



COPYTHORNE PARISH COUNCIL

A meeting of the Five Year Plan Advisory Committee was held via Zoom Video Conference on Thursday March 5th 2026 starting at 12pm.

Present

Voting:- Cllrs Jackie Rhodes (Chair); 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. Apologies for absence.

Cllr. Graham Chillcott

2. Declarations of Interest.

None

3. Review of notes of previous meeting (December 4th 2025)

All voting members present at the last meeting were happy that the notes of the meeting held on December 4th 2025 accurately reflected the discussions.

4. Update on Parish Environmental Activities (JR/SJ)

SJ reported that Plastic Free Copythorne are continuing to try and work with local Scouts & Guides on issues with single use plastics that might tie in with achievement badge work. They also continue to look at a possible “recycle bin/sculpture” within the Parish.

JR reported that dredging is still to be arranged at Splitwind Pond and also that the “Copythorne in Bloom” competition for front gardens within the Parish is going ahead with judging support from Bartley Horticultural Society

5. Update on Telephone Boxes Project (DR)

DR reported that a report will be presented to the March 10th 2026 Council meeting relating to repairs required to the Winsor Road telephone box. Also another report relating to rehousing the Bartley defibrillator in the New Inn Road telephone box will be presented.

6. Update on Benches Project (DR)

DR reported that a report will be presented to the March 10th 2026 Council meeting relating to a request for a Memorial Bench near the War Memorial (to replace an existing one)

7. Village Gates Project (DR)

DR reported that the quote received from HCC Highways to install a pair of gates on Southampton Road to the east of the Haywain (at the point where the speed limit drops to 30mph) is higher than was expected due to level of traffic management required. SJ asked whether we could obtain traffic volume/speed data to confirm the underlying safety issue that we are seeking to address.

ACTION – DR to check with NFDC how long the £4,000 CIL grant remains available and whether they would be willing to provide the same grant for a lower quantity of gates to be installed. DR to check with the Safer New Forest team at NFDC the availability of traffic data. Report to then be prepared for the next Advisory Committee meeting

8. Potential Health Bus Service Survey (SJ)

SJ took members through her written report to the meeting regarding the survey to gather feedback from the local community on the possible need for such a service. The survey will close at the end of March. So far over 40 responses have been received and these will be collated and summarised for review by members of the Advisory Committee to consider what might happen next.

9. Media Matters

JR reported that “followers” continued to grow for the Parish Council’s Facebook page and also those for Greening Copythorne and Plastics Free Copythorne. A discussion took place on how we could try to reach those within the community that aren’t “online”. This could include targeting attendance at more community events/ meetings. The subject of councillor photos on the Council website was also discussed.

10. Resilience and Emergency Planning for the Parish

JR took members through the draft Emergency Planning document that she had been producing. A few tweaks were suggested before the document was added to the Council’s website.

ACTION – Members to send any further comments to JR by March 13th.

11. Review of other 2024/26 priorities

See details below under Item 12.

12. Discussion of other matters relating to the Aims and Responsibilities of the Five Year Plan Advisory Committee (to include an update on the review of the role of this Advisory Committee).

GCa presented a document (draft copy attached to these notes) that could be used as a template for running future meetings of this Advisory Committee. All members present agreed that it was an excellent document.

ACTION – GCa to look at how the document could be used to re-style the agenda for future meetings and send to DR for circulation to members of the Advisory Committee.

DR and JR continue to work on the re-drafting of the Terms of Reference for this Advisory Committee which will include its renaming to “Parish Projects Advisory Committee”.

13. Agree date for next meeting

Thursday June 4th 2026, 12pm (provisional)

Meeting closed at 1.23pm

Copythorne Parish Council – Five Year Plan AC Meeting – March 5th 2026

Item 3 – Review of notes of previous meeting (December 4th 2025)

A meeting of the Five Year Plan Advisory Committee was held via Zoom Video Conference on Thursday December 4th 2025 starting at 12pm.

