

**WEST HILL PARISH COUNCIL
MINUTES OF THE OPEN SPACES COMMITTEE MEETING
HELD ON 24th November 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 Alison Carr (AC).
Apologies received from: In attendance	Cllr Della Cannings (DC) Cllr Jess Bailey (JB), Parish Clerk Anne Oliver, DCC Public Rights of Way Officer Thomas Green, Footpath Warden Eileen Perkins, no further members of the public attended the meeting.

Item (a)	Discussion and decisions (b)
20/152	<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.
20/153	<p>Apologies. To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> Apologies from Cllr Cannings were noted and approved.
20/154	<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. Footpath Warden, Eileen Perkins, gave an update on West Hill's footpaths</p> <ul style="list-style-type: none"> Footpath 40 - Work has been carried out to rectify the flooding problems. Further work, such as a soakaway, may be implemented if flooding recurs. Footpath 87 – frustratingly, the sign has not been replaced. Footpath 6 - the public footpath is now visible.
20/155	<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). Cllr JB declared a personal interest as an East Devon District Cllr.</p>
20/156	<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. N/A</p>
20/157	<p>To discuss a DCC Public Rights of Way Officer presentation on the Definitive Map Review (West Hill) and consider the next steps for WHPC.</p> <p>DCC Public Rights of Way Officer Thomas Green joined the meeting to start the Definitive Map Review for West Hill. This is a rolling programme (Parish by Parish) and is a formal review of the map of local Public Rights of Way to</p>

	<ul style="list-style-type: none"> ○ check for errors such as the marked position of the path ○ identify and record any unrecorded, historical paths. These paths must be “evidenced” through old maps, documentary evidence etc <p>The review process consists of 2 stages</p> <ul style="list-style-type: none"> ○ 3 month informal consultation – with the community, Parish Council, groups and organisations such as the Ramblers Association. ○ 3 month period of formal consultation eg with landowners if necessary <p>Legislation sets a deadline of 2026 for recording “lost” footpaths. In response, The Ramblers Association have recently launched a national campaign to identify and record footpaths. In some circumstances recording a “lost” footpath can be a lengthy process.</p> <p>There is a separate process to consider requests for new footpaths. The PROW team offered support and guidance to the Council.</p> <p>It was agreed that Cllr ABC would liaise with West Hill’s Footpath Warden to co-ordinate the Parish Council Response.</p>
<p>20/158</p>	<p>Minutes To approve the minutes of the Open Spaces Committee meeting held on Tuesday 27th Oct 2020 Noted and approved</p>
<p>20/159</p>	<p>To receive a Clerk’s Report on actions and matters arising from the last meeting</p> <p>a. Actions from OS Committee 27th Oct 2020</p> <ul style="list-style-type: none"> • Outstanding action 20/144 Volunteers to monitor Grit Bins <p>It was agreed</p> <ul style="list-style-type: none"> a. Cllr AT will check each of the grit bins to establish if the contents are useable or need additional supplies b. Cllr ABC will draft a leaflet to be distributed to neighbouring properties. <p>b. Other matters</p> <ul style="list-style-type: none"> • Date for next meeting as the scheduled meeting for 28th December has been cancelled. The next OSC will be on Tuesday 22nd December 1.00pm if required. • Clyst Valley Regional Park Update Cllrs declined the offer of a follow up presentation. • Playpark monitoring This item was discussed under item 20/163 <p>Any urgent matters arising</p> <ul style="list-style-type: none"> • The Clerk reported a maintenance issue to Tihill.: a broken fence at the Higher Broad Oak entrance to the woodland. <p>Cllr ABC was concerned that the dedication plaque and other notice boards were attached to this fence. It was agreed that the Clerk should notify Tilhill and request the notices are kept in situ.</p>
<p>20/160</p>	<p>Footpaths (Cllr ABC) For information – n/a For decision To consider 2021-2 Parish Paths Partnership grant process and confirm necessary actions.</p> <p>Cllrs agreed</p> <ul style="list-style-type: none"> a. to apply for a 2021-2 Parish Paths Partnership grant b. Footpath Warden to complete the footpath survey by mid-January c. The report and draft application to be considered at the Jan 2021 OSC meeting for submission by the deadline 15th Feb 2021.

