

DRAFT Minutes of the Urchfont Parish Council (UPC) Meeting held on Wednesday 14th October 2015 in the Conference Room of Urchfont Village Hall (Version 2)

Present: Councillors: Mottram (DM - Chairman), Donald (BD), Mitchell (NM), Holt (SH), Thomas (RT), Baker (PB), Day (GD), Hill (TH), Clifton-Page (LCP) and Stephens (AS)

Clerk to the Council: Lunn (BL) **Planning Administrator:** Johnston (SJ)

Councillor for Urchfont & The Cannings: Philip Whitehead (PW)

Members of the Public (for all or part of the meeting): Richard Hawkins, Brenda Potter, Gregory Spencer, Tim Brewer, Amy Robinson, Lynn Everson, Vicky Goddard, Karen Creasy-Cottle, Becky Candy

1. **Welcome by the Chairman** – the Chairman welcomed all councillors and members of the public to the meeting, in particular Councillor Trevor Hill who was attending his first Council meeting since co-option.
2. **Apologies:** Apologies were received from Cllr Helen Gibb (HG)
3. **Declarations of Interest:** None declared at this meeting.
4. **Minutes of the Council meeting held on 9th September 2015.**

Proposal	Proposer	Seconder	Decision
To accept and sign the minutes unchanged as a true record of the meeting.	PB	NM	Unanimously agreed

5. **Action List Status Review and Update Reports from the Minutes of 9th September 2015** - DM went through the action list focussing on actions which will not be covered later in the meeting. See updated 'Outstanding Actions' status following this meeting at Appendix 1 on website only.

6. Finance:

a. To receive a Financial Statement and Bank Reconciliation as at 30th September 2015 – BL confirmed that these documents had been circulated to all councillors prior to the meeting. Based on current information the accounts indicated a reserve balance at year end (31st March 2016) of £11,835, but this will reduce as more expenditure is identified.

b. To review projects progress and approve proposals received

i. **Pond Christmas lights** – RT confirmed that these had been purchased and received, a string of white LED lights to replace the outdated old lights. SH was asked to speak to Redcliffe Homes about electrical connection to the meter box on the duck house, UPC already has the socket / switch box which then needs to be connected to the meter. SH advised that Redcliffe had already provided ducting for this purpose.

ACTION: FC/66/15 - SH

ii. **Village Gateway Sign replacement** – BL confirmed that he had circulated a proposal to all councillors prior to the meeting. BL and TH had examined the location for this sign, to replace the one damaged by person(s) unknown at the eastern end of the Village, and confirmed that sufficient space exists for the proposed new low maintenance polymer sign. RT warned of the need to comply with safety requirements when installing this gate alongside the B3098.

Proposal	Proposer	Seconder	Decision
To approve budget proposal of £450 + VAT and authorise purchase	GD	TH	Unanimously agreed

ACTION: FC/67/15 – BL

- iii. **Pathway to Oakfrith Wood** - BL confirmed that he had circulated a proposal to all councillors prior to the meeting for one litter bin at the Oakfrith Wood end of the path. Some debate took place about the need for bins, but it was agreed that one should be installed and reviewed on a trial basis which would also ensure that the new bin is emptied regularly by the Parish Contractor. BL was requested to circulate a list of all litter bins in the Parish and identify who has responsibility for emptying each, Parish contractor or WC.

Proposal	Proposer	Seconded	Decision
To approve budget proposal of £160 + VAT and authorise purchase. To add emptying of this bin to the Parish contractor contract requirement.	NM	RT	Unanimously agreed

ACTION: FC/68/15 - BL

- iv. **Signage (Oakfrith Path, Cemetery, Allotments, Recreation Ground)** - BL confirmed that he had circulated a proposal to all councillors prior to the meeting based on quotes from Kennet Sign and Display for rugged signs.

Proposal	Proposer	Seconded	Decision
To approve budget proposal of £200 + VAT and authorise purchase	BD	GD	Unanimously agreed

ACTION: FC/69/15 – BL

- v. **Farmers Field** – BL indicated that a report from Charlotte Hill-Baldwin (CHB) confirmed that the first spraying of pond sedge had been completed, a second spray is not now considered necessary. LCP stated that Friends of Farmers Field (FOFF) are reluctant to use more chemicals which may impact on other plants and wildlife. This leaves £250 in the budget which CHB suggests should be used for waders, tools and specialist wheelbarrow to facilitate further work on the scrape.

