



COPYTHORNE PARISH COUNCIL

A meeting of the Five Year Plan Advisory Committee was held via Zoom Video Conference on Thursday September 11th 2025 starting at 12pm.

Members of Advisory Committee present:

Voting:- Cllrs Jackie Rhodes; Graham Chillcott; Sylvia Wiggins; Sherri Johnstone;
Graham Caton

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

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

1. **Election of a Chair**
Cllr. Rhodes proposed by Cllr. Chillcott, seconded by Cllr. Johnstone - Carried
2. **Apologies for absence.**
None.
3. **Declarations of Interest.**
None.
4. **Review of notes of previous meeting (May 1st 2025)**
All voting members present at the last meeting were happy that the notes of the meeting held on May 1st 2025 accurately reflected the discussions.
5. **Update on Parish Environmental Activities (JR/SJ)**
JR – Greening Copythorne – Pleased that Splitwind Pond bench is back in place. Greening Copythorne members continue to maintain vegetation outside of pond. Dredging of the pond to reduce level of vegetation will occur in Winter 2025/26.

JR – “Love your Place” – This is an initiative being led by the University of Southampton to help communities improve their environments. An offshoot group from Greening Copythorne is working with them on a project called “*Thoughtful travel, respectful parking*”. A draft proposal on how this project might be taken forward is due to be presented to Council in the next month or two.

SJ – Plastic Free Copythorne – The group has achieved Accreditation. With that achieved this project may now come back under the umbrella of Greening Copythorne. Cancellation of the Copythorne Carnival in the summer created an issue for ongoing publicity so the group is looking at other options to keep their good work going.

6. Update on Telephone Boxes Project (GCh)

GCh gave an update. Books (not necessarily of general interest) are still being deposited in the Pound Lane box but they are staying there untouched. DR has been removing them after at least a month. Some are being passed on to charity shops others recycled. The door of the box in Winsor Road is in need of repair. JR mentioned that we need to consider additional uses for the boxes (a geo-caching trail for example)

ACTION - DR will discuss Winsor Road box repair with a local carpenter.

7. Update on Benches Project (DR)

DR reported that Council agreed a Memorial Benches Policy on September 9th 2025. He would shortly be discussing an expression of interest for a memorial bench with relatives of a former resident of the parish.

8. Parish Design Statement (SJ)

SJ confirmed that the Parish Design Statement was adopted as a Supplementary Planning Document at the NFNPA meeting on July 24th 2025. As a result, this task can now be removed from the "202-26 priorities list.

ACTION – DR to diarise for July 2028 the need to consider whether a review of the PDS is required.

9. Village Gates Project (DR)

DR reported that he is due to meet with HCC Highways to approve locations for Villages Gates. He will also be refreshing their quote for installation and quotes for the approved gates. A report will come before Council on October 14th 2025

10. Review of other 2024/26 priorities

Review completed and updated spreadsheet attached to notes. GCh and GCa will meet to discuss whether the priorities list could be presenting in a different way to aid understanding.

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

JR requested that "Media" be added as a topic for future agendas.

DR advised that with the Advisory Committee system in place for over five years he felt that it was time to ask each Advisory Committee to review their aims and responsibilities. Members noted this suggestion.

12. Agree date for next meeting

Thursday December 4th 2025, 12pm (provisional)

Meeting closed at 12.57pm

Copythorne Parish Council – Five Year Plan Advisory Committee Meeting – Sept 11th 2025

Item 1 – Election of a Chairman

The Terms of Reference for the Five Year Plan Advisory Committee state the following:-

The voting members of the Five Year Plan Advisory Committee will elect a Chairman annually.

Voting members of the Five Year Plan Advisory Committee are able to nominate themselves or another member for election to the role of Chairman. Any nomination needs to be seconded.

Should there be more than one person nominated then a vote will take place in accordance with Standing Order 8:-

“Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.”

David Rigby, Clerk
September 4th 2025

Copythorne Parish Council – Five Year Plan AC Meeting – September 11th 2025

Item 4 – Review of notes of previous meeting (May 1st 2025)

A meeting of the Five Year Plan Advisory Committee was held via Zoom Video Conference on Thursday May 1st starting at 12pm.