<p>20/161</p>	<p>Village Lengthsman (Cllr ABC) For information a. Lengthsman 2021 contract signed For decision To consider making a further grant application to Highways Community Enhancement Fund for funding for the Lengthsman service (deadline 28th Feb 2021)</p> <p>Cllrs agreed a. to apply for a 2021-2 Highways Community Enhancement Fund grant. b. Clerk to prepare the application form to be considered at the Jan 2021 OSC meeting for submission by the deadline 28th Feb 2021. Grant request to assume match funding.</p>
<p>20/162</p>	<p>Broadoak Plantation (Cllr AT) For information <ul style="list-style-type: none"> • Raised manhole cover reported to Highways (Sep). Markings show that an assessment has been carried out • Cllrs continue to monitor the Glade area and will contact Woodland Trust when further maintenance work is required. (Cllrs ABC/AT) • No response received from Woodland Trust regarding access by horses etc. For decision To consider correspondence received from The Woodland Trust's Site Manager (Devon) regarding maintenance (dated 29-Oct-2020)</p> <p>Cllrs agreed Cllr ABC would write to The Woodland Trust to clarify whether the Parish Council could carry out additional maintenance of the Glade area to ensure that the picnic benches were useable by residents. This maintenance would be additional to the scheduled work carried out by Tilhill.</p>
<p>20/163</p>	<p>Playpark (Cllr AT) For information a. Councillors continue to monitor the Playpark weekly (for a trial period).</p> <p>Over recent months Cllrs have been carrying out weekly checks to monitor the Playpark. Cllrs reviewed this and agreed that the trial was successful and should become standard practice.</p> <p>Cllrs agreed to carry out weekly checks to monitor the playpark for damage, maintenance issues or litter. Their weekly report will be recorded and actioned if required.</p> <p>It was agreed Cllr AC will circulate a draft checklist based on the RoSPA pro-forma.</p> <ul style="list-style-type: none"> b. No anti-social behaviour incidents were reported to WHPC in the past month. c. The safety matting repairs/replacement were completed in October. Invoice not yet paid as bank details not available. d. Installation of the new recyclables bin in the playpark expected wk beginning 16th Nov and they will then take over playpark waste collections. <p>The new recyclables bin was installed in the Playpark on 21st November.</p> <p>For decision 1. To review the latest Government Covid-19 Guidance, if any, and consider a risk assessment to identify any required actions. No additional preventative actions were required.</p> <p>2. To consider responses to the advert and appoint a Grounds Maintenance Contract for 2021.</p>

	<p>Cllrs considered two quotes received in response to the advert.</p> <p>Cllrs agreed to award the 2021 contract to PLG Services.</p> <p>To receive an update on the strategy for the Playpark Equipment.</p> <p>Cllrs discussed a draft paper previously circulated. The paper covered various aspects of playpark management:</p> <p>a. Safety Inspections: Currently annual and monthly inspections are carried out by RoSpa and EDC respectively. In addition Cllrs monitor the playpark on a weekly basis.</p> <p>Cllrs agreed to incorporate a visual safety check into the weekly checklist.</p> <p>b. Grounds Maintenance: Cllrs discussed the current arrangements for maintenance and were satisfied that the playpark was kept in good order.</p> <p>Cllrs acknowledged the bark path can become water-logged in bad weather but agreed to defer any remedial work as this problem may be remedied by construction work for the proposed new path to the Village Hall.</p> <p>Cllrs agreed to continue the current maintenance schedule for grass cutting, hedge cutting and path maintenance.</p> <p>c. Play equipment:</p> <p>Cllrs discussed options for updating playpark equipment</p> <ul style="list-style-type: none"> o Replacement – repair and replace only when repairs become uneconomic, or o Wholesale renewal/re-think of equipment <p>Cllrs agreed to adopt a “repair then replace” strategy for individual pieces of equipment. Wholesale replacement was considered wasteful of good equipment, expensive and time consuming.</p> <p>Cllrs considered the proposal to add a new piece of equipment - to install a slide in the Playpark (subject to consultation)</p> <p>Cllrs acknowledged the many grant opportunities were available but felt applications may be very time consuming. Applications may not be available to Parish Councils and would be very time consuming. WHPC has S106 and CIL monies available for infrastructure projects (both require community consultation to inform decision making).</p> <p>Action: Clerk to confirm the requirements for S106+CIL consultations.</p> <p>Cllrs AC/AT will finalise the Playpark Strategy paper for approval at the next meeting.</p>
<p>20/164</p>	<p>Highways (Cllr ABC) For information – n/a</p> <p>For decision</p> <p>1. To receive an update on Village Gateway signs. (Highways Quote received £420)</p> <p>Cllrs approved the Highways quote to re-locate the Gateway signs onto the B3180.</p>
<p>20/165</p>	<p>Vehicle Activated Sign (VAS)</p> <p>1. To receive an update on the West Hill VAS scheme (Cllr MP) including</p>