Members of Advisory Committee:

Voting:- Cllrs Jackie Rhodes (Chair); 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 discussions)

1. Apologies for absence.

None

2. Declarations of Interest.

None

3. Review of notes of previous meeting (September 11th 2025)

All voting members present at the last meeting were happy that the notes of the meeting held on September 11th 2025 accurately reflected the discussions.

4. Update on Parish Environmental Activities (JR/SJ)

JR – Greening – Work continues on progressing a “beautiful gardens” competition with the Bartley Horticultural Society keen to be involved. Lengthsman due to clear vegetation outside of Splitwind Pond later this month. Search for a “dredging contractor continues, volunteers may do some if unsuccessful.

SJ – Plastics – Copythorne Amateur Theatrical Society have been giving out “ECO” quiz sheets to those attending their pantomime. Community Café has been doing similar. Draw to be made in late December for a winner of tickets kindly donated by Paultons Park. An idea being looked into is the possibility of a “recycling” sculpture.

5. Update on Telephone Boxes Project (GC)

Unwanted books removed from Pound Lane box. It is possible that the “Bartley” Defib will be placed in the New Inn Road box. Carpenter(s) to be approached regarding repair to Winsor Road box.

6. Update on Benches Project (DR)

Completed forms for a replacement bench near the War Memorial awaited.

7. Village Gates Project (DR)

Project currently paused while outcome of review into possible HCC Highways safety improvement work near the Haywain.

8. Media Matters

JR reported that the Parish Council Facebook page now has 376 followers. Greening Copythorne page has 113 and Plastics Free Copythorne has 40. Advisory Committee members have been asked to consider other possible ways of improving the reach of communication methods.

9. Review of other 2024/26 priorities

Q4 Review completed and updated spreadsheet attached to notes.

10. Discussion of other matters relating to the Aims and Responsibilities of the Five Year Plan Advisory Committee (to include the review of the role of this Advisory Committee).

Informal discussions between members continues on the review of the scope of this Advisory Committees role, which will then inform changes to its Terms of Reference.

11. Agree date for next meeting

Thursday March 5th 2026, 12pm (provisional)

Meeting closed at 1.07pm

Copythorne Parish Council – Five Year Plan AC Meeting – March 5th 2026

Item 8 – Potential Health Bus Service Survey

Background

I attended a Hampshire Community Led Transport Engagement Session on 23rd October 2025, where it was announced there was a call for Projects to trial Community Transport initiatives. The deadline for submission was the end of February 2026. We are led to believe this deadline has been extended but require clarification. It was suggested that joint Parish projects were more likely to be successful.

At the Transport meeting there were informal discussions with the Chair of Totton & Eling Town Council whose council had already have been preparing a speculative bid for a health bus to run between Lymington Hospital and Southampton General Hospital. They were seeking collaborating parishes to strengthen the proposal.

Current Position

To help identify what likely demand there might be from residents of Copythorne to use such a bus service (which users would need to pay for albeit with a possible subsidy) it was felt that a simple survey (via a questionnaire) be created. Which could then be used to support a transport proposal linked to the work already being undertaken by Totton & Eling Town Council and Prish Councils along the Waterside.

The questionnaire would be made available online and with a limited distribution of 300 paper copies around the centre of the Parish (most likely location for pick up/drop off points

Publicity regarding the questionnaire would be via the Parish Council newsletter; website; noticeboards; and Facebook page.

For members to note

The cost of printing the paper copies of the survey would be less than £40 and the Clerk agreed this spend within his delegated authority under the “Stationary, postage and printing” line within the 2025/26 budget.

The outcome of the survey which was launched on Friday February 20th 2026 will be shared with members of this Advisory Committee to consider the next steps under report to Council.

Cllr. Sherri Johnstone
February 23rd 2026

DRAFT VERSION OF PLAN DOCUMENT

Copythorne Parish Resilience & Emergency Planning

Report an Emergency – someone is in immediate danger or a crime is in progress

Dial 999 Police, fire or ambulance

Report a Non Emergency

Dial 101 Police

Dial 111 NHS

In times of crisis it is vitally important that communities stand together. Community Resilience enables communities to work together and help in preventing and dealing with emergency situations as and when they occur.

