

**WEST HILL PARISH COUNCIL
MINUTES OF THE OPEN SPACES COMMITTEE MEETING
HELD ON 28th July 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),
In attendance:	Anne Oliver Parish Clerk, EDDC Cllrs WHPC Cllr Jessica Bailey (JB), Cllr Margaret Hall (MH), Cllr Della Cannings (DC)
Apologies received from:	1 member of the public Eileen Perkins (West Hill Footpath Warden)

Item (a)	Discussion and decisions (b)
20/070	<p>Welcome and Chairman's announcements</p> <ul style="list-style-type: none"> • The meeting started at 1.10pm due to technical problems. The Chairman welcomed everyone and reminded everyone that the meeting was being recorded.
20/071	<p>Apologies. To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> • Footpath Warden Eileen Perkins sent her apologies.
20/072	<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 Parish Council meeting itself.</p> <ul style="list-style-type: none"> • No issues raised
20/073	<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 room for the relevant items).</p> <ul style="list-style-type: none"> • Cllr JB declared an interest as an East Devon District Cllr
20/074	<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> <ul style="list-style-type: none"> • Cllr ABC proposed to take 20/080 and 20/085 in confidential session. Unanimously agreed.
20/075	<p>Minutes</p> <p>a. To approve the minutes of the Open Spaces Committee meeting held on Tuesday 26th May 2020 Noted and approved</p>
20/076	<p>To receive a Clerk's Report on actions and matters arising from the last meeting</p>

	<ul style="list-style-type: none"> a. Actions from OS Committee 30th June 2020 <ul style="list-style-type: none"> • See items below b. Other matters <ul style="list-style-type: none"> • Residents communications considered under item 20/084 c. Any urgent matters arising <ul style="list-style-type: none"> • n/a
<p>20/077</p>	<p>Footpaths (Cllr ABC) For information</p> <ul style="list-style-type: none"> a. Footpath 1 – A resident reported 2 issues with signs nr B3174 and Lowlands farm. DCC Public Rights of Way (PROW) have agreed to re-instate the rotted post and will investigate the dis-coloured sign. b. Footpath 5 – Awaiting response from DCC PROW re survey of site for proposed handrail. c. Footpath 7 – DCC PROW will send a further letter to the landowner regarding Japanese Knotweed on the bank and path. d. Footpath 40 – DCC PROW have requested a meeting with the landowners. e. Footpath 48 – The rotten bridge will be repaired when the current grass cutting work has been completed. f. Footpath 6 – No further reports of people straying from the paths have been received. <p>Cllr ABC reported WHPC was awaiting DCC PROW confirmation that the agreed works have been completed Clerk advised the Council's Public Liability Insurance would cover the installation of a handrail on footpath 5 subject to approval by DCC.</p> <p>For decision</p> <ul style="list-style-type: none"> 1. To consider a report from the West Hill Footpath Warden recording that Japanese Knotweed on Footpath 7 has spread to new areas of the footpath. (WHPC and DCC wrote to the landowner in 2019 but no action was taken) <p>It was agreed to contact DCC PROW asking them for advice on the Japanese Knotweed on footpath 7 (Clerk)</p>
<p>20/078</p>	<p>Village Lengthsman (Cllr ABC) For information</p> <ul style="list-style-type: none"> a. Repairs to the Playboat were approved at the previous OSC meeting (work scheduled for August) <p>Actions outstanding</p> <ul style="list-style-type: none"> • Lengthsman to check/re-instate drainage grips (subject to Highways approval) <p>For decision</p> <ul style="list-style-type: none"> • To consider the Lengthsman's work schedule for the coming months: <ul style="list-style-type: none"> ○ Playpark hedge cutting (estimated cost £76 +vat) Approved (scheduled for 3rd August) ○ Verge cutting (scheduled Aug/Sep and Oct/Nov) Approved verge cutting during week beginning 3rd August was approved
<p>20/079</p>	<p>Himalayan Balsam Clearance project (Cllr MP) For information</p> <ul style="list-style-type: none"> a. Himalayan Balsam (HB) clearance on West Hill Road was completed on 8-10th June. b. Cllr MP continuing to monitor West Hill Road and Lower Broad Oak Road sites. c. Cllr ABC contacted owner of adjacent fields to report the presence of Himalayan Balsam. <p>Actions outstanding</p>