	<ul style="list-style-type: none"> • VAS unit and installation, including Smart Water • Schedule and Lengthsman costs • DCC installation invoice £1,518.48 • Data collection and reporting <p>Cllr MP reported the VAS was installed on 20th Nov and is now operational on Bendarroch Road. There was a positive response on Facebook and traffic speeds have slower on Bendarroch Road</p> <p>Cllrs approved</p> <ul style="list-style-type: none"> • Purchase of Smart Water and 5 year registration licence (to enable the device to be traced) £153.70 • DCC invoice for poles, mounting brackets and VAS Unit (part funded by DCC Cllr C Wright £1,518.48 • PLG Services invoice for installation + security locks £179.48+vat • Schedule of VAS transfers between sites (phase 1) <p>The Clerk will notify Community Speedwatch.</p> <p>To consider a request for a further VAS location on West Hill Road between McColls and the War Memorial (Cllr JB) Cllr JB will seek an update from Highways.</p>
<p>20/166</p>	<p>To receive an update on Dog Waste Collections following recent service problems.</p> <p>Following problems with missed waste collections Cllr JB had liaised with EDDC to resolve the ongoing problems.</p> <p>As a result Cllrs have confirmation</p> <ul style="list-style-type: none"> • Suez will empty the dog waste bins three times per week • An agreed escalation process • EDDC Streetscene will take over the playpark waste collections.
<p>20/167</p>	<p>To consider any further OSC actions required following the WHPC 2021-22 budget and planning meeting.</p> <p>Cllrs approved the revised Draft 2021-2 budget which had been adjusted for known changes (no change to overall budget total)</p> <p>Cllrs reviewed the project schedule and approved</p> <ul style="list-style-type: none"> • Bus Shelter repairs - further budget provision for anticipated repairs in 2022/3 • Wildflowe initiative • Open Spaces • Promote <ul style="list-style-type: none"> ○ Development of village walks/trail by working with village groups. ○ Tree planting
<p>20/168</p>	<p>Other Matters</p> <ol style="list-style-type: none"> a. Himalayan Balsam b. Bus Shelter c. Air Ambulance Lighting Column d. Landmark Tree <p>No matters to report</p>
<p>20/169</p>	<p>To consider a proposal for West Hill wildflower initiative. This item was deferred to the next meeting as the OSC meeting overran.</p>

20/170	<p>Resident Communication</p> <ul style="list-style-type: none"> • Potters Close street lighting • Parking on verges (West Hill Road) <p>Noted Clerk to signpost agencies.</p>
20/171	<p>Finance and invoice tracker</p> <p>Invoices received</p> <ol style="list-style-type: none"> 1. EDDC – RoSPA Playpark Inspection 2020 £120.00 2. DCC – Installation of poles for vas unit. Supply mounting brackets £1,518.48 New item 3. PLG Services - installation and set up VAS 215.38 <p>Noted and approved</p> <p>Finance Tracker 2020/2021 (Nov) Noted</p>
20/172	<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> <p>No matters arising</p>
20/173	<p>Next meeting:</p> <p>To confirm the date of the next meeting which is scheduled for 1.00pm Tuesday 29th December 2020.</p> <p>The OSC meeting scheduled for Tus 29th Dec was cancelled The next OSC meeting will be 22nd Dec 1.00pm</p>

The meeting closed at 3.23pm

Signed *Anne Oliver* Clerk to West Hill Parish Council
25th November 2020