Copythorne Parish Council is committed to helping residents to be more resilient and prepared and will work closely with Hampshire County Council (HCC) and New Forest District Council (NFDC) to achieve this aim. The Parish Council is doing its part by preparing resilience and emergency planning advice on what residents should do in the event of a range of emergencies and by providing details of who to contact, how and when.

In Emergency situations, local emergency responders will always have to prioritise those in greatest need, especially when life is in danger. There will be times when you may be affected by an emergency but your life is not in immediate danger. During this time you need to know how to help yourself and those around you. By becoming more resilient, we as a community can complement the work of local emergency responders and reduce the impact of an emergency on our community both in the short and long term

Priority Services Registers

Priority Service Registers (PSR) are available with most utility companies – Gas, Electric, Water as well as Banks, and possibly telecommunications companies. This is a free service in which vulnerable people can sign up for extra support dependent on their specific needs such as receiving emergency water during a water supply interruption. Unfortunately, not all companies are signed up to data sharing so people need to register with each provider individually.

Contact Details

Contacting the right people in an emergency is vital in making sure that you get the right help at the right time.

Who	How to Contact
Police	Dial 999 if someone is in immediate danger or a crime is in progress For all non-emergency Police reporting dial 101 Find out more: https://www.hampshire.police.uk/
Fire	Dial 999 in an emergency. Find out more: https://www.hantsfire.gov.uk/
Ambulance & NHS	Dial 999 in an emergency NHS non-emergency number: 111 Find out more: https://www.nhs.uk/
Hampshire County Council	Highways emergencies 0300 555 1388 Hampshire Multi Agency Safeguarding Hub: 0300 555 1384 Hampshire Children's Services out-of-hours: 0300 555 1373 Hampshire Adult Social Care Team: 0300 555 1386 If your request is urgent and you need support in the next 24 hours More info: https://www.hants.gov.uk/aboutthecouncil/contact/emergency
New Forest District Council	Office hours: 023 8028 5000 Out-of-hours emergencies: 07771 259 098 Find out more: Emergency planning – New Forest District Council
Environment Agency	Incident hotline: 0800 80 70 60 (24-hour service) Floodline service: 0345 988 1188
Gas	National Gas: 0800 111 999
Electricity	National Grid: 0800 6783 105 If you have a power cut call 105 or Text POWER and your postcode to 80876 Visit www.powercut105.com to report power loss or damaged equipment Scottish and Southern Electric (SSE): 0345 072 1905 or 0800 072 7282
Water	Southern Water 0800 820 999.
BT	BT Group: 0800 121 7667
RSPCA	0300 1234 999

Be prepared for evacuation

In some emergencies the safest action is to stay inside, but if the emergency services think it safer to evacuate, the police will clear the area. The District Council will normally provide accommodation for people made temporarily homeless.

Listen for updates and safety advice on the radio or television and follow advice from emergency authorities.

Practise evacuation procedures beforehand, including a head count. Further information on preparing for emergencies is available from <https://prepare-campaign.gov>

If you do evacuate:

- Gather family and pets
- If safe to do so turn off the electricity, gas and water.

For a sample template of a household Emergency Plan: https://prepare.campaign.gov.uk/wp-content/uploads/sites/196/2024/05/HMG-Household_Emergency_Plan_WORD.docx

Power companies

If you have a power cut, call 105 to get up-to-date information. You can also text POWER followed by your postcode to 80876. They should also be able to let you know when the power will be back on.

If the power remains off for some time make sure you check how safe the food in your fridge and freezer is and dispose of items that are no longer safe to eat.

If you think you can smell gas, call the Gas Emergency Services on 0800 111 999.

If you think you have a gas leak you should:

- turn off your gas supply at the meter
- find your emergency control valve and turn the handle so the lever is at 90 degrees to the upright gas pipe
- open all your doors and windows
- make sure you don't switch anything electrical on or off
- put out all naked flames

If you have any electrical security entry phones or locks, don't use them. Open your doors manually.

Weather updates

By listening to the weather forecasts and taking appropriate action when warnings are issued, many emergencies can easily be avoided.

