

MINUTES OF THE MEETING OF WOOTTON BRIDGE PARISH COUNCIL HELD ON TUESDAY 17 FEBRUARY 2009 AT 7.00PM IN WOOTTON COMMUNITY PRIMARY SCHOOL, CHURCH ROAD, WOOTTON BRIDGE.

Present: Councillor K Morris Chairman
Councillor S Porter Vice Chairman
Councillors B Abraham R Ashley B Ballard A Coles Mrs W Jacobs L Laws
Mrs E Loughlin R Murphy.

Also present: 14 Members of the public
1 Members of the press
All members of the Quality Accreditation Panel.
Mrs Lynda Smith Parish Clerk

Open Forum:-

Attention was drawn to the Mawneys appeal which has been dismissed. Councillor R Murphy and the Parish Council were thanked for their help in connection with the local concerns raised.

1. APOLOGIES FOR ABSENCE.

A980. There were no apologies for absence.

2. MINUTES.

A981. RESOLVED - THAT THE MINUTES OF THE MEETING HELD ON 20 JANUARY 2009 BE APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN.

3. DECLARATIONS OF INTEREST.

A982. No declarations of interest were received.

4. MATTERS ARISING.

Progress reports only.

A983. School hall, heating. (Minute A978)

Concern was expressed that the heating in the school was not on again for this meeting.

A984. Signage at Sloop. (Minute A943)

It was agreed to place the signage on next month's agenda. The matter will also be raised at the forthcoming meeting with the Enforcement Officer.

A985. Tesco Express. (Minute A944)

Members were informed that the accommodation works for the new store have started and that there will be a shelter to the rear of the site to store all the storage trolleys. The manager has stated that the frontage is swept each day.

A986. Disused toilet block recreation ground. (Minute A958)

The IW Council has responded that there has never been any intention to re-open the toilets. Also there are very limited resources available for major works to its public toilets. However, if the Parish Council was prepared to take over the ownership and running of these toilets this might be a way of re-opening them. As an extremely rough guide the IW Council has stated that full refurbishment of a block of a similar size elsewhere has cost in the region of £100,000. As a result of this information the local member is setting up a meeting with Property Services to discuss this matter further.

A987. Station Road traffic safety issues. (Minute A966)

- Traffic mounting the footway. The Highways Engineer will carry out an assessment of the site and make a recommendation for appropriate remedial action.
- SID. SEC has stated that turning the device around is possible and would be a fairly simple procedure. However, due to the proximity to the bend, turning it around on the current lamp column may reduce the visibility of the sign. It is therefore proposed that the sign be moved two lamp columns up towards Wootton (LC18). Members supported this suggestion.
- Double yellow lines outside the school. With regard to the concerns raised by the Beat Officer, Highways will place a monitoring device in the area to determine the exact nature of the problem.

5. PLANNING.

i) To comment on the following applications:-

A988. P/02642/08 TCP/29446

Proposed tidal-powered renewable energy generation system
Wootton bridge, High Street.

Stephen Sheaff, applicant, and David Edwards, agent to the applicant, were at the meeting to advise members of the scheme and to answer any questions.

A copy of the questions raised forms **APPENDIX A** of these minutes.

Having addressed the Parish Council, and also answered questions raised, David Edwards and Stephen Sheaff then left the meeting, having been thanked by the Chairman for attending.

Discussion then ensued when members agreed that this is a good idea but issues around noise and a sympathetic design for the hut need to be addressed.

It was then remarked that there are some imponderables which need firming up, including the effects on the Creek and Mill Pond. It was agreed that the appearance of the hut be tabled at the Open Day asking for people to submit ideas for a suitable design.

RESOLVED - THAT MEMBERS OF THE PARISH COUNCIL SUPPORT APPLICATION P/02642/08 TCP/29446 IN PRINCIPLE. HOWEVER THEY WOULD LIKE MORE INFORMATION WITH RESPECT TO THE FOLLOWING:-

1. THE LEVEL OF NOISE WHICH WILL RESULT FROM THE EQUIPMENT.
2. THE EXACT DESIGN OF THE POWER GENERATION HUT.
3. THE EFFECTS OF THE PROPOSAL ON THE ECOLOGY OF THE MILL POND.