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<p>20/080</p>	<p>Broadoak Plantation (Cllr AT)</p> <p>For information</p> <ol style="list-style-type: none"> No Woodland Trust communication has been received regarding the WHPC letter re raised manhole at Lower Broadoak Rd entrance. <p>Outstanding actions from previous meeting</p> <ul style="list-style-type: none"> To install “no litter/barbecues” notices at the entrances to Broadoak and on the benches. (Cllr ABC) To install a “WHPC” plaque on each of the picnic benches (Cllr ABC) <p>Cllr ABC had received a quote of £58.00+vat for 4 WHPC notices (2x picnic benches, 2x notices for the entrances to Broadoak) Cllrs agreed to install the notices and approved the quote.</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>This item was discussed in confidential session (recording of the meeting was paused)</p> <p>For decision</p> <p>To consider the Woodland Trust proposal that WHPC could lease Broadoak Plantation.</p> <ul style="list-style-type: none"> WHPC submitted a request to EDDC for register Broadoak Plantation as an Asset of Community Value (ref WHPC 20/164) The Council had written to The Woodland Trust on 26th Jun 2020 explaining why the Parish Council had submitted the application: to protect the woodland as a public space for the village in the unlikely event that The Woodland Trust wished to dispose of the land. The Woodland Trust had thanked the Council for the interest in the woodland and suggested leasing the Woodland to WHPC. <p>Cllrs expressed their interest in exploring the possibility of leasing the woodland but wanted a greater understanding of the potential impact on the Council, particularly financial, management of the woodland, etc. Cllrs noted that minimal maintenance work had been carried out over recent years. Leasing the woodland could be an opportunity to address this, but at a cost. Cllr MH noted that there</p>

	<p>were many Ash trees in the woodland they would need to be monitored for Ash Die Back and possibly felled in future years.</p> <p>Cllr AC commented that in other areas community-led organisations have been established to manage woodland and believed that this could be an opportunity to improve Broadoak for the community.</p> <p>Cllr DC suggested a Working Group was set up to carry out a feasibility study.</p> <p>It was resolved</p> <ul style="list-style-type: none"> • Establish a Working Group (Cllrs ABC, MP, DC. AT and Clerk) • To produce a feasibility study • Contact The Woodland Trust to express an in-principle interest in a lease agreement and request a Head of Terms details. (Clerk) <p>End of Confidential Session (Recording of the meeting was resumed)</p>
<p>20/081</p>	<p>Playpark (Cllr AT) For information</p> <ol style="list-style-type: none"> a. Idverde Ground Maintenance work was carried out on 10th July (next visit 31st July) b. Idverde credit note received 2 x visits £180 for disruption in April/May c. Following Government guidance WHP agreed to re-open the Playpark on 4th July d. Covid safety notices have been installed. e. WHPC has received reports of litter. f. Weekly rota introduced to check the playpark for a trial period <p>For decision To consider if any further action is required regarding litter.</p> <p>Cllrs ABC reported that Cllrs were now checking the Playpark on a weekly basis and noted occasional problems with litter and overflowing litter bins.</p> <p>Cllr JB reported that the litter bin had not been emptied (as per schedule) on Monday 28th July. She had reported this to EDDC.</p> <p>Cllrs discussed whether to install another bin in the playpark for recyclables (bottles, cans etc) but wanted further details of costs, collections services etc. Cllr MH suggested the Council also considered re-locating the current bin.</p> <p>It was agreed to</p> <ul style="list-style-type: none"> • Establish what recyclable materials can be collected by EDDC (Clerk) • Confirm purchase costs and EDDC service costs (Clerk)
<p>20/082</p>	<p>Highways (Cllr ABC) For information</p> <ol style="list-style-type: none"> a. DCC has cut the overgrown vegetation (reported by WHPC and residents) causing visibility problems at the junction of West Hill Road with the B3180. b. No “Doing What Matters” updates have been received following the meeting with Highways on 10th June. c. Clerk contacted PCSO regarding parking/safety issues on Bendarroch Road. PCSO/ EDDC have contacted residents in the area. <p>Outstanding actions:</p> <ul style="list-style-type: none"> • to write a letter to Highways bringing the matters to their attention. <p>For action/decision n/a</p>
<p>20/083</p>	<p>Other Matters</p>