- Met Office – Understanding weather
- Download the Met Office weather app
- Check your five day flood risk and sign up for flood alerts: www.gov.uk/get-flood-warnings

During the winter months, it is important that we are easily seen. By being bright and wearing high visibility or reflective clothing we can improve our own safety, especially in rural areas or where there is less street lighting. Reflective clothing, working lights and items such as wrist bands or strips can be cheap and very effective.

Flooding

Surface water flooding currently causes the most regular impact to communities across the county.

Ditches and watercourses are designed to drain surface water away; helping to prevent flooding. Ensure ditches and water courses are clear of debris and vegetation is cut back so that water can flow freely.

COPYTHORNE PC - FIVE YEAR PLAN ADVISORY COMMITTEE - MARCH 5TH 2026

Item 11 - Five Year Plan - Project Initiatives

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

Invite Community Groups to Meetings (inc Farmers)											
Update Transport Leaflet Yearly											
Footpath Upkeep (engagement with community)											
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, Dec 4th 2025

Key

	Ongoing
	Upcoming
	Paused



Parish Projects

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1. Introduction

This document details one off and rolling activities, that sit outside mandatory tasks, undertaken by Copythorne Parish Council on behalf of the Parish of Copythorne. Activities are grouped into project groups. Each project group is described along with associated activities and relevant tasks. Section 4 contains a schedule containing activities and task within each group. This document will be reviewed at each Plan Advisory Committee meeting which are held each quarter.

2. Purpose

To successfully undertake its duties to its parishioners the Parish Council undertakes one off projects. This document records those projects and tracks the project and relevant activities from inception to completion. At each Plan Advisory Committee meeting the activities contained within this plan will be discussed with updates to activity progress noted with updates made to the project schedule and this document as appropriate. Appendix A contains a table of completed projects with reference to the document version where that project was last contained.

3. Project Grouping

3.1 Environment

This area will comprise of activities promoting and undertaking tasks to improve the environmental credentials and appearance of the Parish. This will involve such things

as communicating green initiatives and tips to residents, tasks to improve the look and feel of the parish and maintenance of existing environment.

Current activities:

Splitwind Pond maintenance – this annual activity keeps Splitwind pond free from litter and as plant free as practicable as well as enhancing appearance through subtle planting and maintenance.

Hedge Planting at Parish Hall – As part of the Hampshire Hedge initiative a length of hedge will be laid at the Northern boundary of the Parish Hall field.

3.2 Communication

This area seeks to maintain and improve communication between the Parish Council the residents of the parish and relevant external stakeholders and authorities. The project will monitor current communications and look for improvements where issues are identified.

Current activities:

None at present.

3.3 Transport

This area addresses all matters pertaining to transport within the parish.

Current activities:

Update transport leaflet

Footpath upkeep

3.4 Safety of Parishioners

This area contains any activities that are relevant to both the physical and mental well-being of the parish residents.

Current activities:

Village gates – To procure and install village gates at various locations within the parish, initially A336 East of the Haywain Junction.

Defib relocation – To relocate a defibrillator unit from its current location at Bartley Post Office to the phone box on New Inn Road.

Monitor affordable housing construction progress – To ensure residents are not unduly inconvenienced by construction activity and developers are adhering to relevant permissions and conditions.

4. Copythorne project and task schedule

Group	Project	Sub-task	Start	Planned Finish	Current Finish	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Jul-27	Aug-27	Sep-27	Oct-27	Nov-27	Dec-27
Environment	Splitwind Pond maintenance 26		Nov-26	Nov-26	Nov-26																						
	Hedge planting at Parish Hall		May-26	May-26	May-26																						
Asset Management																											
	Village Gates	Ascertain installation cost	Mar-26	Dec-26	Jan-27																						
	Benches																										
	Defib install Bartley		Apr-26	Apr-26	Apr-26																						
Communication																											
Transport																											
	Update transport leaflet		Apr-26	Jun-26	Jun-26																						
Safety of Parishoners																											
	Monitor progress of affordable housing		Mar-26	Jun-27	Jun-27																						

5. Closed projects 25-26

Project Name	Closed
Parish Design Statement	July 2025