



COPYTHORNE PARISH COUNCIL

A meeting of the Five Year Plan (Parish Projects) Advisory Committee was held via Zoom Video Conference on Thursday September 3rd 2026 starting at 12pm.

Present:-

Voting:- Cllrs Jackie Rhodes (Chair); 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.

Graham Chillcott and Graham Caton

2. Declarations of Interest.

None

3. Review of notes of previous meeting (June 4th 2026)

All voting members present at the last meeting were happy that the notes of the meeting held on June 4th 2026 accurately reflected the discussions.

4. Update on Parish Projects Plan

4.1 Environment

DR reported on the impact of the prolonged dry spell on the hedge planted at the Parish Hall. It is hoped that a grant of whips will be obtained to replant later this year.

DR also reported on a vegetation survey that the Freshwater Habitats Trust have offered to undertake at Splitwind Pond. This survey will be useful when considering the extent of vegetation removal and possible “dredging” that needs to be done.

4.2 Communication

Following previous requests by a parishioner it was agreed to add the dates of upcoming Advisory Committee meetings to the standing notice on the Council side of the seven noticeboards.

ACTION – Clerk to amend the existing notices to reflect the above change

JR reminded those present that photographs of those councillors who are willing to provide them are still required so that they can be added to the Parish Councillors page of the Council website. (note: there is no legal requirement for photos of councillors to be displayed.

ACTION – Clerk to share photos already held with those that have provided them so that those councillors can confirm the photo. JR to take photos of those remaining councillors who are happy for their photo to be displayed.

4.3 Transport

SJ advised that an updating report on Community/Public Transport options in the Parish was due to be presented at the Council meeting on September 8th. This would set out the current position and ongoing work being undertaken. This workstream will be added to the Parish Projects Plan.

DR advised that the Lengthsman has cut back vegetation on the footpath that runs behind St Marys Church and also the pavement at the northern end of Pollards Moor Road. More work is scheduled including around the War Memorial in late October. SJ reported that members of the local Ramblers Group, as Hampshire Countryside Service (HCS) volunteers, had replaced two footbridges on footpaths in the woods north of Barrow Hill Road.

ACTION – Clerk to contact HCS to discuss what other volunteer tasks might be in hand.

Annual Public Rights of Way checks have recently been undertaken by councillors and the Clerk and a report will come to the October Council meeting.

4.4 Safety of Parishioners

DR reported that in connection with the Village Gates project, details of a week long speed monitoring exercise carried out by the NFDC Community Safety Team had been received. This showed that vehicles are still travelling at in excess of the speed limit on both sides of the A336 Southampton Road near the Haywain crossroads. With the project still eligible for the NFDC Grant awarded in April 2025, members of the Advisory Committee agreed that the project should be re-costed and a report presented to Council.

ACTION – Clerk to obtain the required information with a view to presenting a report to the November Council meeting.

DR apologised that the “Bartley” Defibrillator had yet to be installed in the New Inn Road red Telephone box by the end of July as expected. This task will be completed by the middle of October. In the meantime, the defibrillator itself remains at The Haywain.

In connection with the construction of the new Affordable Housing in New Inn Road, DR reported that he continues to receive and publish updates (from the builders, Amiri Homes Ltd) on progress with the site. It is acknowledged that there have been traffic issues related to the delivery of materials and the builders are working hard to minimise these. Construction of the new access into the site has been held up due to issues with the legal agreement and agreeing a date for the work with HCC Highways.

As a result of a matter raised at a Councillors Drop In Session, a number of locations where pavements are not as accessible as they could - or should - be have been looked at. An article on cutting back hedges etc was included in the September Parish Council newsletter and work requests are being submitted to HCC Highways.

4.5 Review of project and task schedule

Time lines for all items on the schedule have been reviewed and updated (Version 3 2026 is attached to these notes)

5. Discussion of other matters relating to the Aims and Responsibilities of the Five Year Plan (Parish Projects) Advisory Committee.