A989. P/00072/09 TCP/03697/E

Conservatory
137 High Street

RESOLVED – THAT THE PARISH COUNCIL RAISES NO OBJECTIONS TO APPLICATION P/00072/09 TCP/03697/E.

A990. Urgent planning matters: Any other planning applications received after the agenda was published.
There were no urgent planning items to consider.

A991. Progress reports on the following enforcement related matters:-

- Waterside, Sloop Lane - Planning contravention, particularly in respect of the balcony.
- Lakeside hotel - Enforcement issues associated with decking and lighting.
- Epirus, Red Road - Roof height.

The Clerk is awaiting a date from the Enforcement Office for a meeting to discuss the above issues.

Lakeside hotel. The Clerk informed members of emails and letters which have been received from the Campaign to Protect Rural England where concerns have been expressed over the outstanding enforcement issues. CPRE is seeking for the lights to be removed completely and action to begin to remove the unauthorised structures on the shores of the Mill Pond.

Members were informed that the Enforcement Officer has met with the hotel director who has agreed to reduce the number of lighting units and also explore modification of the remaining lighting units so that light spill towards the lake is fully shielded. The Enforcement Team is seeking to resolve this issue quickly and formal action will be taken if the negotiations fail to secure an acceptable outcome.

Discussion ensued when the following points were raised:-

- There is a need to support the new business which has improved the previous derelict site.
- The lights do need to be reduced.
- The PTES is concerned over the impact of the lighting on the bat population.

Public comments included:-

- *The herons have gone from the Mill Pond because of the lights; there are just seagulls there now.*
- *The habitat has changed.*
- *Concerns were raised over raptors that prey on bats.*
- *There should be a new planning application which will come forward.*
- *It was suggested that a wildlife reassessment be requested for 6 months time.*

All these issues will be raised with the Enforcement Officer at the forthcoming meeting and a full report will be given at the next meeting, including updates on Waterside and Epirus.

A992. To receive any notices of planning decisions, appeals, Tree Preservation Orders. etc.

- Decisions:-

P/02520/08 TCP/29407	Refused
P/02506/08 LDC/29416	Withdrawn

- Appeals:-

Ash Farm.

Members were informed that an appeal has been submitted in respect of the continued siting of 4 mobile homes at Ash Farm Lower Woodside Road.

40 Station Road infill dwelling (No 42) Station Road..

The appeal was dismissed.

Mawneys, New Road. Detached chalet bungalow with parking and alterations to vehicular access off Sloop Lane; new vehicular access and parking off New Road fro Mawneys.

The appeal was dismissed.

At this point the Local Member stated that he has requested that the planning application for a pair of semi-detached houses with parking (revised scheme) at land rear of 25 and 27 High Street, goes to the Planning Committee for determination.

6. FORMER LLOYDS BANK BUILDING, HIGH STREET.

To discuss the latest situation regarding the former Lloyds Bank building and to decide what action to take now that the one year condition for commencement of the works has expired.

A993. This matter was raised with County Councillor Pugh at the last meeting who advised that he would take the matter up with the Planning Department.

Members were reminded of the information received in October 2008 with respect to variation of the conditions to achieve the sympathetic restoration of the building. A revised planning application in this connection has not yet been submitted.

This matter will be raised at the forthcoming meeting with the Enforcement Officer.

It was then pointed out that there is still an open window on the building which is letting in water and that the IWC should be asked to request the structure be weatherproofed. This matter will be taken up by the Local Member.

7. PARTNERSHIP TERMS OF REFERENCE.

To approve the updated Village Partnership Terms of Reference.

A994. Members had been provided in advance with copies of the amended Terms of Reference as recommended by the Village Partnership. The Clerk pointed out that there was one extra amendment at point 2 which should read: - To undertake joint projects and to support individual organisations carrying out their own projects where applicable.

In accordance with the Terms of Reference the Parish Council now needs to approve the amendments.

RESOLVED – THAT THE PARTNERSHIP TERMS OF REFERENCE, AS AMENDED, A COPY OF WHICH FORMS **APPENDIX B** OF THESE MINUTES, BE APPROVED.

8. HIGHWAYS MATTERS.

A995. 20mph limit outside the school.