Proposal	Proposer	Seconded	Decision
To seek a definitive proposal for equipment purchases from Friends of Farmers Field not exceeding £250	NM	BD	Unanimously agreed

ACTION: FC/70/15 – BL

- vi. **Repair of Cemetery entrance wall** – RT had requested, but not received a quote for this work which is thought to cost in the region of £500. It was agreed that the quote should be presented for consideration at the next meeting.

ACTION: FC/71/15 - RT

- vii. **Christmas tree socket on Pond Green** – RT had obtained a quote of £575 + VAT from Bodman Ltd to fabricate the required socket and install in Pond Green. DM felt that this was expensive for use only once per year at Christmas, but was reminded that work has to be undertaken anyway each year which would be negated by this proposal. In addition the tree will not need to be supported by ropes, potentially a safety hazard. It was agreed that at least one further quote should be obtained for this proposal and presented for consideration at the next meeting. In addition it was suggested that the new owners of 18 Manor Farm should be advised that the tree is erected annually.

ACTION: FC/72/15 – RT

7. **Lead Councillor, Clerk & other written Reports (Attached at Appendix 2 on website only)**

- i. **Street Furniture, Lighting, Bus Stops** – Nil report submitted
- ii. **Youth Liaison** – Nil Report submitted
- iii. **The Ducks** – NM commented on the proposal to increase the number of ducks on the pond over and above the limits defined in the UPC Pond Green Policy (12 ducks + 2 geese). It was agreed that this should be the subject of a review in spring 2016, no additional ducks are to be purchased in the meantime. SJ asked what would happen if only one goose was left on the pond at any time, geese need a companion. NM advised that possible rehoming of a lone goose had been identified. NM also

reported that RT, BD and Phil Milanese had assembled two replacement duck floats for the pond and launched one of these.

iv. **Tree Survey** - Nil report submitted

i. **Clerks Report** - no comments on or updates received to submitted reports

8. **Working Groups: written reports (Attached at Appendix 2 on the website only)**

- **Community Access and Travel Plan Working Group** – NM added that an email had been received from WC (Ruth Durrant) providing a report on the submitted travel plan and associated grant application. This indicated that there is support for a path across or on the edge of Top Green, but not supporting a path on the playing field side of the school driveway fence.

- **Section 106 Working Group** – AS said that he had nothing to add to his written report, DM said that he was quite excited by the proposals being examined. SH advised that the 7th house had now been sold on Manor Farmyard which unlocks part of the 106 funds if required at this stage.

9. **Draft Planning Policies, Procedures and Meetings** – DM spoke to a presentation prepared by BD highlighting key action and debating points for the proposed new planning procedures (circulated to all councillors post meeting). TH had previously asked a lot of questions and submitted a redraft of the proposals which will now be considered further. It is intended that this subject will be the subject of further debate at the internal UPC event on 19th November 2015 (see agenda item 12)

10. **Bus Hard Standings** – Following his interim report emailed to all councillors on the 22nd September, GD gave a PowerPoint presentation to highlight the main issues of changes to school bus routes, numbers of children waiting at bus stops and lack of bollards on both sides of the road at the three informal crossing points (The Paddock, Walnut Close and Crooks Lane). No further comments had been received from parents, but some children had changed where they wait for buses. TH commented that the numbers of children regularly waiting at The Paddock bus stop appears to have reduced, but agreed that there are still safety concerns. DM expressed disappointment that bollards only appear on one side of the road at each crossing point, whereas elsewhere they are on both sides with reflective bands clearly visible to traffic from both directions. PW was of the view that this is because of sufficient space, the bollards have to be a certain distance from the road edge and not impede pedestrians / wheelchairs etc. on the pavement. However, he did agree to check again with Highways.