It was suggested that the Risk Assessments for councillors undertaken minor “maintenance tasks” within the Parish be revisited to check that they remain up to date.

ACTION – JR to review the risk assessments and report back to the next Advisory Committee meeting.

6. Agree date for next meeting

Thursday November 5th 2026, 12pm (provisional)

Meeting closed at 1.26pm

Copythorne Parish Council – Five Year Plan Advisory Committee Meeting – September 3rd 2026

Item 3 – Review of notes of previous meeting (June 4th 2026)

A meeting of the Five Year Plan (Parish Projects) Advisory Committee was held via Zoom Video Conference on Thursday June 4th 2026 starting at 12pm.

Present:-

Voting:- Cllrs. 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)

In the absence of the current Chair (Jackie Rhodes), Sherri Johnstone proposed that Graham Caton chair the meeting, seconded by Graham Chillcott, all voting members in favour, **APPROVED**.

1. Election of a Chair

Sherri Johnstone proposed Jackie Rhodes (who although absent had confirmed a willingness to continue), seconded by Graham Chillcott, all voting members in favour.

2. Apologies for absence.

Jackie Rhodes

3. Declarations of Interest.

None

4. Review of notes of previous meeting (March 5th 2026)

All voting members present at the last meeting were happy that the notes of the meeting held on March 5th 2026 accurately reflected the discussions.

5. Update on Parish Projects Plan

5.1 Environment

It was noted that damage had been caused to the newly planted hedge at the Parish Hall.

5.2 Communication

It was agreed that “Drop In Sessions” be added to the Areas of Responsibility list on the Council Website (SJ to be recorded as the councillor responsible).

5.3 Transport

Potential Health Bus - SJ advised that she was attending the HCC Passenger Transport Forum on June 9th and would discuss the initial findings of the “Health Bus Survey”.

ACTION – GCh/DR - Transport Leaflet to be reviewed and updated on Council Website

Footpaths – DR advised that he would be instructing the Lengthsman to cut back vegetation on a few of the paths and seek parish volunteers to help with others.

ACTION – DR to instruct Lengthsman

5.4 Safety of Parishioners

Village Gates Project - DR advised that it was hoped to have a passive traffic survey carried out by NFDC at the Haywain crossroads later this month/early next to help inform the road safety value of this project.

ACTION – DR to report findings to members once received with a view to preparing an updating report to Council.

Defib relocation - DR advised that he was expecting to set a date for the installation of the Defib cabinet into the New Inn Road phone box and the return of the Defib from the Haywain in early July.

Monitor Affordable Housing Construction – DR confirmed that this task is ongoing with regular dialogue with the contractors Site Manager

5.5 Review of project and task schedule

GCa confirmed that with the format of this document agreed he will update it with the discussions from this meeting.

6. Discussion of other matters relating to the Aims and Responsibilities of the Five Year Plan (Parish Projects) Advisory Committee.

None

7. Agree date for next meeting

Thursday September 3rd 2026, 12pm (provisional)

Meeting closed at 12.55pm

FIVE YEAR PLAN ADVISORY COMMITTEE MEETING - September 3rd 2026

Item 4 - Parish Projects Plan (updated following September 3rd 2026 meeting)



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																						
	Parish Hall hedge maintenance		Jun-26	Oct-26	Oct-26																						
Communication																											
	Add AC mtg dates to noticeboard																										
	Add Cllr photos to website																										
Transport																											
	Update transport leaflet		Apr-26	Jun-26	Jun-26																						
	Discussions with providers																										
	Footpath upkeep																										
Safety of Parishoners																											
	Village Gates	Produce survey report	Sep-26	Sep-26																							
		Revise Costings	Sep-26	Sep-26																							
		Report to council	Sep-26	Sep-26																							

Legend

On target

At risk

Late/missed

Task/progress complete



5. Closed projects 25-26

Project Name	Closed
Parish Design Statement	July 2025