

**WEST HILL PARISH COUNCIL
MINUTES OF THE OPEN SPACES COMMITTEE MEETING
HELD ON 29th September 2020 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 Della Cannings (DC)
Apologies received from: In attendance	Cllr Alison Carr (AC) EDDC/WHPC Cllr Jess Bailey (JB) + 1 member of the public Eileen Perkins (West Hill Footpath Warden)

Item (a)	Discussion and decisions (b)
20/108	<p>Welcome and Chairman's announcements</p> <ul style="list-style-type: none"> • The meeting started at 1.00pm. The Chairman welcomed everyone and reminded everyone that the meeting was being recorded.
20/109	<p>Apologies. To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> • Apologies from Cllr AC noted and accepted.
20/110	<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>West Hill's Footpath Warden reported that grass cutting on specified footpaths would take place in the coming weeks.</p>
20/111	<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. 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>None declared</p>
20/112	<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 confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded.</p> <p>N/A</p>
20/113	<p>Minutes</p> <p>1. To approve the minutes of the Open Spaces Committee meeting held on Tuesday 25th Aug 2020</p> <p>Noted and approved</p>
20/114	<p>To receive a Clerk's Report on actions and matters arising from the last meeting</p> <p>a. Actions from OS Committee 25th Aug 2020</p> <p>b. Other matters</p>

	<ul style="list-style-type: none"> - 2021 budget timetable: It was agreed to consider OSC items for the 2021/22 budget at the next meeting on 27th October. - Grounds Maintenance 2020 contract expires on 31st Dec 2020. Cllrs agreed to consider plans for 2021 at the next meeting. - Sandbags: Cllrs agreed to request an additional supply from East Devon District Council. <p>c. Any urgent matters arising</p>
<p>20/115</p>	<p>Footpaths (Cllr ABC) For information</p> <p>a. Footpath 1 and 40: DCC Public Rights of Way (PROW) taking action to address broken sign and flooding.</p> <p>For decision</p> <p>1. Footpath 5</p> <ul style="list-style-type: none"> • To consider a quote for a handrail. • To consider writing to neighbouring properties advising of planned works <p>Cllr ABC reported that DCC Highways had authorised the installation of a handrail for the steep section of Footpath 5 between West Hill Road and Eastfield. A specification for a 12m handrail (using a Key-Klamp system, as advised by DCC Highways) was discussed with the Lengthsman at an on-site meeting. The Lengthsman submitted a quote for £476.96 + vat for materials and labour.</p> <p>This work is un-budgetted but within overall OSC 2020-21 funding.</p> <p>Cllrs approved the quote for the handrail. Cllrs agreed to write to neighbouring properties advising of planned works and to request they cleared vegetation overhanging the footpath.</p> <p>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.</p> <p>Cllrs noted that Landowner has not taken action to tackle the Japanese Knotweed following the Council's letter earlier this year. Cllrs discussed the DCC Highways advice that WHPC could seek the owners permission to seek an authorised contractor to spray the weeds during Spring 2021. Cllrs were reluctant to do this as it is the Landowners responsibility to prevent the spread of the weeds. Cllr DC advised that there was legislation relating to this matter and the landowner could be reported to the relevant authority. In some circumstances landowners have been prosecuted.</p> <p>It was agreed to write to the landowner with reference to legislation and landowner responsibilities.</p> <p>3. Footpath 6: Cllr AT reported that the Public Footpath Sign on Bendarroch Road was missing.</p> <p>It was agreed that the Footpath Warden would check the site and report the matter to DCC Highways.</p>
<p>20/116</p>	<p>Village Lengthsman (Cllr ABC)</p> <p>For information</p> <p>a. Verge cutting / Sign cleaning will take place at the end of September.</p> <p>b. Playpark playboat and path repairs will take place at the end of September.</p> <p>For decision</p>