To receive a progress report regarding the IW Council's proposal to introduce a 20mph advisory limit outside the school at school start and finish times in the New Year.

The IW Council has stated that it currently has a policy for 20mph limits outside schools but this has not been rolled out as yet.

During ensuing discussion it was asked why a monitoring device is going to be placed outside the school if the speed limit is going to be reduced anyway. This matter will be taken up with the Highways Engineer.

A996. Mary Rose Avenue.

To discuss traffic problems, including parking obstructions and traffic speed.

Concerns continue to be raised over the traffic speed through Mary Rose Avenue. This issue forms part of the VDS consultation at the Open Day next Saturday when feedback received will be subsequently assessed.

A997. New Road. To consider concerns raised by local residents about the various speed limits operating on different sections of New Road and to decide whether to support the suggestion for a 20mph speed limit to be introduced throughout New Road.

Members had been informed in advance of the advice received from the Highways Engineer which stated that the current 10mph Order in New Road is covered by Order, albeit that it was drafted in 1950. Whilst the Order may have been implemented in line with best advice on the day, the minimum limit contained in current guidance is 20mph. As for enforcement, it is assumed that it should be enforceable as there is a legal Order, but it would be for the Police to provide a response on whether any enforcement would take place. Attention was also drawn to the speed assessment framework with respect to the suggested 20mph limit.

Public comments included:-

- *There are three different limits on New Road. Also residents are questioning the legality of the limit.*

During ensuing discussion members queried whether the 10mph limit is legal/enforceable as it is understood that there should be accompanying street lighting and traffic calming. Also there is a 30mph speed limit sign on the private section and it was asked whether this too is right.

RESOLVED – THAT THE PARISH COUNCIL WILL CLARIFY WHETHER THE 10MPH LIMIT IN NEW ROAD IS LEGALLY ENFORCEABLE AND WHETHER THE 30MPH SPEED LIMIT SIGN ON THE PRIVATE SECTION IS VALID.

9. QUALITY REACCREDITATION.

To inform members of the Quality reaccréditation.

A998. The interview in respect of re-accréditation took place on 26 January 2009 and Quality status was granted. The presentation of the certificate took place prior to the start of this Parish Council meeting when all members of the Quality Accréditation Panel had been present. The Clerk then informed members that she had attended a meeting (arranged by the Parish Team) with NALC held in County Hall on 26 January 2009 when the Parish Council's views with regard to the reaccréditation process had been relayed. The NALC representative agreed to take the issues raised back to a meeting with the key stakeholders. These issues included; ongoing monitoring of the Quality parishes; the make up of the accreditation panel and a beyond quality scheme.

10. COMMUNITIES IN CONTROL; REAL PEOPLE, REAL POWER – CODE OF RECOMMENDED PRACTICE ON LOCAL AUTHORITY PUBLICITY.

To consider the above consultation document and to decide whether to respond.

A999. Members had been provided in advance with copies of the above consultation document.

The Clerk asked whether members wished to respond to this consultation. The Parish Council has never had any issues with publicity given that everything is available for public perusal at the Office.

RESOLVED – THAT MEMBERS MAKE NO COMMENT TO THE CONSULTATION FOR COMMUNITIES IN CONTROL; REAL PEOPLE, REAL POWER – CODE OF RECOMMENDED PRACTICE ON LOCAL AUTHORITY PUBLICITY.

11. THE BIG TIDY UP.
To inform members of this event, which is launched by Keep Britain Tidy and is the country's biggest tidy up, and to decide whether to participate.

A1000. Members were reminded that the Parish Council used to have an annual Spring Clean but this was dropped following issues over health and safety and insurance.

The IW Council is now asking that interested groups register their interest in The Big Tidy Up by the end of February so that a combined Islandwide tidy up can be organised throughout March 2009.

Members were asked whether they would like to participate. During ensuing discussion it was pointed out that the subsidiary streets and the recreation ground are in need of tidying.

It was agreed that village tidiness needs to be taken seriously and that the Big Tidy Up should be flagged up at the Open Day this Saturday.

