

Notes of the Safety Working Group 11.05.2020 Video Conference

Present: Cllr. Newbert, Cllr. Akers, Cllr. Cole, Cllr. Smith, Cllr. Vine, Cllr. van Lienden, Cllr. Jordan, W. Cansdale. Members of Public: Cllr Evans, D. Berry

- **1. Apologies.** None
- **2. Declarations.** Cllr Smith declared an interest in Item 9.
- **3. Public Participation Session.** None
- **4. Roads**
 - 4.1 Training update. Cllr Newbert reported that the HALC training session indicated that applying for and getting permission for traffic calming measures takes a long time and is very expensive and certain measures were not suitable for Leys Hill/Walford/Canoe Launch
 - 4.2 Leys Hill Junction update from Bill Cansdale.
 - Bill Cansdale gave an up-date on Leys Hill. There was a possibility of Leys Hill Action Group employing a Consultant for £1,500 for a tactical report.
 - 4.3 Walford Speeding.
 - There were 3 traffic calming options suitable for Walford:
 - 1) Road marking reminders of 30MPH when entering Walford
 - 2) Speed indication device (SID)
 - 3) Dragon Teeth markings at entrance to village in problem area.The consensus of the group was for a combination would have the best effect.
 - 4.4 Research and Funding.
 - No money for funding at present. Cllr Smith would liaise with Bill Cansdale to find out costs of various possibilities, and how to move forward.
- **5. Coronavirus - Parish Resilience Plan**
 - 5.1 Update from Resilience Co-ordinator. Cllr Cole was asked how the plan was put together D. Berry answered on his behalf that the he (D. Berry) had put the plan together based on a template from Herefordshire Council. Resilience plan to be agreed with full council for debate and then presented with Herefordshire Council.

- 5.2 Not much time had been available for the group to look at the plan due to a clarification required so there were no more questions at this time. Cllr Cole reported that several cases of coronavirus had been reported in care homes in Ross.
- Cllr. Akers agreed to find out what's happening in local community and Hazlehurst with regard to Covid 19.
- **6. Howle Hill Memorial Garden.** Cllr Vine reported that there would not be a simple asset transfer from HCC as had been thought to be the case to WPC for the war memorial land as there was unclear ownership. More work needed to find out ownership. She would continue her research and had been given a new contact which she hoped would be productive.
- **7. Asset Register.** To be considered at next full council meeting.
- **8. Documentation and record keeping.** It was accepted that some of WPC's historical record keeping was disorganized and needed improving.

No copies can currently be located of HCC transfer of the Canoe Launch to WPC or the Agreement of WPC with Riversea Holdings. No records can be located of the inspection of trees on the site or of electrical inspections for Health and Safety purposes. It was suggested that Cllr Puzey could be asked to identify the best solution in order that the whole library of current documents would be easily accessible electronically when required.

Quotes for tree inspections to be acquired from 3 sources. Cllrs Vine, Akers and Cole to action hopefully in time to present to full council in June for approval.

Cllr Cole to speak to Charlie re H & S and would liaise with Cllr Vine for a weekly inspection.

Cllr Smith left the meeting

Meeting came to abrupt end with audio outage (approx. 21.00 hrs).

15 May 2020 Resumption of Safety Working Group Meeting by video conference at 7.30

Present: Cllr Newbert, Cllr Akers, Cllr Vine, Cllr Cole, Cllr Jordan

Apologies: Cllr van Lienden
No declarations.

No members of the public

9. Canoe launch-

9.1 Covid 19 – No closure sign at Canoe Launch. Cllr Newbert reported some residents had expressed concern over the non-closure of the site and there had been reports of large groups using the site as well as camper vans. However, government policy had meanwhile changed and car parks, parks and open areas were opening again. The general feeling was that there was now no reason to close it, but that visitors should take their own responsibility for social distancing etc.

9.2 Signage. Signage was discussed and it was agreed that there should be “at own risk” signs (which was advised by the insurance assessor from Came & Co.) and this would be put to the next full council meeting for approval.

9.3 Documentation and Record Keeping. As before no copies of important documentation could be located. It was agreed that documentation for the canoe Launch should be kept in a separate file by the Clerk, whose duty it was to organize files and documents, but this would necessitate extra work for the Clerk. It should be put forward as a special project and overtime hours requested at the next full council to be actioned by the clerk as and when she is able to manage it. All new documentation to be forwarded to the clerk for appropriate filing.

9.4 Tree inspection. A tree inspection is needed for insurance purposes. Cllrs Akers, Cole and Vine to acquire quotes. Costs to be put before full council.

9.5 Risk management. Cllr Vine has put in an extensive risk assessment for the Canoe Launch, but the abutment still needed to be added. Cllr Cole has put forward a proposal to the Environment Agency for repairs but to date has not received permission. It was mentioned that a safety rail had disappeared from the disabled canoe launch area, several Cllrs said they could not remember there ever being a rail. There was a debate about the need for a rail in this position. Cllr Cole said he would put temporary tape across the area. The Environment Agency would need to approve the works should they be required and also to inspect the unstable bank with view to

making it safe in an way acceptable to the EA and NE. Cllr Cole will contact them regarding this. Cllr Vine to revise Risk Management Scheme.

9.6 Update on progress of repairs and permissions. Cllr Cole reported that he was still waiting to be granted permission to repair the steps and canoe launch area. Advice and permission on how to tackle the unstable bank had not yet been applied for. The picnic area railings are currently being constructed and will be installed when ready and when safe to do so.

10 Meeting Review. There was a consensus that the meeting had had a successful format and there were no suggestions for improvement or changes.

11.Items for next agenda

- Follow up on current issues of discussion.

Bill Cansdale and Cllr Smith to have informal meeting about general traffic management issues to be set up by Cllr Newbert.

12. Items for Full council.

- 1.To present tree quotes for discussion and approval to carry out inspection by successful candidate.
2. To seek approval for new safety 'at own risk' signage.
3. Extra hours request for the Clerk to organize the Council's documents

13. Next Meeting date. Wednesday 17th June.

Meeting closed at 20.10 hrs