ACTION: FC/73/15 - PW

11. **Update on WC matters**

i. **PROW to Playing Field** – The following summarises the key points made by councillors during the initial lengthy debate on this issue:

- Disappointment at the lack of integration and consultation between the School, the Community generally and in particular with UPC.
- Disappointment that the School had issued misleading and factually incorrect statements in letters to parents on a number of occasions
- UPC only facilitated submission of the PROW application in January 2014 on behalf of 27 local residents, it did not express a view on the validity or otherwise of the claim
- UPC has been trying to engage in meaningful discussion with the School since December 2013 on this issue, with little success

- There are potential solutions on the route of the PROW which it is believed will improve current safeguarding levels, these need to be discussed with and fully understood by all parties
- The subject has appeared on UPC agendas and been discussed/minuted at EIGHT meetings since December 2013, the School has not attended any of these meetings to put their case apart from the initial meeting in December 2013 when William Lang attended to represent the Governors.
- The School and/or Governors are not represented tonight suggesting that they still do not want to be involved in clarifying or resolving the issue openly
- In June 2015 Richard Broadhead (WC) requested a joint meeting to discuss and agree mutually acceptable PROW implementation practicalities, but apparently the School did not respond positively and the meeting has still not been scheduled (Post Meeting Note: potential meeting dates now being discussed in week commencing 26th October)
- UPC have never been officially advised what the School objections are to the PROW
- UPC in consultation with WC considered alternative safe pedestrian routes to the playing field following the sale of Urchfont Manor, but all were rejected for a variety of reasons (e.g. lack of funding, damage to tree roots, local objections to planning applications, objections by WC)
- It was suggested that the eyes and ears of local users of the path and surrounding area will benefit safeguarding of children and deter possible problems
- From information obtained from WC, UPC believes that processes exist to facilitate submission of an amendment to the route of the path, particularly the termination point which is currently shown as being in the school garden.
- The consultation process ending on 30th November 2015 will and should accept representations of support as well as objection(s)

The Chairman closed the meeting for public participation

Lynn Everson – as a parent she is confused by the lack of definitive information on this issue, what information is available is often distorted by word of mouth variations amongst the parents at school. She was involved in the earlier debates on alternative footpath routes and recognises the time and effort that was involved. She believes that if the PROW goes ahead it should link up with the pathway to Oakfrith Wood, not end in the children's garden as shown on the Order. She recognises that the relationship between the School and UPC / wider local community needs to improve to broker and reach a mutually agreeable solution. There are practical issues from the School point of view such as the perceived 2m width of the PROW path, proximity to school buildings and associated constraints relating to two existing fire door exits. She expressed the view that common sense has to prevail and she feels the safety of the children is paramount. Apparent conflicts of interest between and within WC Departments does not help resolve the situation.

Tim Brewer – As a parent he agreed that a common sense solution needs to prevail. He also agreed that joining the PROW to the Oakfrith path rather than into the middle of the playing field would be sensible. Walking round Cuckoo Corner as the only other alternative route during school hours is dangerous for pedestrians. He wants to encourage the School to discuss and agree potential solutions with UPC and WC, not just object without consultation. He also asked what the parents could do to help.

Richard Hawkins – having heard the discussion at the meeting, he is seriously concerned that this issue will become a serious problem for the Village if the current lack of joint discussion continues.

Brenda Potter – advocates that the Village should move forward and not look back at what has happened in the past. She believes that time and money is being misspent to the detriment of the children.

PW stated that PROW definition is based on a judicial process, anybody can claim that a ROW exists across any land privately owned or otherwise. WC collect and evaluate the evidence submitted and take a decision based on this and other enquiries. Practicality issues such as width of a path, fire safety etc. will be evaluated and sorted out to ensure compliance with current legislation / regulations. All of the issues being raised are not unique to Urchfont, they are very common elsewhere and can only be resolved by talking and agreement between all parties.

The Chairman re-opened the Council meeting

The following summarises the key points made by councillors during this part of the discussion on this issue:

- Safeguarding of children is paramount for UPC, but the Council also has to ensure the safety of the community at large. The Council had received an email from the Gazette and Herald about this PROW being routed through the School. Child safety was reinforced in a recent statement made by the Council in reply to this email. (attached at Appendix 3)
- Money will be found from somewhere to implement an agreed solution
- The achievement of good Ofsted results by the School is fully recognised as good for the Village
- UPC representation for the proposed joint discussions on this issue have been changed to Councillors Bill Donald and Paul Baker in recognition of the suggestion made by Philip Whitehead that new eyes should be adopted by all parties (except WC Officers and the School Head Teacher)
- Parent involvement to facilitate better understanding of the issues and to assist resolution through all-party talks is welcomed
- It was suggested that if objection(s) are contemplated by anyone because of the route defined in the Order, maybe they should consider supporting the principle of the PROW but object to the route shown.

