

**WEST HILL PARISH COUNCIL
MINUTES OF THE OPEN SPACES COMMITTEE MEETING
HELD ON 26th JANUARY 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	Cllr Jess Bailey (JB), Parish Clerk Anne Oliver, Footpath Warden Eileen Perkins, 1 member of the public attended the meeting.

Item (a)	Discussion and decisions (b)
21/001	<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>
21/002	<p>Apologies. To receive apologies and approve reasons for absence. <i>N/A</i></p>
21/003	<p>Public question time (3 minutes)</p> <p>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 two matters</p> <p>1. Japanese Knotweed:</p> <p>It was agreed to contact Environmental Health and Police to report the presence of Japanese Knotweed on Footpath 7 and request that they take action.</p> <p>2. Definitive Map Review: West Hill</p> <p>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.
21/004	<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 DPs must leave the meeting for the relevant items).</p> <p>Cllr JB declared a personal interest as an East Devon District Cllr.</p>

21/005	<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>
21/006	<p>Minutes</p> <p>a. To approve the minutes of the Open Spaces Committee meeting held on Tuesday 24th Nov 2020.</p> <p>Noted and Approved</p>
21/007	<p>To review the Open Spaces Committee (OSC) 2021 Terms of Reference prior to approval by Full Council.</p> <p>a. To finalise the 2021 OSC project plan and lead Councillors.</p> <p>Cllrs noted and approved</p> <ul style="list-style-type: none"> • the OSC Terms of Reference for 2021 subject to the removal of the list of 2021 projects. • The 2021 OSC Project Plan • Recommended the Terms of Reference were presented to Full Council for approval.
21/008	<p>To receive a Clerk’s Report on actions and matters arising from the last meeting</p> <p>a. Actions from OS Committee 24th Nov 2020</p> <ul style="list-style-type: none"> • Definitive Map Review (see item 21/009) • Village gateway signs <p>WHPC has received an apology from Highways for the delay in re-locating the village gateway signs onto the B3180. Cllr JB reported that a meeting with Highways is scheduled and will cover various issues including a possible additional West Hill Road site for the VAS.</p> <p>b. Other matters</p> <ul style="list-style-type: none"> • Playpark monitoring : Cllrs were reminded to record their weekly Playparks checks. • Resident Communication: received and actioned • Removal of trees on Higher Broadoak Road, Slippery pavements, Bendarroch Road Parking <p>c. Any urgent matters arising n/a</p>
21/009	<p>Footpaths (Cllr ABC) For information – n/a</p> <p>For decision</p> <p>1. To receive the 2021 Footpath Survey and to approve the 2021-2 Parish Paths Partnership (P3) grant application.</p> <p>It was agreed to submit an application for P3 funding.</p> <p>2. To receive an update on the Public Rights of Way - Definitive Map Review for West Hill.</p> <p>The Clerk reminded Cllrs that the DCC Public Rights of Way review of West Hill footpaths was underway. This is currently at the informal stage and the deadline for submissions was 4th March 2021.</p> <p>Definitive map review - Public Rights of Way (devon.gov.uk)</p> <p>It was agreed</p> <ul style="list-style-type: none"> • Cllr ABC would produce a report for consideration at the OSC meeting on 23rd February • To publicise the Definitive Map Review on the website and noticeboards
21/010	<p>Playpark (Cllr AT) For information</p> <p>a. Councillors continue to monitor the Playpark weekly.</p>