	<ul style="list-style-type: none"> • To review 2020 expenditure against budget (Noted) • To consider the Lenthsmen's work schedule for October/November <p>Cllrs agreed no additional work was required for October/November. Cllrs received an update on the Lenthsmen quote for the playpark path bark (provisionally agreed OSC 25th Aug 20/097). In addition they considered a quote for work to remove decaying tree stumps beneath the path which were becoming a trip hazard.</p> <p>Cllrs approved the quote for playpark bark top up £226.40+vat Cllrs approved the quote for stump grinding £76.00+vat</p>
<p>20/117</p>	<p>Himalayan Balsam Clearance project (Cllr MP)</p> <p>1. To receive an update.</p> <p>Cllr MP reported that a few plants had re-grown along West Hill Road but were restricted to the bank.</p>
<p>20/118</p>	<p>Broadoak Plantation (Cllr AT)</p> <p>For information</p> <ol style="list-style-type: none"> Proposed Woodland Trust lease - at WHPC meeting on 15th 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. <p>The Clerk reported that The Woodland Trust have not replied to the Council's letter.</p> <p>Outstanding/Ongoing actions from previous meeting</p> <ul style="list-style-type: none"> • To monitor the Glade area and contact Woodland Trust when further maintenance work is required. (Cllrs ABC/AT) <p>Cllrs reported that the picnic benches were accessible, the Glade area was clear of litter and did not require maintenance.</p> <p>For decision</p> <ol style="list-style-type: none"> To receive an update on communications with The Woodland Trust regarding the WHPC letter re raised manhole at Lower Broad Oak Rd entrance. <p>Cllr AT reported The Woodland Trust (WT) had advised the verge and manhole were not on WT land</p> <p>Cllrs agreed to contact Highways to identify whi is responsible for the raised manhole at Lower Broad Oak Rd entrance.</p>
<p>20/119</p>	<p>Playpark (Cllr AT)</p> <p>For information</p> <ol style="list-style-type: none"> Idverde Ground Maintenance work ongoing Covid safety notices have been installed. On 5-Aug WHPC received reports of anti-social behaviour, litter and bottles in the Playpark. Weekly rota introduced to check the playpark for a trial period: Councillors continue to monitor the Playpark weekly. EDDC have been commissioned to install a recyclables bin in the playpark. EDDC have been commissioned to take over the playpark waste collection service. <p>For decision</p> <ol style="list-style-type: none"> 1. To review the latest Government Guidance including the "rule of six" and consider a risk assessment to identify any required actions.

	<p>Cllrs considered the latest guidance and agreed that the current playpark notices were applicable and sufficient.</p> <p>2. To receive the 2020 RoSPA report and agree any required actions.</p> <p>Cllrs discussed the 2020 RoSPA report on the inspection of the playpark. equipment. With the exception of one item the equipment was considered as low/very low risk. The safety matting by the Corkscrew was rated as medium risk.</p> <p>It was noted that the matting had deteriorated since the report. Cllrs considered three quotes for the necessary repair/ replacement and other areas of safety matting requiring maintenance.</p> <p>Cllrs approved the quote from SJ Surfacing (£225+vat)</p> <p>3. To receive an update on the research into the feasibility of installing a slide in the Playpark.</p> <p>Cllrs considered a high-level feasibility study (previously circulated). Cllr AT advised that a key factor to be considered is the area required for safety matting surrounding the slide itself. A possible site had been identified that could accommodate a “medium” sized slide.</p> <p>Cllrs discussed undertaking a wider review of the playpark equipment to develop a replacement strategy. Public consultation would also be required to understand the needs of the various age groups. Item for next agenda.</p> <p>As a first step, Cllrs agreed to ask EDDC engineers to assess the lifespan of the current playpark equipment and to seek their view on installing a slide.</p>
<p>20/120</p>	<p>Highways (Cllr ABC)</p> <p>For information</p> <p>a. Highways have agreed to</p> <ul style="list-style-type: none"> • Schedule works to address problems with <ul style="list-style-type: none"> ○ West Hill Road/Higher Broad Oak Road water run off ○ Hawkins Lane/Lower Broad Oak Road water run off • Investigate moving the Village Gateway Signs onto the B3180 <p>For action/decision</p> <p>1. To receive an update on Village Gateway signs.</p> <p>Cllr ABC reported that Highways had agreed to re-locate the gateways signs and WHPC was expecting a purchase order for the work.</p>
<p>20/121</p>	<p>Vehicle Activated Sign (VAS)</p> <p>1. To receive an update on the West Hill VAS scheme (Cllr MP)</p> <p>Cllrs considered a report previously circulated by Cllr MP:</p> <ul style="list-style-type: none"> • The Council are awaiting delivery of the data collecting VAS unit • Poles have been installed at the five sites <p>Cllrs recommended the purchase of 8 additional mounting brackets to simplify the transfer of the VAS unit between sites (£400 + vat). Four poles will have two brackets to enable the VAS unit to be mounted in either direction of traffic flow.</p>

