



## COPYTHORNE PARISH COUNCIL

A meeting of the Five Year Plan Advisory Committee was held via Zoom Video Conference on Tuesday June 23rd 2020 starting at 12pm.

Attendees: Cllrs. Simon Lucas (Chair); Steve Herra; Graham Chillcott; Sylvia Wiggins  
Also Present: Mr. David Rigby – Clerk and RFO

### A G E N D A

1. **Apologies for absence.**  
None
2. **Declarations of Interest.**  
None at outset of meeting or needed to be declared during the meeting
3. **Review of notes of previous meeting (May 29th 2020)**  
All present were happy that the notes of the previous meeting accurately reflected the discussions.
4. **Consideration of any changes needed to Terms of Reference following adoption of “Council Objectives”**  
Members agreed to seek Council approval to add the following as additional Responsibilities
  - i. To develop the ‘Copythorne Parish Design Statement’, develop and undertake a public consultation and produce an initial draft for publication and submit to the NFNPA for comment.
  - ii. To develop our Parish Environmental Policy’ in collaboration with the initiatives from both NFDC and HCC as well any other localised initiatives and central government drivers. (5YPAC)
  - iii. To continue to monitor the provision of Community Transport within the Parish and, if appropriate and applicable, to continue any required development work on a Parish Community Transport Strategy.
  - iv. To examine and where relevant recommend to Council future possible models for Parish Council operations in respect of funding of initiatives and activities, either in partnership with others or in specific task arrangements with the broader Parish community and other partners.

Members also agreed that a “Traffic Light” colour coded method would be suitable for monitoring progress.

#### 5. **Update on Benches Project (SL)**

SL reported that the two new recycled benches had been installed at the Parish Hall. The existing bench at New Inn Road would be dismantled by July 4<sup>th</sup> and the donated memorial bench would be installed during the w/c July 6<sup>th</sup>. Elements of the dismantled bench along with new timber would then be used to form a replacement bench near the White Hart.

**6. Update on Telephone Boxes Project (GC)**

GC reported that Chris Ford (electrician) has managed to remove the fuse box covers in the boxes at Winsor Road and Pound Lane. He is planning to install the new lighting by the end of this week. Once installed the parishioners that help to maintain the box in Newbridge will be invited to come and see the works undertaken with a view to the same being done to that box. Taking the box in New Inn Road into Council ownership is being progressed.

**7. Update of Village Signs Project (SH)**

The date for NFDC to install the Phase One signs has been delayed due to other commitments.

**8. Update on “Parish Design Statement” (GC)**

GC outlined his next steps which are as follows:-

- a. *Following the last council meeting I'm waiting for comments back on the draft PDS from fellow members.*
- b. *If David's not already done it, I will be contacting NFDC to ascertain whether or not they have produced guidance similar to that already seen from NFDC.*
- c. *Further work on understanding what NFDC and NPA want to see in the document.*
- d. *Also the scheduling and timeline*
- e. *To consider to how best to inform the Parish of our intention to facilitate the production of the PDS.*
- f. *Make plans to hold a “kick off” public meeting once lock down rules permit.*
- g. *Consideration of members comments.*

The Clerk will:-

- a. Seek to arrange a “meeting” with Steve Avery (NFNPA) to discuss how to progress.
- b. Discuss with other local Parish Councils with “Design Statements” how they developed them.

It was agreed by the 5YP AC that consideration be given to holding a “Parish Event” in late October to revisit the content of the cancelled Annual Parish Meeting which included the presentation of the work done to date on the “PDS” and explain the proposed next steps. All members noted that it remains important that we move forward cautiously with our initial work until we fully understand the implication of the process. *NOTE: the meeting in October, if it proceeds, cannot be considered a full ‘APM’ as it falls outside the legal requirement in terms of timing. It will need to be re-branded as a ‘Parish Meeting / Forum’ or similar.*

**9. Discussion of other matters relating to the Aims and Responsibilities of the Five Year Plan Advisory Committee**

GC will revisit the “Community Transport Leaflet” Plans including methods of distribution.

**10. Agree date for next meeting**

Tue Sept 22nd, 10.30am

Tues Oct 20<sup>th</sup>, 10.30am