



COPYTHORNE PARISH COUNCIL

A meeting of the Five Year Plan Advisory Committee was held via Zoom Video Conference on Friday February 19th 2021 starting at 10am.

Attendees:-

Voting:- Cllrs Simon Lucas (Chair); Steve Herra; Graham Chillcott; Sylvia Wiggins

Non Voting:- Mr. David Rigby – Clerk and RFO

A G E N D A (with DRAFT notes of discussion)

1. **Apologies for absence** - None
2. **Declarations of Interest** - None
3. **Review of notes of previous meeting (November 24th 2020)** – All present were happy that the notes of the previous meeting were accurate.
4. **Update on Benches Project** – SL provided a verbal update. The bench at The Parade has been re-instated, the arm rests in the middle will be added once longer bolts have been obtained. Timber for the bench near the White Hart has been ordered and once received will be prepared by SL. It will – along with the refurbished metal ends from the Pollards Moor crossroads bench – be reassembled. Finally, it will be bolted into place by the Lengthsman. The Ash memorial bench to be donated for Pollards Moor crossroads is being made. That will then conclude Phase 1 and work can start on Phase 2 (refurb of Splitwind Pond and War Memorial (wooden) benches. A suggestion for brass plaques to mark those benches provided by the Council will be followed up.

As a possible idea to mark the Queen's Platinum Jubilee in June 2022 SL suggested that the Council donates/sponsors a picnic bench (or two) to be installed near to the Children's Playground. This will be added to a report being prepared for presentation to Council.

5. **Update on Telephone Boxes Project** GC provided a verbal update. No more breakages in the last month was good news. Almost enough large polycarbonate panels are held to replace the remaining glass panels in all four of the boxes (any glass panels still in a useable condition will be retained as spares). Some of the 2020/21 District Council grants can be used to help cover cost of any more materials that might be needed.
6. **Update of Village Signs Project** – SL hopes that weather conditions will allow him to repaint the "iconic" Bartley sign and for GC/SW to repaint the posts very soon. The sign can then be re-installed.

DR advised that a local resident had offered a contribution to cover an additional "new" sign for Winsor just west of the Winsor Road/Whitemoor Lane crossroads. He further advised that the contribution would cover circa 1/3rd of the total cost of procurement and installation. In addition HCC Highways approval would be needed and that having made enquiries it is unlikely that this would be given due to the location. DR will advise the resident accordingly.

7. **Update on condition of Winsor Road noticeboard** – SL had prepared a report which due to the short time between gathering the required information and the meeting was only presented to members the day before the meeting. The report advised that the Winsor Road noticeboard was in a very sorry state and needed urgent replacement. As any replacement would be the “template design” for the others, the report also set out a proposed policy for the “Management & Use” and “Specifications” for the noticeboards. All Five Year Plan Advisory Committee members were happy with the proposals (including the use of recycled plastic) which will now be taken to Council on March 9th 2021 for approval. If accepted, two new noticeboards will - subject to the Finance Advisory Committee confirming funding is available – be ordered to replace the existing boards at Winsor Road and Newbridge.
8. **Update on “Parish Design Statement”** – GC advised that the Parish Design Statement was currently on hold.
9. **Discussion of other matters relating to the Aims and Responsibilities of the Five Year Plan Advisory Committee** - None
10. **Agree date for next meeting** – Friday May 28th 2021, 10am

The meeting closed at 10.57am

COPYTHORNE PARISH COUNCIL – FIVE YEAR PLAN ADVISORY COMMITTEE – FEBRUARY 19 2021

ITEM 3 – REVIEW OF NOTES OF PREVIOUS MEETING (NOV 24 2020)

A meeting of the Five Year Plan Advisory Committee was held via Zoom Video Conference on Tuesday November 24th 2020 starting at 10am.

Attendees:-

Voting:- Cllrs Simon Lucas (Chair); Steve Herra; Graham Chillcott; Sylvia Wiggins

Non Voting:- Mr. David Rigby – Clerk and RFO

A G E N D A (with DRAFT notes of discussion)

- 1. Apologies for absence.** – None
- 2. Declarations of Interest** – None
- 3. Review of notes of previous meeting (September 22nd 2020)** - All present were happy that the notes of the previous meeting were accurate
- 4. Update on Benches Project** - SL provided a verbal update. Splitwind Pond bench is to be refurbished by a parishioner. An offer to donate (as a memorial) an oak bench to replace the bench at the "Pollards Moor Crossroads" has been made by a local family, this request will be notified to the Council for approval. The benches at The Parade, Cadnam and near the White Hart will be removed and refurbished using timber already purchased and iron work already held. Possible provision of a bench in Ower along with re-siting of noticeboard to be investigated.
- 5. Update on Telephone Boxes Project** - GC provided a verbal update. "Country watch" signs provided by Hampshire Police have been put up near the boxes as a deterrent to vandalism. Internal information panels have been updated in the Newbridge box. Polycarbonate panels are to be installed to replace all the large glass panels at Newbridge. Then refurb of New Inn Road box will commence.
- 6. Update of Village Signs Project** - SH provided a verbal update. All new Village Signs are now in place. The iconic Bartley sign has been fully cleaned ready for painting. Re-instatement is expected before year end.
- 7. Update on "Parish Design Statement"** - GC provided a verbal update. Leaflets have been produced and Clerk is discussing with Royal Mail the best way to arrange delivery to only those houses with SO40 2 postcodes that are inside the Parish plus the few non SO40 2 postcodes in the Parish. Leaflet drop will be timed to avoid them "getting lost" in the period leading up to Christmas. GC has provided clerk with additional information about the project to share with those interested in joining the "task force".
- 8. Discussion of other matters relating to the Aims and Responsibilities of the Five Year Plan Advisory Committee** – None
- 9. Agree date for next meeting** - Friday February 19th 2021, 10am