The Chairman closed the meeting for public participation

Karen Creasy-Cottle asked whether the Order can be put on hold while discussions take place or does an objection have to be made before the consultation period ends on 30th November?

PW stated that the judicial process will continue whatever, the end of the consultation period is not when the Order will be enacted which is more likely to be sometime in 2016. If objection(s) are received then the issue could end up in the High Court and enactment delayed. At enactment time it is possible to amend the route of the path assuming that agreement can be reached between all parties and a proposal is made to WC.

The Chairman re-opened the Council meeting

DM thanked all present for the very useful discussion and said that an informal meeting had been arranged with one of the School Governors on 15th October at which it is hoped positive progress can be made. NM thanked parents for attending, listening and expressing their views.

- ii. **Playing Field CAT** – BL referred to the draft response to WC (John Price) email dated 7th September which he had prepared and circulated prior to the meeting. He then read out an amendment to clause 6 which had been suggested by GD.

Proposal	Proposer	Seconded	Decision
Draft, amended to include the GD suggested words at clause 6, to be approved and final version sent to WC (see Appendix 4 on Website only)	GD	NM	Unanimously agreed

ACTION: FC/74/15 – BL

(Post Meeting Note – email sent to John Price WC on 15th October 2015)

- 12. Event to Review Councillor Roles and Feedback from 1:1's** – DM proposed that an internal event for all councillors and officers will be held on 19th November 2015 in the Village Hall conference room to discuss a number of topics including the following:

- Lead Councillor Roles – a strawman has been prepared and will be circulated in advance of this event.
- Feedback from 1:1 interviews, including email protocol proposals
- Proposed new planning policy and procedures.

More details on the event will be circulated shortly.

ACTION: FC/75/15 - DM

- 13. Manor Farmyard** - SH reported that:

- All but three properties have been sold
- Three housing association tenants have now moved in
- That he has a list of all owners and full address details
- That the pond wall, pathway behind the wall (including strip of land between the path and wall) and the embankment on the north east side will be maintained by the Manor Farmyard management company.
- The pond wall is not moving by any amount.
- One of the main areas of concern for residents is the surface of parking areas which is not very robust and subject to damage by vehicle use.
- It is understood that the WC Enforcement Officer had visited the site recently to confirm planning conditions are being met, including presumably provision of ongoing maintenance for the pond wall.

GD asked whether SH had actually seen the Management Company agreement. SH said that he believed the agreement exists but had not seen it, he had however received email confirmation from Redcliffe Homes that responsibility for the pond wall is included within the document. BL confirmed that he had a copy of the email from the Redcliffe Homes Development Manager dated 30th July 2015 which states: *"I can confirm that the pond wall will be the responsibility of the management company. Also the HA (Housing Association) plots are signing up to be part of the management company as well."*

- 14. Neighbourhood Plan** – SH reported that the Plan documents are with steering group members for final review before printing and circulation to adjoining parish councils and around 30 other stipulated organisations for review and comment. The documents will then be amended if considered necessary before going to UPC for submission to Wiltshire Council (WC). BD stated that a project plan with target dates had been prepared, RT requested that this is published to facilitate increased pressure to progress. DM agreed that the project plan should be refined and published following agreement with the Link Officer.

ACTION: FC/76/15 – SH/BD

DM expressed disappointment that the WC Link Officer appeared to be putting more hurdles in the way of UWLNP completion, Devizes for example appear to have got their plan through to referendum stage much quicker after a very slow start. PW explained that completion of the Devizes plan had been accelerated in advance of expected large development proposals.

15. Proposed Publicity Initiatives

- i. **'Welcome to Parish of Urchfont' leaflet** – DM had written a product outline proposal for a glossy leaflet to be produced which would be given to all new comers to the Parish and be available in locations such as the Community Shop, Pub, Village Hall etc. The leaflet would list all organisations, clubs and facilities and emphasise the 'volunteer' nature of most. Cost is predicted to be in the region of £200-300 including professional design services. Outline proposal to be circulated to all councillors and then the idea developed for approval at a later stage. LCP asked whether the Church still provide a 'welcome pack' and suggested that they should be approached to ensure that content and ideas are not duplicated.