RESOLVED – THAT THE PARISH COUNCIL WILL SUPPORT THE 'BIG TIDY UP' AND, AT THE OPEN DAY ON SATURDAY 21 FEBRUARY 2009, WILL APPEAL FOR VOLUNTEERS TO HELP.

12. ETHICAL STANDARDS COMMITTEE.
To comment on the proposed formal process in connection with independent members of the Standards Committee providing feedback further to visits to Parish and Town Council meetings.

09/001. Members had been provided in advance with the above information which stated that following visits by the Independent member of the Ethical Standards Committee to Parish Councils, the Committee wishes to establish a formal process to enable the Independent Members to provide feedback on their visits to the relevant Parish or Town Council.

Parish Councils are being asked to comment on this proposal and responses must be in by 27 March 2009.

RESOLVED – THAT THE PARISH COUNCIL WILL LEAVE THIS MATTER TO IWALC TO RESPOND.

13. VILLAGE OPEN DAY 21 FEBRUARY 2009.
To inform members of the final arrangements.

09/002. Arrangements have now been finalised and all the publicity has been carried out. Members were informed that setting up will start on Friday evening and that all stands etc will have to be in place by 10.00am on Saturday.

14. PUMP LANE IMPROVEMENT WORKS.
Progress report and to consider estimates submitted for the work involved.

09/003. Works are now well in hand and prices are currently being sought for the access way, the installation of the bollards and litter bin and also repair work to the grass. Prices are also being sought for the seat and picnic table the cost of which, it is hoped, will be met by donations.

It was reported that the fencing for the extension is complete and WFCAs has purchased gates and posts which will be put in at a later date. It was mentioned that two old hulks have been removed but a section of the grass has been churned up by a vehicle. The bollards now need to be installed after which time this type of problem should be alleviated.

The Clerk informed members that estimates for the Parish Council funded work have been received but further negotiations on price are being undertaken. This matter will go on the next agenda.

The Parish Council thanked Councillor B Ballard and all the Working Party for their hard work in respect of the improvements.

RESOLVED – THAT THE PRICES FOR THE IMPROVEMENT WORKS AT PUMP LANE AMENITY AREA BE PLACED ON THE NEXT AGENDA FOR CONSIDERATION.

15. VILLAGE PARTNERSHIP/REGENERATION - PROGRESS REPORTS.

09/004. Sports and Fitness Centre.

Public comments included:-

- *The public meeting to form the Sports Association will be held on Friday 27 February 2009 at 7.00pm in the Community Centre. All nominations should have been received by 5.00pm on Friday 13 February 2009. The Parish Council Chairman will be chairing the meeting. It is hoped that the Sports Association will be formed that evening.*
- *The first meeting of the Association will be held on 9 March 2009 at the HIC. The first business will be to draw up a 3 year plan.*

Members noted the above comments.

09/005. New play equipment, Wootton recreation ground.

A questionnaire is to be sent out to all Parish Councils within the next few weeks regarding their individual play projects and where they are in terms of consultation and plan preparation. Areas which are ready will be identified then priorities will be set for 09/10 and 10/11. The Play Partnership will meet in early March to evaluate the questionnaire returns. Those who are fully prepared will have the best chance and Wootton is therefore well placed. It is intended that there will be a mix of bodies which will benefit.

09/006. To report on the Partnership meeting held on Tuesday 27 January 2009.

Issues discussed included:-

- Peter Mortlock memorial plaque - which has now been installed.
- Party in the Park 4 July 2009 – initial arrangements.
- Christmas Festival – dates set for Thursday 17 December 2009 to Sunday 20 December 2009.

- Open Day – update.
- Regeneration Plan – progress report.
- Wootton WICI – information relayed to members on this new facility.
- Pump Lane improvements – progress report.
- Legal services re green at Creek Gardens.

16. COMMITTEES AND MEETINGS.
To report on the following meetings:-

09/007. IWALC Executive.

Members had been provided in advance with all IWALC information received.

Any other meetings.

09/008. Re-shaping of Youth Services and youth provision out of school.

Concerns were expressed that action is being taken on the above while the consultation is still going on. The Youth Leader who was present explained that Youth Connexions are being restructured and a consultation meeting is being held on 7 March 2009. There is also a restructure of Property Services and only two Youth Clubs cannot close. One of these is Wootton and this is because the building is owned by the church wardens of Arreton and can only be used for certain types of use.

