

THE WHITCHURCH WATERWAY TRUST

www.whitchurchwaterway.uk

Company No : 02280683 Charity Commission No : 701050



MINUTES of a Committee Meeting held on 29Jun2016 at the Dodington Lodge Hotel

Present: Helen Brockman (Secretary and IWA)
Joan Crump
Ray Hatton
Bob Sumner
David Torrens
Bill Young

- 1) Apologies for Absence
Dave Smith, Wendy Capelle
- 2) Minutes of the Previous Meeting
Were signed by the Chairman, having been proposed and seconded by those who were present at it.
- 3) Matters Arising from that Meeting
None.
- 4) Surveys
HB to distribute more detailed instructions nearer the time.
HB and **DT** will be "on call" to stand in if people cannot do their slot or the person taking over from them fails to turn up.
 - a) Path Users Survey Wed 3 Aug 2016 (Give each party of people a form to fill in and count any who don't fill the form in)
 - i) Survey Questions
It was agreed to ask whether path users supported the plan for the new basin and to provide a space for a comment.
 - ii) Conducting the survey
It was agreed to have 1 person conducting the survey for each 2-hour slot.
 - iii) Who to survey
It was agreed to count people passing under Chemistry Bridge who were heading in the direction of the town, but not those who went up the steps. While the numbers would not be comparable with those found in the 2014 survey (expected to be fewer), there would be the advantages of only counting people who would be using the paths we hope to improve in Stage One, and sheltering under the bridge in the event of rain.
 - iv) Slots for Path Users Survey Wed 3 Aug 2016

0700 - 0900	HB
0900 - 1100	BY
1100 - 1300	HB
1300 - 1500	DS
1500 - 1700	BY
1700 - 1900	HB

- b) Boat Traffic Survey Thu 4 Aug 2016 - Record boats seen by the lift bridge - the boat name, whether hire or private boat, how many on board and which direction the boat came from / went to
- Slots
- | | |
|-------------|----|
| 0700 - 0900 | HB |
| 0900 - 1100 | DS |
| 1100 - 1300 | BS |
| 1300 - 1500 | DT |
| 1500 - 1700 | JC |
| 1700 - 1900 | HB |

HB to provide help on how to distinguish between hire and private boats.

- c) Visiting Boats Survey Mon 8 Aug - Sun 14 Aug Record visiting boats tied up in the Arm, and possibly ask those on board to fill in a short survey form
- Lunchtime Survey (1300)

Mon 8 Aug	DT
Tue 9 Aug	JC
Wed 10 Aug	RH
Thu 11 Aug	DT
Fri 12 Aug	BS
Sat 13 Aug	RH
Sun 14 Aug	BS

Evening Survey (2000) HB would do the evening survey each day

5) Basin Project

There are a number of things we need to get done between now and Sep.

a) Soil Contamination Tests

Since it is expected to take 7-8 weeks from requesting these to getting the report, which then has to be submitted to and accepted by Planning, these cannot be put off any longer.

DS to get Platt White to get these tests started ASAP and establish whether they need to be co-ordinated with cutting the grass prior to the Boat Rally and use of the land for extra car parking during the Boat Rally.

b) Items to pursue with Platt White

DS to meet with Dave Lamb for the following :

- i) Confirm that the line of the water vole fence with the distances shown in the Ecology Method Statement of Mar 2016 it will work OK wrt the area where the land level will be raised
- ii) Produce full engineering details for Meadowcroft box culvert (for condition 6)
- iii) Produce Construction Management Plan (for condition 7)
- iv) Produce Landscaping Plan (for condition 9), taking Ecology planting recommendations into account
- v) Submit an early application for discharge of conditions (to get Planning permission to start work) to clear all but the soil contamination condition ASAP ie submit Archaeology WSI, Ecology Method Statement, culvert engineering details, CMP, Landscaping Plan. How long would DL expect it to take SC Planning to decide this ?
- vi) Confirm that the contractors will deal with getting permission to temporarily close the path and erect diversion signs
- vii) Get the line of the water vole fence shown on the plan
- viii) Get colour of path down from car park corrected on plan
- ix) Get the dog waste bins re-sited away from the picnic area on the plan
- x) Ask DL to propose position for the 2 interpretation boards (we have been thinking of having 1 on the Arm)
- xi) Ask for revised documents to be made available in time to allow some time for WWT approval
- xii) Get DL to confirm what the costs for the above items will be

c) Pre-Commencement Ecology Survey

HB to find out what the timing of this should be

- d) Erect water vole fence and get it checked by our ecologist during and after erection (must be done in time to discharge condition 8 to get permission to start work)
HB to send BY the specifications for the fence
BY will get a quote for the erection of the fence
 - e) Compliance Planning
DT will ask his acquaintance to produce an analysis
 - f) Specification Development
The **Basin Project Team** will produce a written specification of what is planned to be built for Stage One
 - g) Plan B (in case EAFRD funding is refused)
BY had asked 2 firms if they would provide assistance but had had no reply.
One option would be to do the earth-moving work as planned for Stage One and minimal path repairs. A cheaper option would be to get the sewer diverted.
- 6) Funding
The second round EAFRD full application was submitted on 24Jun2016 and no decision is expected before September.
HB to produce menu of costs for non-EAFRD fundable items to send to organisations which might help us by funding some of them
- 7) Arm Maintenance
- a) Stop Plank Shelter
SUMBA (Graham Russell) had suggested via the IWA that an unused stop plank shelter had spent the winter at Minshull Wharf on the Middlewich, and had recently been taken by CRT to Northwich. Although otherwise in serviceable condition, it does need a new (possibly longer) roof. It was decided that WWT would like to have this if CRT were agreeable. IWA might be able to help with transporting it to the Whitchurch Arm by boat, otherwise WWT could collect it on a trailer. IWA had offered to fund the cost of a new roof for it.
HB to pursue
- 8) Purchasing Policy
It was decided that this policy should state that items over £100 and under £1500 will be ordered using a Purchase Order Form prepared by the Treasurer if the supplier requires one and payment will be authorised by 2 of the 3 WWT signatories.
- 9) Treasurer's Report
A copy of the monthly accounts was distributed. There are presently several unrepresented cheques : Platt White, SUCS subscription, Communities Can, Signs of the Times, expenses for BS and HB.
RH will visit the TSB with BY to discuss the procedure for changing signatories with them and investigate the possibility of getting a loan to enable sufficient cash flow, should the EAFRD application be successful.
- 10) Any Other Business
DT will chase Openreach about the removal of the telegraph pole, which should have happened by now.
- 11) Date of next meeting
1930 Wed 27Jul 2016 at the Dodington Lodge Hotel