

THE WHITCHURCH WATERWAY TRUST

www.whitchurchwaterway.uk

Company No : 02280683 Charity Commission No : 701050



MINUTES of a Committee Meeting held on 25 May 2016 at The Wheatsheaf

Present: Helen Brockman (Secretary and IWA)
Joan Crump
Ray Hatton
Sam Hine (Funding Consultant)
Dave Smith
Bob Sumner
David Torrens

As the Chairman was not present, Ray Hatton chaired the meeting.

- 1) Apologies for Absence
Bill Young, Wendy Capelle
- 2) Minutes of the Previous Meeting
Were signed by the Chair.
- 3) Matters Arising from that Meeting
None.
- 4) The following policies were approved and signed by the Chair :
 - a) Equality and Diversity
 - b) Purchasing (and Invoice and Purchase Order forms)
 - c) Advertising
- 5) EAFRD Full Funding Application (Items to include are needed by 7Jun2016)
 - a) DS reported that Dave Lamb thought that raising the level of the path from the basin site to Greenfields Way would be permitted without submitting a planning variation.
 - b) Plans showing the work for the Stage One funding application had only been received mid afternoon on 25May, so there had hardly any time for them to be assessed or used in getting letters of support / permissions / discussions with interested parties.
DS will ask Dave Lamb for drawings of the "before" and "after" levels along the path between the basin site and Greenfields Way.
DS will ask Dave Lamb to state (as a check) his current brief and terms of reference and to outline how he will get us to the November deadline.
 - c) A budget of £15,000 from WWT funds (in addition to what remains of the £10,000 which was allocated on 16th December 2015) was agreed to pay for Stage One costs which are ineligible for the EAFRD funding.
 - d) Permissions
 - i) Statement of Permission in principle from Shropshire Council (Mark Blount) as Landowner and confirmation that SC are willing to empty litter and dog waste bins (SH)
SH will request this using the plans supplied today. If the plans change someone else will have to ask again using the changed plans.
 - ii) Permission from Public Rights of Way (SC) and consultation with Whitchurch Walkers / Parish Path Partnership (P3 Group) for what we are doing to paths and signposting.
DS / HB will talk to Whitchurch Walkers / the P3 Group and obtain quotes for signage (SH will not be involved in getting any signage quotes)
 - iii) No action on getting any other permissions was thought necessary.

- e) Letters of support had been waiting for plans to be available to show people, and are urgent now.
 - i) McDonalds and Hadley Farm (**PM**)
 - ii) Whitchurch Town Council (Stephen Platt) for an updated letter of support for the basin project (**SH**)
 - iii) Whitchurch Chamber of Trade and Commerce (**DS**)
 - iv) **DS** will write a sample letter of support to show local businesses the sort of thing that would be helpful and perhaps also a standard letter they could just sign and distribute these either as part of the Blackberry Fair questionnaire if timings allow, or if not, **JC** will go round local businesses to seek letters of support.
 - v) **DS** to seek a letter of support from Whitchurch Walkers / Parish Path Partnership

- f) Surveys of Towpath Users and Boats

SH pointed out that increased amounts of promised surveys are not needed, but that a survey more recent than the 2014 survey would have been helpful to submit with the funding application. It was decided not to pursue the use of either automatic counters or video equipment for survey purposes.

- 6) Interpretation Panel(s)

WWT with the help of WHAG will produce the content and design and will get 3 quotes for making the physical interpretation panels.
DT to co-ordinate with WHAG to get content and design done and get 3 quotes for manufacture of the panel(s).

- 7) Starting Soil Investigations

DS would ask Dave Lamb to get these started

- 8) Treasurer's Report

CRT's portion of the mooring fees had not yet been paid.
 The mystery transaction in April had turned out to be fraud - TSB had said that people create realistic-looking cheques and present them.

- 9) Arm
 - a) The purchase of a Staging Board and Handrail for crossing the narrows costing £332.40 inc VAT + delivery was approved to provide improved safety
HB to purchase online by credit card and claim the expense back
 - b) Fulgoni Development - It was agreed that Lindsay and Ken could plant a hedge on the WWT side part way along the eastern boundary of the development to screen their view. Bill Young had sent a comment to the meeting that whether a gap needed to be left for the gate should be considered.
 - c) Stop Planks / Stop Plank Shelter
 It was still not known whether CRT / STTV would make a stop plank shelter.

- 10) Any Other Business

DT had not had the opportunity to look at the plans prior to the meeting. He expressed concern that the plans for Stage One funding were not what he would have done and that he wonders whether they would work. He thought it should have included building the embankments so that they could settle prior to the basin being built.

- 11) Date of Next Meeting

1930 Wed 29Jun 2016 Dodington Lodge Hotel