During ensuing discussion issues raised included:-

- Even if the building stays there will be no staff to run the Youth Centre.
- This does not necessarily mean that youth clubs will be closed. It is about trying to see what young people want and engaging with them. There is a need to attract a lot more young people and provide a service they want.
- The village Youth Club needs investment.
- Concerns that actions are being taken before the issue is actually discussed.

09/009. Clerks Day County Hall, 21 January 2009.

The Clerk reported on her attendance at the Clerks Day. Topics discussed included; the Power of Wellbeing, PFI; Planning; Institute of Local Council management. It was a very useful and informative day.

17. CORRESPONDENCE.
For information only.

09/010. IW Quality Transport Partnership.

Invitation to an Open Meeting to be held on Tuesday 3 March 2009 at 5.00pm in The Quay Arts Centre.

09/011. Distraction burglary alert.

Information received from the Police regarding an attempted distraction burglary in the Wootton area last week.

09/012. Elections 2009.

Timetable of proceedings.

09/013. The Bridge.

Letter received from the PCC to thank the Parish Council for placing their advertisement in The Bridge. The Clerk stated that some people have been asking what happened to the Wootton Bridge Times.

09/014. Local Bus Services Consultation.

The contracts for all contracted local bus services are due to terminate on 29 August 2009. The Parish Council is being consulted on the bus network currently provided in Wootton Bridge. All comments must be received by 27 March 2009.

This matter will be placed on the next agenda.

09/015. Wootton Community Primary School.

Newsletters, available at the HIC.

09/016. Local Council Review.

January 2009 edition made available for members' perusal.

09/017. NALC.

- Legal Briefing on The Parish Councils (Power to Promote Well-being) (Prescribed conditions) Order 2008.
- Response to lowering voting age to 16 years old.

09/018. Parish and Community Development Team

Information received from the Head of Democratic Services setting out proposed changes to the role of the Parish Team. All comments must be submitted by 19 March 2009. Concerns were expressed over the proposed erosion of services particularly in respect of training.

It was agreed that Councillors B Ballard, Mrs E Loughlin and S Porter form a committee which is delegated the power to respond to the proposals.

18. ACCOUNTS.
To consider and approve the accounts for payment.

09/019. Members were provided with copies of the accounts for payment, a copy of which forms **APPENDIX C** of these minutes.
RESOLVED – THAT THE ACCOUNTS PRESENTED TOTALLING £22,194.93 BE PAID.

19. TO RECEIVE ANY ITEMS FOR INCLUSION ON THE NEXT AGENDA.

09/020. There were no matters submitted for the next agenda.

There being no further business to discuss the meeting closed at 9.23pm

Signed.....dated.....

Summary of information and questions raised at Minute A988

P/02642/08 TCP/29446

Proposed tidal-powered renewable energy generation system
Wootton bridge, High Street.

David Edwards spoke about the system. Wootton Bridge will be first with such a scheme should to go ahead.

Questions raised included:-

- Is the technology here and now.
- What about tidal flows as there are concerns over silting of the Mill Pond.
Not all the information is posted on the web site. Extra depth will be required to increase power generation. The applicant is working on tidal flow with the Environment Agency and Natural England to ensure there are benefits for the various habitats. Within the Water Level Management Plan there are certain parameters in terms of depth and salinity to help benefit the eco system. The automatic flaps will help with flooding problems and will also allow free access for fish.

- Will silting be reversed.

The system will reverse accumulation. The special designations requirements must be met. Salinity in respect of the salt marsh can be accomplished. The power generation is secondary to any damage to the habitat.

- How long will the system run each day to be viable.

It will run all day 24 hours a day.

- How much noise will there be.

The applicant is taking all measures possible to limit noise. For the majority of the day noise will be well below ambient noise level and at a minimum when the road is quiet. It will be a submerged turbine and motors damped and below the bridge line. However exact noise levels cannot be assured until the system is tested. EA has raised this issue and it will also be raised with Environmental Health.

- Will the Mill Pond be flushed and where will the power go.