ACTION: FC/77/15 - DM

- ii. **Update Film - 'Urchfont in 2016'** – AS suggested a 2016 sequel to the previously identified films of 1936 and 1986, it is unlikely that these will be merged due to copyright and other technical issues. The idea would be to certainly approach people who were in the 1986 film and invite them to update their previously expressed views about the Village. Great care has to be taken to gain consent of people being filmed and to ensure appropriate film equipment is available. It was generally agreed that this is a great idea and AS was asked to develop the proposal and report back to the Council in due course. BD requested that at least some estimate of cost should be available for 2016/17 budget consideration in December.

ACTION: FC/78/15 - AS

16. External Meetings – None reported

17. Councillors' Reports and Items for Future Agenda –

- i. **Benches in the Parish** - LCP advised that she is reviewing the condition of all existing benches in the Parish and whether any additions are required, she will make a proposal to the next meeting.
- ii. **Letter from Clare Perry** – DM advised that he had received a letter from Clare Perry following her meeting with the School Governor's on the PROW. In this she encourages the need for this issue to be resolved locally between interested parties.

The meeting closed at 9.35pm

Date of Next Meeting: Wednesday 11th November 2015 in Urchfont Village Hall Conference Room commencing at 7.00pm

Minutes prepared by Bob Lunn, Clerk to the Council 17th October 2015

Minutes approved as true record of the meeting:

..... Dated

ACTIONS STATUS AS AT 14th OCTOBER 2015						
Action FC/XX/15	ACTION	Date	Action on	Target Completion	Current Status at 14th October 2015	
22	Neighbourhood Plan - management strategy in place but more specific solution to be considered to add/delete on scoring matrix	15-04-15	SH	Before October Meeting	ONGOING - conflict with WC who are taking legal advice, UPC want to retain	
26	Review lead roles and identify replacements due to resignations	13-05-15	DM/BD	Informal Councillor meeting to be scheduled	ONGOING - Meeting likely to be held on 19th November 2015	
37	WC to be asked through PW to propose a documented solution and host a site meeting on the School PROW decision	10-06-15	PW	Ongoing	Process agreed but meeting not yet scheduled	
41	Invite WC tree preservation officer to give presentation to Council meeting	10-06-15	BL	For October meeting	ONGOING - expected to attend November meeting	
45	Clarify verge ownership and maintenance in Parish	10-06-15	BL	No target	ONGOING, evidence being collected	
52	Letter to be sent to Karen Guest reference Manor Farmyard planning conditions	08-07-15	SH/SJ	Before October Meeting	No indication that this has been actioned	
53	Obtain quotes for new path in Allotments from The Croft	08-07-15	DM	For October meeting	Ongoing - quotes not yet received	
63	To circulate specific solution to add / delete items from NP scoring matrix as required by Action 22 above	09-09-15	SH	Soonest	ONGOING - no clear response received to date	
64	To initiate urgent action to repair / remove damaged Lydeaway junction sign	09-09-15	PW	Soonest	ONGOING - Email tasking Highways with removal sent but sign not yet removed	
66	Clarify position on connection of electricity supply to Duck House meter box	14-10-15	SH	Soonest	NEW	
67	Purchase replacement Gateway Sign	14-10-15	BL	Soonest	NEW	
68	Purchase litter bin for Oakfrith Pathway and circulate list of all bins in the Parish and who is responsible for emptying - UPC or WC	14-10-15	BL	Soonest	NEW	
69	Purchase signage	14-10-15	BL	Soonest	NEW	
70	Obtain definitive proposal from FOFF for remaining budget spend	14-10-15	BL	Soonest	NEW	
71	Obtain quote for repair of Cemetery wall	14-10-15	RT	11-11-15	NEW	
72	Obtain further quotes for Christmas tree socket and advise new owner of Plot 18 that the Christmas tree is erected annually	14-10-15	RT	11-11-15	NEW	
73	Check with Highways why bollards were not installed on both sides of road at informal crossings	14-10-15	PW	11-11-15	NEW	
74	Send agreed version of response to John Price	14-10-15	BL	Soonest	Complete - email sent 15/10/15	
75	Circulate confirmation and details of informal councillor / officer event on 19th November	14-10-15	DM	Soonest	NEW	
76	Agree and publish NWLNP Project Plan	14-10-15	SH/BD	Soonest	NEW	
77	Outline proposal for Welcome to Urchfont leaflet to be circulated to all councillors and to confirm Church 'welcome pack' does not lead to duplication	14-10-15	DM	Soonest	NEW	
78	To develop 'Urchfont in 2016' film proposal and provide estimate of cost for December discussion on 2016/17 budget	14-10-15	AS	09-12-15	NEW	
KEY						
	= New action at last meeting					
	= No indication of action having been taken					
	= Action is Ongoing					
	= Complete					