	<p>a. Litter/Dog Waste bins</p> <p>Cllr ABC reported a resident's request for a dog-waste bin to be installed on Bendarroch Road. Dog-walkers currently place dog-waste bags in the litter bin at the bus shelter. This creates an offensive smell particularly in hot weather.</p> <p>Cllr MH noted that the bin pre-dated the Parish Council and was the responsibility of EDDC. The cost of an additional bin and weekly collections would be the responsibility of WHPC.</p> <p>Cllrs discussed possible locations for a dog-waste bin but acknowledged that residents are unlikely to want a dog-waste bin near their property.</p> <p>Cllr DC suggested that WHPC includes an item in a future newsletter to show the location of litter bins and dog-waste bins.</p> <p>It was agreed to investigate the problem and review at the next meeting (JB)</p> <p>b. Bus Shelter</p> <p>c. Air Ambulance Lighting Column</p> <ul style="list-style-type: none"> • The Lighting column was installed a year ago. As per the Council's service contract the maintenance team will carry out an annual check and submit their report to WHPC. <p>d. Vehicle Activated Signs VAS</p> <ul style="list-style-type: none"> • Awaiting installation details from DCC <p>DCC Highways have confirmed installation of the posts for the VAS unit is due by the end of August however no delivery date is available for the VAS unit.</p> <p>Cllr MP agreed to be the lead Cllr for VAS.</p> <p>e. Landmark Tree</p> <p>f. Snow Warden</p> <p>Outstanding actions:</p> <ul style="list-style-type: none"> • to write to Craig Williams thanking him for his support (Done) • to contact nearby Parishes to investigate how they organise snow-gritting (ongoing)
<p>20/084</p>	<p>Resident Communication</p> <p>a. Lower Broadoak Road drainage: WHPC has received further communication (14th July) from a resident concerning water running off the road.</p> <ol style="list-style-type: none"> WHPC letter sent to Highways 14th July. Response received stating that the grips will be investigated <p>It was agreed to meet the residents on site to investigate the issues further (Cllr ABC/Clerk)</p> <p>It was agreed to write to the landowner regarding work to clear ditches. (Cllr ABC)</p> <p>b. Higher Broadoak drainage: Phone call from resident (1st July) alleging debris from a dead/diseased tree is adding to the drainage problems in the area.</p> <p>Cllr ABC reported that the 5-6m tall tree was not currently a safety risk and immediate action was not required.</p> <p>It was agreed to write to the resident reporting these findings (Cllr ABC)</p>

	<p>c. Footpath Moorlands/Beech Park 1st July – reporting overgrown vegetation is causing problems. The householder has cut back some of the vegetation.</p> <p>d. West Hill Drainage nr Garage – phonecall from resident regarding drainage and verges. a. Highways have confirmed that the drains in this area will be jetted in the coming weeks.</p> <p>e. Bendarroch Road/St Marys View – email from resident 9th July regarding anti-social behaviour resulting in a 999 call.</p> <p>Cllr ABC reported that the problems of inconsiderate parking were ongoing. PCSO had spoken to residents regarding the safety issues of parking on both sides of Bendarroch Road.</p> <p>Cllr DC asked if the Parish Council could carry out a survey in the area and seek to mediate. It was noted that EDDC Housing team are in touch with tenants to address the issue.</p> <p>It was agreed to liaise with EDDC (Clerk)</p> <p>Recent additional items</p> <p>f. Overgrown hedges – several residents have contacted the Council to report overgrown hedges blocking pavements, restricting visibility etc.</p> <p>Cllrs discussed the various locations and identified others.</p> <p>It was agreed to write to the householders requesting action.</p> <p>g. Inconsiderate parking - The Council has received reports of parked cars blocking the slip road at the War Memorial.</p> <p>Cllr DC referred to a Traffic Study proposal to close the slip road and to create a larger lawned area. Cllrs noted this proposal was a given a low priority in the Public Consultation but may be re-visited at some point.</p> <p>Cllrs agreed to monitor parking at the War Memorial.</p>
<p>20/085</p>	<p>Open Spaces To consider options for creating open space in the village.</p> <p>This item was discussed in confidential session (recording of the meeting was paused)</p> <p>Cllrs discussed and considered some locations and it decided the matter needed a working group to consider the matter and report back to Council. Cllrs agreed to establish a Working Group (ABC, MH, AC, JB) to explore opportunities for open spaces..</p> <p>End of Confidential Session (Recording of the meeting was resumed)</p>
<p>20/086</p>	<p>Finance and invoice tracker Invoices received</p> <ol style="list-style-type: none"> 1. Idverde – credit note £180 (for information) Additional Invoice 2. Idverde – Playpark grass cutting (July) £108.00 Noted and approved