Exactly where the power goes has yet to be decided. There are a number of factors but it must be cost effective. The power will be for the Lakeside complex. If the Mill Pond needs flushing, this will be possible with this system. It can be programmed for flushing as needed if wanted.

- The design of the power generation hut needs to be in keeping.

Within reason the applicant can accommodate any design. It just needs to be weatherproof and secure.

It was then mentioned that there will be trash racks to catch any debris. The gates will be hinged so that highways inspections can take place to ensure the integrity of bridge. Any suggestions on design are welcome.

- Assurance is needed that water will not be restricted. Also, some people are concerned over the hut design, noise, and that they were not consulted in advance.

With regard to advance consultation this is a matter for the Planning Department. With regard to the Mill Pond going dry it will be the exact opposite due to compliance with WLMP. A minimum depth of 500mm of water has to be retained. The system can accommodate any system/circumstance required. Every precaution has been taken with the structure; it is replacing a defective system with a secure and intelligent system. Regarding noise, pipes etc will be damped. There will be a low level hum but the hut will be insulated internally.

- How close have similar systems been to houses.

Similar systems have been mostly in coastal area in remote places.

- What is life expectancy. What will happen when it needs removing and how much will it cost.

The system will be regularly maintained with a life expectancy of 15 to 20 years minimum. It was remarked that it is unlikely that the client would want the system to go into disrepair.

- Will the standing wave continue as there is nowhere else for kayakers to practice.

The applicant is trying to maintain the current regime and trying not to cause any more turbulence.

- What about the visual impact with the structure protruding over the Mill Pond.

The height of the hut will not be very much greater than the existing rails.

The design could be open to local people and could be tabled at the forthcoming Village Open Day for alternative designs.

WOOTTON BRIDGE VILLAGE PARTNERSHIP.

TERMS OF REFERENCE JANUARY 2009.

1. The Partnership shall be known as The Wootton Bridge Village Partnership.
2. The aims and objectives of the Partnership are: -
 - TO WORK TOGETHER FOR THE BENEFIT OF THE VILLAGE.
 - TO UNDERTAKE JOINT PROJECTS AND TO SUPPORT INDIVIDUAL ORGANISATIONS CARRYING OUT THEIR OWN PROJECTS WHERE APPLICABLE.
 - TO INVOLVE AND CONSULT OTHER ORGANISATIONS AND BODIES WHEN NECESSARY TO ACHIEVE AIMS AND OBJECTIVES.
 - TO WORK TOGETHER WITH THE PARISH COUNCIL ON THE WOOTTON BRIDGE REGENERATION PLAN, AND ALL SUBSEQUENT PLANS, TO ACHIEVE THE PROJECTS AND ISSUES CONTAINED THEREIN.
 - TO ACCESS FUNDING TO ACHIEVE THE AIMS AND OBJECTIVES OF THE PARTNERSHIP.
3. That the Partnership will be advisory to the Parish Council.
4. The Parish Council shall ratify all decisions of the Partnership.
5. The membership of the Partnership shall comprise of :-
 - a) One Parish Councillor and the Parish Clerk.
 - b) The Isle of Wight Council member for Wootton Bridge.
 - c) Representatives from all walks of village life including the School, the Youth Club, WIs, Steam Railway, VDS Group, Red Cross, RCC, Churches Together, Medina Housing Association, PHAB Club, local Police, Wootton Scouts, Lower Mary Rose Avenue Tenants Association, Wootton Cricket Club, Wootton Bridge Business Association, Woodside Residents Association.
 - d) Other organisations and individuals with particular areas of needs or expertise will be invited to participate with the Partnership on occasion to advise or help with specific projects.
 - e) The administration of the Partnership shall be undertaken by the Parish Clerk (Partnership Secretary).
6. That the Partnership will meet a minimum of 3 times per year.
7. For continuity purposes any representative from each of the core group organisations may attend meetings.
8. That the Partnership will hold an Annual General Meeting in October of every year.
9. That at each Annual General Meeting the members will reaffirm their commitment to the Partnership.
10. The Parish Council shall approve any change to the Partnership's Terms of Reference.
11. The quorum for both the Partnership (and the Executive) shall be three.
12. A sub group of the Partnership known as the Wootton Bridge Social and Community Regeneration Task Group will carry out all the Terms of Reference of this Partnership to ensure it delivers a sustainable regeneration solution for the Wootton Bridge Doorstep Green.
13. **PARTNERSHIP EXECUTIVE.**

That normally the management and decision making body for the Village Partnership is an Executive made up of 8 members as follows:

 - a) Village Partnership Chairman
 - b) Partnership Secretary (also Secretary to the Executive).
 - c) The IW Council local member.
 - d) Wootton Bridge Business Association member
 - e) Four members appointed by and from the Village Partnership.