	<p>b. The Village Hall caretaker acted quickly to repair the entrance gate when a fault was reported to them.</p> <p>c. No anti-social behaviour incidents were reported to WHPC in the past month.</p> <p>d. The safety matting repairs/replacement were completed in October. Invoice not yet paid as bank details not available.</p> <p>e. The new recyclables bin was installed in the Playpark in November 2020. EDDC Streetscene have taken over playpark waste collections and this s working well.</p> <p>f. 2021 Grounds Maintenance contract has been signed.</p> <p>For decision</p> <p>1. To review the latest Government Covid-19 guidance, if any, and consider actions required n/a – no change to guidelines</p> <p>2. To consider the proposed Playpark Strategy paper prior to approval at Full Council. Cllrs considered the revised draft document titled West Hill Playpark Management Plan (previously circulated).</p> <p>Cllrs agreed to recommend approval at Full Council on 2nd February 2021.</p> <p>On behalf of the Committee Cllr ABC thanked Cllrs AC/AT for their work on the Management Plan and document.</p> <p>3. To consider and agree the procedure for weekly Playpark monitoring.</p> <p>Cllrs agreed the procedure for weekly Playpark monitoring as set out in the Management Plan.</p>
<p>21/011</p>	<p>Broadoak Plantation (Cllr AT)</p> <p>For information</p> <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) <p>For decision</p> <p>1. To receive an update on maintenance of The Glade and to consider the response from Tilhill (if it has been received). Cllr ABC reported that Cllrs ABC and AT had met the Lengthsman regarding maintenance and confirmed that Tilhill had stipulated “no power tools” could be used in the woodland.</p> <p>Cllr ABC expected Tilhill to carry out initial maintenance work in the Spring/early Summer as part of their contract with The Woodland Trust. Further work funded by WHPC, to clear vegetation such as brambles, would probably be 1-2 times per year, if required. The amount of work and associated cost will be determined by the vegetation re-growth during the summer.</p> <p>Cllr AT confirmed that a letter had been sent to Tilhill asking for permission for the Council to undertake additional maintenance of The Glade, No response has received yet.</p> <p>2. To consider arrangements for a monthly inspection by Councillors. It was agreed Cllr ABC or AT will visit the Broadoak Glade once a month during the summer to determine if additional maintenance is required (if approved by Tilhill/Woodland Trust)</p> <p>Tilhill have submitted an application to EDDC (ref 21/0046/TRE for tree work. (This will be considered at the WHPC meeting on 2nd Feb). Cllr DC noted that there may be a bat box on the tree. Cllr ABC volunteered to check this before the WHPC meeting.</p>
<p>20/012</p>	<p>Village Lengthsman (Cllr ABC)</p> <p>For information</p> <p>a. Lengthsman 2021 contract signed</p>

	<p>For decision</p> <ol style="list-style-type: none"> To approve a further grant application to Highways Community Enhancement Fund for funding for the Lengthsman service (deadline 28th Feb 2021) <p>Cllrs agreed the draft document and agreed to submit the grant application to Highways.</p>
<p>21/013</p>	<p>Trees</p> <p>For decision</p> <ol style="list-style-type: none"> To consider the OSC Committee 2021 Tree strategy prior to approval at Full Council. Cllrs considered the draft Tree Strategy document previously circulated by Cllr ABC. This set out a set of principles for the Council to adopt. Cllrs supported the need for a Council policy and noted the “woodland village” character of West Hill was important to many residents. <p>Cllrs noted</p> <ul style="list-style-type: none"> recent occasions where the Council had been advised of tree work in progress on mature trees. correspondence received from residents in relation to these incidents <p>In view of this Cllr JB proposed that an informal meeting should be held to discuss a programme of actions to support the proposed Tree Strategy. Several Cllrs supported this proposal and encouraged the involvement of the wider community.</p> <p>Cllr ABC agreed the need to develop a set of actions but suggested that the principles should be agreed first.</p> <p>It was agreed to make a recommendation to Full Council: To hold an informal meeting to develop a programme of actions to support the proposed Tree Strategy. This would then be presented for approval at Full Council.</p>
<p>21/014</p>	<p>Vehicle Activated Sign (VAS)</p> <ol style="list-style-type: none"> To receive an update on the West Hill VAS scheme (Cllr MP) including <ol style="list-style-type: none"> Data collection and reporting Battery Life Findings from the initial sites <p>Cllr MP reported the VAS transfers and reporting process was working well. The VAS device is battery powered and the initial concerns regarding battery life seem to be unfounded. To date, the VAS device has been in 4 locations, including the B3180, and the battery has not required replacement during the two week period at each site.</p> <p>The fortnightly reports are available on the website.</p> <p>Cllrs discussed an analysis prepared by Cllr MP which showed that all sites a significant proportion of vehicles exceeded the speed limit. Cllrs were dismayed but not surprised to find 60-65% of vehicles have exceeded the limit in January so far. Cllrs looked ahead to the transfer of the village gateway signs onto the B3180 and to assess the impact on traffic speeds.</p> <ol style="list-style-type: none"> To consider how the Phase 1 data could be analysed and used. <p>Cllrs discussed how the data could be used to inform Highways, Police etc although Cllrs recognise that they will not accept the VAS data as an authorised source.</p> <p>It was agreed to</p> <ul style="list-style-type: none"> Write to the Penninsular Road Safety Partnership and local Police team to share the initial findings from the scheme Share the data with the West Hill Community Speedwatch team to inform their schedule.