	Paid invoices – for information: n/a Finance Tracker 2020/2021 (Jul). Noted and approved
20/087	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 arising
20/088	Next meeting: To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday Tuesday 25 th August 2020.

The meeting closed at 14.20pm

Signed *Anne Oliver* 29th July 2020
Clerk to West Hill Parish Council

DRAFT

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<p>20/080</p>	<p>Broadoak Plantation (Cllr AT)</p> <p>For information</p> <ol style="list-style-type: none"> No Woodland Trust communication has been received regarding the WHPC letter re raised manhole at Lower Broadoak Rd entrance. <p>Outstanding actions from previous meeting</p> <ul style="list-style-type: none"> To install “no litter/barbecues” notices at the entrances to Broadoak and on the benches. (Cllr ABC) To install a “WHPC” plaque on each of the picnic benches (Cllr ABC) <p>Cllr ABC had received a quote of £58.00+vat for 4 WHPC notices (2x picnic benches, 2x notices for the entrances to Broadoak) Cllrs agreed to install the notices and approved the quote.</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>This item was discussed in confidential session (recording of the meeting was paused)</p> <p>For decision</p> <p>To consider the Woodland Trust proposal that WHPC could lease Broadoak Plantation.</p> <ul style="list-style-type: none"> WHPC submitted a request to EDDC for register Broadoak Plantation as an Asset of Community Value (ref WHPC 20/164) The Council had written to The Woodland Trust on 26th Jun 2020 explaining why the Parish Council had submitted the application: to protect the woodland as a public space for the village in the unlikely event that The Woodland Trust wished to dispose of the land. The Woodland Trust had thanked the Council for the interest in the woodland and suggested leasing the Woodland to WHPC. <p>Cllrs expressed their interest in exploring the possibility of leasing the woodland but wanted a greater understanding of the potential impact on the Council, particularly financial, management of the woodland, etc. Cllrs noted that minimal maintenance work had been carried out over recent years. Leasing the woodland could be an opportunity to address this, but at a cost. Cllr MH noted that there</p>

