundworks required.</p> <p style="color: red;">If the project proceeds Cllr AT noted that a public consultation will be probably be required.</p> <p style="color: red;">Cllrs considered this feedback and suggested the way ahead was a review of the whole playpark to assess current provision, condition and future options.</p> <p style="color: red;">It was agreed to make a recommendation to Full Council: to carry out a Playpark Review.</p> <p style="color: red;">Note: Cllrs note the approved Playpark Management Plan adopted a “repair and replace” strategy however section 6 states new equipment/capital expenditure recommendation will be referred to Full Council for decision</p>
21/030	<p>Broadoak Plantation (Cllr AT) For information</p> <ul style="list-style-type: none"> • Raised manhole cover reported to Highways (Sep-20). Markings show that an assessment has been carried out. <p>For decision</p> <ol style="list-style-type: none"> 1. To receive an update on maintenance of The Glade and to consider the response from Tilhill (if it has been received). <p style="color: red;">Cllrs welcomed the positive response from Tilhill which permitted the Parish Council to carry out limited maintenance in the area surrounding the picnic tables (according to their constraints).</p> <p style="color: red;">It was agreed to contact Tilhill requesting an update on the broken fence at the Higher Broadoak Entrance.</p>
20/031	<p>Village Lengthsman (Cllr ABC) For information</p> <ol style="list-style-type: none"> a. Grant application to Highways Community Enhancement Fund for funding for the Lengthsman service was submitted 2nd Feb. <p>For decision</p> <ol style="list-style-type: none"> 1. To consider the Lengthsman schedule for Mar-Apr 2021. <p style="color: red;">It was agreed the Clerk would liaise with the Lengthsman regarding the start date for grass cutting at the Playpark.</p>
21/032	<p>Vehicle Activated Sign (VAS) For information</p> <p>Outstanding action: write to West Hill Community Speedwatch and Penninsular Road safety Partnership to share initial findings</p>

	<p>For discussion To receive an update on the West Hill VAS scheme (Cllr MP) including</p> <ol style="list-style-type: none"> a. Recent reports <p>Cllr MP reported that the transfer and reporting process continues to work well. Cllrs were reminded that in the coming weeks the VAS will have been in operation at each location on the phase 1 schedule.</p> <p>Cllr DC advised that residents have asked for an additional VAS device to be dedicated to the B3180 sites.</p> <p>Cllr DC will be liaising with Community Speedwatch co-ordinator re OPCC scrutiny of Community Speed Watch schemes and also asked for Cllr feedback.</p> <p>It was agreed that Cllr MP/Clerk would</p> <ul style="list-style-type: none"> • produce a summary of finding to date and use this to propose a phase 2 schedule. • Liaise with Speedwatch regarding the available VAS data. <ol style="list-style-type: none"> b. Additional Sites <p>The Clerk reported that an, in principle, a householder on West Hill Road had agreed that their roadside verge could be a site for VAS. This was the site near the War Memorial proposed by Highways.</p> <p>Further discussions are required to finalise details. This matter will be discussed at Full Council on 2nd March.</p>
<p>21/033</p>	<p>Bus Shelter</p> <ol style="list-style-type: none"> 1. To approve the purchase of a WHPC noticeboard to be installed on the bus shelter. <p>Cllrs considered a options for a Parish Council Noticeboard to be installed on the external wall of the bus shelter.</p> <p>It was agreed to recommend to Full Council – the purchase and installation of a noticeboard £241+vat+delivery (£14.95)</p> <p>In addition, Cllrs agreed to consider scheduling regular “bus shelter maintenance checks” at a future meeting.</p>
<p>21/034</p>	<p>West Hill wildflower initiative: To receive an update on arrangements.</p> <p>Cllr DC reported that early publicity had generated a lot of interest and 60+ packets of seeds had been distributed to residents so far. WHPC has received good support from Village organisations who were willing to publicise the challenge.</p>
<p>21/035</p>	<p>West Hill sunflower competition: To receive an update on arrangements.</p> <p>Cllr AT gave an update on discussions with the West Hill Primary School PTFA regarding organising a summer competition. They have expressed an interest but details are to be finalised.</p>
<p>21/036</p>	<p>Other Matters</p> <ol style="list-style-type: none"> a. Litter Bins/Grit Bins b. Bus Shelter c. Air Ambulance Lighting Column d. Landmark Tree e. Noxious weeds <p>No matters to report</p>

21/037	Finance and invoice tracker Invoices received 1. n/a Finance Tracker 2020/2021 (Feb) Noted and approved
21/038	Councillors questions, reports and items for future agenda 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> No matters raised
21/039	Next meeting: To confirm the date of the next meeting which is scheduled for 1.00pm Tuesday 30 th March 2021.

The meeting closed at 2.03pm

Signed *Anne Oliver* Clerk to West Hill Parish Council, 24th February 2020