	<p>3. To consider a request for a further VAS location on West Hill Road between McColls and the War Memorial (Cllr JB) Cllr JB reported that a meeting with Highways was scheduled and details would be available for the WHPC meeting on 2nd Feb.</p>
21/015	<p>Other Matters</p> <ul style="list-style-type: none"> a. Litter Bins/Grit Bins : The Clerk report that letters had been distributed to residents living near the grit bins. No volunteers had come forward. b. Bus Shelter: The Clerk reported that the Bus Shelter required cleaning and the wall hanging had been damaged. Cllrs were unaware of the history of the wall hanging and agreed not to undertake repairs. It was agreed to ask the Village Lengthsman to clean the Bus Shelter (expected costs c £50) Cllrs asked the Clerk to research the options/costs for a noticeboard on the Bus Shelter. c. Air Ambulance Lighting Column d. Landmark Tree e. Noxious weeds (see item 21/009)
21/016	<p>To consider a proposal for West Hill wildflower initiative.</p> <p>Cllrs considered a paper prepared by Cllr DC.</p> <ul style="list-style-type: none"> a. Creating Wildflower verges: Cllrs considered Cllr DCs findings and agreed the recommendation not to pursue a wildflower verge initiative due to limitations of Covid restrictions. Cllr ABC proposed that verges were considered together with the proposed Tree policy. b. Wildflower challenge: Cllrs discussed a proposal to encourage residents to create a wildflower area in their garden. <p>It was agreed to hold a 2021 West Hill Wildflower Challenge. The scheme would provide seeds and offer small prizes/certificates for various categories of entries. A project budget of £263 was agreed.</p>
21/017	<p>To consider a proposal for West Hill sunflower competition.</p> <p>Cllrs considered a paper prepared by Cllr DC setting out a proposal to hold a village sunflower competition. Cllrs supported the proposal hoped to get children involved in the competition. A member of the public was present and was very supportive of this proposal.</p> <p>It was agreed that Cllr AT would liaise with West Hill PTFA to establish if they were interested in running the competition, sponsored by WHPC (proposed budget £150)</p>
21/018	<p>Finance and invoice tracker Invoices received n/a</p> <p>Finance Tracker 2020/2021 (Dec) Noted and approved</p>
21/019	<p>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></p> <p>Cllr AT reported that the dog waste bin on Lower Broad Oak Road was not emptied on Monday 25th Jan. She had tried to report this on the EDDC website but it had not been updated to include the West Hill bins. It was agreed that the Clerk will ask Cllr JB to liaise with EDDC.</p>
21/020	<p>Next meeting: To confirm the date of the next meeting which is scheduled for 1.00pm Tuesday 23rd February 2021.</p>

The meeting closed at 2.40pm

Signed *Anne Oliver* Clerk to West Hill Parish Council, 28th January 2020