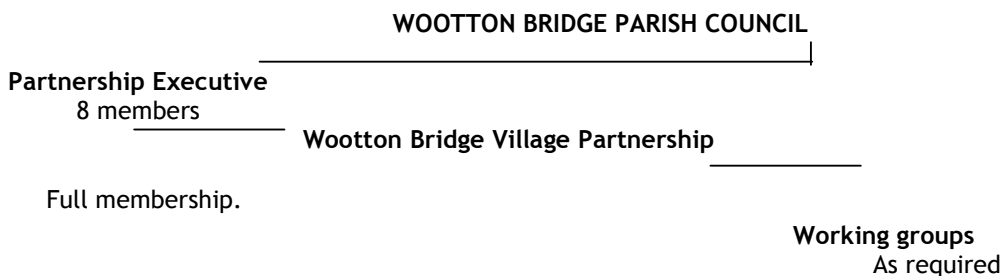
That from time to time, the Partnership Executive may be postponed* when all duties and powers conferred to it will be transferred to the full Partnership. Any such postponement will be at the agreement of the full Partnership and will be reviewed on an annual basis. The resumption of the Partnership Executive will be agreed by the full Partnership as and when required. The Parish Council will be formally notified of any such postponement/resumption.

* The postponement of the Partnership Executive will normally be considered during times when the number of attendees at full Partnership meetings has fallen to a manageable level, for example 15 members or fewer. Please note that the Partnership Executive was created to increase efficiency and manageability during a time when meeting attendance often greatly exceeded this number.

Appendix A of these Terms of Reference details the structure and Roles and Responsibilities of the Partnership and the Partnership Executive.

WOOTTON BRIDGE VILLAGE PARTNERSHIP STRUCTURE JANUARY 2009.

Objectives: To provide an effective structure to take the Wootton Bridge Regeneration Plan forward and other subsequent plans.



ROLES AND RESPONSIBILITIES.

1. Wootton Bridge Village Partnership Executive.

- **Membership:** 8 members 4 of which appointed by Partnership.
- **Term of Office:** 12 months.
- **Responsible to:** The Parish Council as the accountable body.
- **Meetings:** Minimum of 3 per year.
- **Roles and Responsibilities :**
 - To work with the Parish Council and full Partnership to deliver the projects and Issues listed in the Wootton Bridge Regeneration Plan and all subsequent plans.
 - To work with the Parish Council on other development projects such as Party in the Park and the Village Christmas Festival.
 - To consider any recommendations/action put forward by the Village Partnership.
 - To report to the Village Partnership at each Partnership meeting.
 - To ensure all decisions are ratified by the Parish Council.

2. Wootton Bridge Village Partnership.

- **Membership:** Representatives of village organisations and individuals with particular areas of interest.
- **Term of office:** Ongoing.
- **Responsible to:** The Partnership Executive.
- **Meetings:** 3 times a year.
- **Roles and Responsibilities:**
 - To receive reports from the Executive.
 - To monitor progress of the Regeneration Plan and subsequent plans.
 - To consider any matters or projects to be referred to the Partnership Executive.
 - To participate in working groups.

3. Working groups.

- **Membership:** Partnership members, village groups, residents, with particular areas of expertise or interest.
- **Term of Office:** Informal / as required by specific projects.
- **Responsible to:** Partnership Executive.
- **Meetings:** As and when needed.
- **Roles and Responsibilities:**
 - To be advisory to the Executive.
 - To assist the Executive in drawing up details for specific projects and issues in the Regeneration Plan.
 - To liaise with the Partnership secretary.

4. Partnership Executive postponement.

On such occasions when the Partnership Executive is postponed all roles and responsibilities conferred to it will be transferred to the full Partnership.