Members of Advisory Committee present:

Voting:- Cllrs Jackie Rhodes (Chair); Graham Chillcott; Sylvia Wiggins; Sherri Johnstone

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 (January 9th 2025)**
All voting members present at the last meeting were happy that the notes of the meeting held on January 9th 2025 accurately reflected the discussions.
- 4. Update on Parish Environmental Activities (JR/SJ)**
Greening Copythorne - JR reported that she and SJ on behalf of Greening Copythorne had attended a “Love your Space” event hosted by the University of Southampton recently. Possible project ideas were presented and Greening Copythorne’s suggestion of Parking that works for Copythorne” was chosen as one of four projects to possibly support. JR/SJ will keep us updated on this. More plants have been planted at Splitwind Pond and “dredging plans” need to be considered for this Winter. A few more houses have had thermal imaging for heat loss completed. Nice to see lots of “beautifying the parish” work being done by residents.

Plastics Free Copythorne - SJ advised that the group will next meet on May 12th. Still need a few more community organisations and another business to sign up to achieve “Plastic Free Status”. Events to raise awareness continue to be planned and delivered.
- 5. Update on Telephone Boxes Project (GC)**
GC advised that repairs need to be made to the wooden door frame of the Winsor Road box. Enquiries to be made regarding a local carpenter to help. A possible “library” in the Pound Lane box is still at an early stage.
- 6. Update on Benches Project (DR)**
DR confirmed that the Lengthsman could be used to help reinstall the Splitwind Pond bench. Date to be agreed. Next after that would be to look at replacing one of the wooden benches near the War Memorial.
- 7. Parish Design Statement (SJ)**
SJ reported that the NFNPA Planning Committee has approved the public consultation on the Draft PDS. The consultation runs from April 23 to June 4. A presentation will be given at the Annual Parish Meeting on May 9th. It is hoped that a final version of the PDS will be ready for approval at the July 24th meeting of the NFNPA.

8. Village Gates Project (DR)

DR reported that NFDC has approved a £4k grant from the CIL Fund to help with this project. Next step is to discuss the finer details with HCC Highways Safer Roads team and then present a budgeted report to a Council Meeting.

9. Update on Community Resilience Planning working party meeting on March 20th 2025

JR advised that following the working party meeting she has prepared a first draft of a Community Resilience Plan. This will be shared for comments and then worked up into a proposal for Council to approve. In the meantime, there will be an opportunity at the June 12th Councillor Drop In Session for eligible residents to “sign up” for the various Priority Service Registers that the utility providers operate. Publicity for this is already underway.

10. Review of other 2024/26 priorities

Review completed and spreadsheet updated. GC has agreed to look at the method used for tracking the priorities and bring a report to the next Five Year Plan Advisory Committee meeting for consideration.

11. Discussion regarding merging the Media & Publicity Advisory Committee into the Five Year Plan Advisory Committee.

The members discussed the merger which had already been recommended by the Media & Publicity Advisory Committee. It was unanimously seen as a sensible streamlining of the Council's Advisory Committees.

ACTION – That the Clerk be instructed to prepare a report for presentation at the July 8th 2025 Council meeting outlining the recommendation and accompanied by a revised set of Terms of Reference for the Advisory Committees.

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

It was agreed that subject to the PDS being adopted by the NFNPA consideration needed to be given to a replacement priority.

13. Agree date for next meeting

Thursday September 11th 2025, 12pm (provisional)

Meeting closed at 12.58pm

COPYTHORNE PC - FIVE YEAR PLAN ADVISORY COMMITTEE - SEPTEMBER 11TH 2025

Item 10 - Five Year Plan - Project Initiatives (updated after Sept 11th 2025 meeting)

Priority / Date	2024			2025				2026			
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

Current Priorities

Environment Climate change, Hampshire Hedge											
Environment Splitwind Pond, Greening											
Village Gates Project											
Beauification of Parish (flowers etc)											
Improve Communications with Residents											
Defibs in general (training annually Q4) - Added Q3 '25											
Benches - Added Q3 '25)											

Other Issues

Monitoring Flooding ? (Task of Flooding AC)											
Invite Community Groups to Meetings (inc Farmers)											
Update Transport Leaflet Yearly											
Footpath Upkeep (engagement with community)											
Use of Halls, Churches, Shops, Businesses											
Monitor Affordable Housing											

Completed priorities

Environment Plastic Free Copythorne						Done					
Parish Design Statement (review in July 2028)						Done					

Updates

Graham Chillcott 3rd Oct 2024

David Rigby 9th Jan 2025, 1st May 2025, 11th Sept 2025