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	<p>a. Litter/Dog Waste bins</p> <p>Cllr ABC reported a resident's request for a dog-waste bin to be installed on Bendarroch Road. Dog-walkers currently place dog-waste bags in the litter bin at the bus shelter. This creates an offensive smell particularly in hot weather.</p> <p>Cllr MH noted that the bin pre-dated the Parish Council and was the responsibility of EDDC. The cost of an additional bin and weekly collections would be the responsibility of WHPC.</p> <p>Cllrs discussed possible locations for a dog-waste bin but acknowledged that residents are unlikely to want a dog-waste bin near their property.</p> <p>Cllr DC suggested that WHPC includes an item in a future newsletter to show the location of litter bins and dog-waste bins.</p> <p>It was agreed to investigate the problem and review at the next meeting (JB)</p> <p>b. Bus Shelter</p> <p>c. Air Ambulance Lighting Column</p> <ul style="list-style-type: none"> • The Lighting column was installed a year ago. As per the Council's service contract the maintenance team will carry out an annual check and submit their report to WHPC. <p>d. Vehicle Activated Signs VAS</p> <ul style="list-style-type: none"> • Awaiting installation details from DCC <p>DCC Highways have confirmed installation of the posts for the VAS unit is due by the end of August however no delivery date is available for the VAS unit.</p> <p>Cllr MP agreed to be the lead Cllr for VAS.</p> <p>e. Landmark Tree</p> <p>f. Snow Warden</p> <p>Outstanding actions:</p> <ul style="list-style-type: none"> • to write to Craig Williams thanking him for his support (Done) • to contact nearby Parishes to investigate how they organise snow-gritting (ongoing)
<p>20/084</p>	<p>Resident Communication</p> <p>a. Lower Broadoak Road drainage: WHPC has received further communication (14th July) from a resident concerning water running off the road.</p> <ol style="list-style-type: none"> a. WHPC letter sent to Highways 14th July. b. Response received stating that the grips will be investigated <p>It was agreed to meet the residents on site to investigate the issues further (Cllr ABC/Clerk)</p> <p>It was agreed to write to the landowner regarding work to clear ditches. (Cllr ABC)</p> <p>b. Higher Broadoak drainage: Phone call from resident (1st July) alleging debris from a dead/diseased tree is adding to the drainage problems in the area.</p> <p>Cllr ABC reported that the 5-6m tall tree was not currently a safety risk and immediate action was not required.</p> <p>It was agreed to write to the resident reporting these findings (Cllr ABC)</p>

	<p>c. Footpath Moorlands/Beech Park 1st July – reporting overgrown vegetation is causing problems. The householder has cut back some of the vegetation.</p> <p>d. West Hill Drainage nr Garage – phonecall from resident regarding drainage and verges. a. Highways have confirmed that the drains in this area will be jetted in the coming weeks.</p> <p>e. Bendarroch Road/St Marys View – email from resident 9th July regarding anti-social behaviour resulting in a 999 call.</p> <p>Cllr ABC reported that the problems of inconsiderate parking were ongoing. PCSO had spoken to residents regarding the safety issues of parking on both sides of Bendarroch Road.</p> <p>Cllr DC asked if the Parish Council could carry out a survey in the area and seek to mediate. It was noted that EDDC Housing team are in touch with tenants to address the issue.</p> <p>It was agreed to liaise with EDDC (Clerk)</p> <p>Recent additional items</p> <p>f. Overgrown hedges – several residents have contacted the Council to report overgrown hedges blocking pavements, restricting visibility etc. Cllrs discussed the various locations and identified others. It was agreed to write to the householders requesting action.</p> <p>g. Inconsiderate parking - The Council has received reports of parked cars blocking the slip road at the War Memorial. Cllr DC referred to a Traffic Study proposal to close the slip road and to create a larger lawned area. Cllrs noted this proposal was a given a low priority in the Public Consultation but may be re-visited at some point. Cllrs agreed to monitor parking at the War Memorial.</p>
<p>20/085</p>	<p>Open Spaces To consider options for creating open space in the village.</p> <p>This item was discussed in confidential session (recording of the meeting was paused)</p> <p>Cllrs discussed and considered some locations and it decided the matter needed a working group to consider the matter and report back to Council. Cllrs agreed to establish a Working Group (ABC, MH, AC, JB) to explore opportunities for open spaces..</p> <p>End of Confidential Session (Recording of the meeting was resumed)</p>
<p>20/086</p>	<p>Finance and invoice tracker Invoices received</p> <ol style="list-style-type: none"> 1. Idverde – credit note £180 (for information) Additional Invoice 2. Idverde – Playpark grass cutting (July) £108.00 Noted and approved

	Paid invoices – for information: n/a Finance Tracker 2020/2021 (Jul). Noted and approved
20/087	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 arising
20/088	Next meeting: To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday Tuesday 25 th August 2020.

The meeting closed at 14.20pm

Signed *Anne Oliver* 29th July 2020
Clerk to West Hill Parish Council

DRAFT