COPYTHORNE PARISH COUNCIL – 5 YEAR PLAN AC MEETING

FRIDAY 19 FEBRUARY 2021

ITEM NO: 7 – Briefing paper - Parish Noticeboards – Condition, Policy and Initial Works

Condition setting out the policy suggestions and initial works required

Information

Owing to the rapid deterioration of some of our noticeboards, we now need to start work on the replacement programme, prioritising those which are in most need of attention. This paper explains the current position in respect of the worst noticeboard condition (Winsor Road) and then presents a summary proposal Policy on noticeboards, including standard specification and management issues. The purpose is to achieve a recommended policy position which can be put to full Parish Council. *Separate illustrative information will be available at the Finance AC meeting regarding Noticeboard types.*

Winsor Road Layby Noticeboard

The noticeboard is now in very poor condition. The backboard and inner base frame cross bar are completely rotten, as is the base of the door. The noticeboard will not survive more than about 6 months without a major failure. It needs replacing as the rotting damage is fundamental to the integrity of the noticeboard structure and cannot be repaired without, effectively, rebuilding the noticeboard completely.

(For reference, 2 other boards are nearing similar condition: Fourways Stores crossroads board and Parish Hall board.)

Policy

We need to define a policy for the noticeboards to ensure that they are easy to use and efficient in operational terms for the management of information and also as low maintenance as possible. The proposed policy is in 2 sections – a) Management and Use, and b) Resultant Specification:

a) Management and Use

The noticeboards should:

- i. only be used for Parish Council business matters and community, charitable publicity and information purposes;
- ii. not be used for items which are for the promotion of commercial or business purposes;
- iii. be divided into two sections, one for Parish Council use and one for community / charitable use;
- iv. be clearly marked as Parish Council noticeboards;
- v. have a 'secure' side for the Parish Council use and an 'open' side for community / charitable use – i.e. one side with a lockable door and one open side;
- vi. be capable of taking 4 x A4 sheets with ease in each 'bay' (the open side could also take 9 sheets of A5 (3 x 3 with a little bit to spare);
- vii. be under the management of the Parish Clerk (with a spare key for the secure side to be held by a nominee in the event that the Parish Clerk is unavailable;
- viii. be checked regularly (tbd) to ensure that any items on the community side which do not conform to the policy are removed.

b) Specification

The specification needs to allow for:

- i. low maintenance or wherever possible, no maintenance of the basic structure;
- ii. be sustainable in construction materials and fittings;
- iii. wherever possible, minimal installation costs – e.g. use of the existing concrete spur mountings to avoid major ground works;
- iv. ease of access to the 'secure' side;
- v. weather proof pin backing for the exposed side;
- vi. a ventilated closed section to avoid damage to the door glazing.

Recommendations

1. That Members of the 5YP AC endorse (at least) the proposed replacement of the Winsor Road noticeboard for recommendation to the Parish Council for its approval (and given funding available, the potential to endorse other replacements)
2. That the Members of the 5YP AC endorse the proposed policy for recommendation to the Parish Council for its approval.
3. Taking into account the above, it is proposed that we only consider the use of powder coated aluminium or recycled plastic wood construction for the new noticeboards which would meet the criteria for low maintenance and that we discount the use of wood. *(To be considered at the meeting using the examples separately provided)*
4. Subject to consideration of the options, a preferred type and model of noticeboard is recommended to the Parish Council for its approval to purchase.

Note: Reserve funding availability to be outlined by the Clerk at the meeting for information

Simon Lucas – Feb 2021

EXAMPLE – GREEN BARNES – RECYCLED PLASTIC



- Recycled plastic construction
- Self-healing pinboard (standard) on LH open side / magnetic on secure RH side (extra magnets also included in pricing shown)
- Integrated locks
- 4 mm polycarbonate glazing on door with UV filter layer
- Standard 100mm x 100mm posts adjustable in positioning
- Case not pre-drilled
- 5 year guarantee

Sub Total - £1268.18 ex VAT

Delivery - £148.98

TOTAL - £1417.16 ex VAT

PROS: Very low maintenance

Good price (but £127.00 more than metal version)

Lockable

Can fit existing ground concrete spurs (saves installation costs)

CONS: More expensive than metal version

Heavier weight construction than metal (thicker spurs)

EXAMPLE - VARICASE NOTICEBOARD – ALUMINIUM



- Powder-coated aluminium profile
- Felt pinboard surface for use with push pins
- Double doors with 3mm polycarbonate glazing (one not lockable)
- Integrated proprietary lock with two keys
- Case not pre-drilled
- Supplied with a set steel posts in black
- 1 year parts and labour guarantee

£1,255.00 ex. VAT

Plus £25.00 handle door (extra for an accessible side)

Delivery £10.00

TOTAL £1290.00 ex VAT

PROS: Very low maintenance

Good price (£127.00 less than plastic version)

Lockable

CONS: Would need a 'new' installation – fixed leg spacing with relevant extra cost

Lighter weight construction than plastic

Limited backing for affixing items