	<p>Cllrs agreed a schedule for phase 1 rollout (to reviewed for phase 2)</p> <ol style="list-style-type: none"> a. B3180 b. Moorlands/Bendarroch Road c. West Hill Rd nr Needlewood Close d. B3180 e. Junction Bendarroch Road/West Hill Road <p>Cllrs approved the purchase of</p> <ul style="list-style-type: none"> • Security lock (up to£100 +vat) • Smart Water Forensic Trace Liquid £18+vat • Pay as You Go Sim <p>2. To consider a request for a further VAS location on West Hill Road between McColls and the War Memorial</p> <p>Cllr JB asked if the Council could ask Highways to re-investigate the possibility of a VAS location between McColls and the War Memorial due to the number of school children walking in this area.</p> <p>Cllr ABC noted that Highways have previously refused this site due to the number of existing signs in the area including the flashing SCHOOL sign near the War Memorial.</p> <p>Cllrs agreed that Cllr JB should ask DCC Cllr Claire Wright to look into this matter.</p>
<p>20/122</p>	<p>Other Matters</p> <ol style="list-style-type: none"> a. Litter/Dog Waste bins b. Bus Shelter c. Air Ambulance Lighting Column d. Landmark Tree e. Snow Warden – see next item 20/104 <p>For information</p> <ol style="list-style-type: none"> 1. Bus Shelter – Following a report of brokens eggs at the bus stop Cllr JB checked the areas and cleaned up the debris. <p>For Decision</p> <ol style="list-style-type: none"> 1. To receive an update following a resident's request for a dog waste bin on Bendarroch Road. <p>Cllrs agreed that it would be difficult to find a location for a dog waste bin that would be acceptable to nearby residents. In addition it would be difficult to prevent dog walkers putting dog waste in the litter bin.</p> <p>Cllrs agreed to write to the resident with their decision not to install a dog waste bin on Bendarroch Road.</p>
<p>20/123</p>	<p>Snow Warden</p> <p>Following the resignation of West Hill's unofficial Snow Warden, to consider the possible options for West Hill.</p> <p>Cllrs noted the difficulty parishes have when trying to find a Snow Warden. Snow Gritting machines are costly and prone to problems due to salt and infrequent use. In addition finding a site for the storage of machinery, supplies of salt + grit can be difficult.</p>

	<p>Cllr ABC commented that it had been many years since a major snow event in West Hill. However such an event would cause major disruption. He acknowledged that the Village Emergency Plan under development by Cllr DC would include actions regarding snowfall.</p> <p>Cllrs agreed to consider actions required regarding Grit Bins at the next meeting.</p>
20/124	<p>Open Spaces To receive an update and agree next steps.</p> <p>As there were no matters to report Cllrs agreed that the Open Spaces Working Group should convene a meeting.</p>
20/125	<p>Resident Communication</p> <p>a. Lower Broadoak Road drainage: WHPC has received further communication (14th Sep) from a resident reporting the ditch/pipe had not been cleared by the landowner as promised.</p> <p>Cllr ABC reported that the landowner now believed that Highways should clear the ditch due to recent works. Cllr DC stated that the verge and ditch were the landowner responsibility and asked what role WHPC were playing.</p> <p>The Clerk advised that any member of the public can report problems directly to Highways via their website https://www.devon.gov.uk/roadsandtransport/report-a-problem/ and the Council should signpost residents to this.</p> <p>Cllrs agreed to write to Highways to refer the matter to them.</p> <p>b. Higher Broad Oak – localised flooding/drainage problems</p> <p>Cllrs agreed to write to Highways to ask if they could undertake the required works.</p> <p>c. Playpark – reporting anti-social behaviour during Fri/Sat evenings.</p> <p>Councillors noted that no incidents have been reported for several weeks. They agreed to write to the resident.</p> <p>d. Warren Park/West Hill Road hedges obstructing the pavement.</p> <p>Cllr ABC reported that WHPC sent letters to several households with hedges obstructing West Hill Road pavements. To date no action has been taken. Highways have agreed to contact householders.</p> <p>e. Land nr Higher Metcombe – clearing of trees, shrubs etc</p> <p>Cllrs noted that this area was listed as a Country Wildlife Site on the Neighbourhood Plan. ABC had reported this matter had been referred to the EDDC Tree Officers/ Devon Biodiversity Records Centre/Devon Wildlife Trust.</p> <p>Cllrs agreed to write to the landowner.</p>
20/126	<p>Finance and invoice tracker Invoices received</p> <p>1. N/A 1. Idverde – Ground Maintenance (Sep) £90+vat</p> <p>Noted and approved</p>

	<p>Paid invoices – for information: n/a</p> <p>a. Finance Tracker 2020/2021 (Sep) + Half Year report. Noted and approved</p>
20/127	<p>Councillors questions, reports and items for future agenda</p> <p>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></p>
20/128	<p>Next meeting:</p> <p>To confirm the date of the next meeting which is scheduled for 1.00pm Tuesday 27th October 2020.</p>

The meeting closed at 3.05pm

Signed *Anne Oliver* 30th September 2020

Clerk to West Hill Parish Council