LEAD COUNCILLOR, WORKING GROUP AND CLERK REPORTS – OCTOBER 2015

A. Street Furniture, Lighting, Bus Stops - Nothing to report on this occasion.

Liz Clifton-Page

B. Youth Liaison - Nothing to report on this occasion.

Liz Clifton-Page

C. The Ducks - Two ducks have recently been killed by road traffic, leaving 10 remaining. The duck group wish request an increase to 14 ducks allowed on the pond (currently 12 plus 2 geese) with any new ducks not being obtained until next spring. This increase if acceptable would require an amendment to the current agreement.

Recently, children have been climbing over the wall from the footpath into the duck compound and it is requested that some suitable signs should be placed on the duck house. It is suggested that the wording is agreed between the Clerk and Chairman.

A new method of anchoring the floats using a submerged length of heavy chain has been discussed with Elaine Bancroft which is independent of any attachments to the pond wall. It will be tried later this year to ensure it is workable. With the agreement of Elaine, it is proposed to delay putting the new floats on the pond until next spring.

Royston Thomas

D. Tree Survey - Nothing to report on this occasion.

Royston Thomas

E. Clerks Report

1. Current Negotiations / Proposals

- a. **Proposed CAT of Playing Field (Western End)** – At the last FC meeting an email from John Price (7th September) setting out options on the way forward was discussed and it was agreed that I should prepare a draft response based on those discussions. The draft has been completed and will be considered for approval at the meeting on 14th October.
- b. **Status of Right of Way Claim to WC – School Pathway** – No definitive progress has been initiated or made since the decision in favour of the Parish claim on this issue. The proposed WC led working party meeting has not yet taken place.

2. Business Register and Employment Survey 2015 – Office for National Statistics – As required by law I have completed and submitted this survey in respect of UPC by the due date.

3. Workplace Pensions – As required by the Pensions Act 2008, UPC is subject to automatic enrolment for duties starting in 2016. As required by the Pensions Regulator I have nominated Dave Mottram as the primary contact in this process and myself as the secondary contact to ensure that UPC fully complies defined legal responsibilities.

4. Registration of Green Spaces – I was asked to look at the potential for registering further 'green spaces' in the Parish. Currently we have Top Green and Pond Green registered as 'Village Greens'. I believe that Paddock Green could meet the necessary criteria and so will now proceed with registration. It is my understanding that the Playing Field is currently barred from registration due to the Section 15 Notice which was issued on behalf of the Diocese with approval of WC.

5. Transition to use of new UPC .gov.uk email address – I am pleased to report that the new email address is now being used by nearly all organisations and individuals that correspond with UPC. I am monitoring the old Hotmail address to ensure that we do not lose sight of appropriate emails, notifying change of address where necessary.

6. Friars Lane Embankment – WC have confirmed that they have an adopted responsibility for maintaining part of this embankment at the start of Friars Lane, they do not believe that they own the embankment. It appears on their maintenance responsibility map but the exact dimensions of the part that they are responsible for is unclear, although it appears to go from the junction with the High Street down to around the first lamppost. I have requested confirmation of the exact area of responsibility from Highways Records, I await a response.

7. Key Correspondence and E-mails – including:

- Request to complete Business register and employment survey 2015
- Workplace pensions registration requirement
- Confirmation to John Snook on registration of 'Manor Farmyard' street name
- Various correspondence to implement and advertise new UPC email address
- Damage to the shelter in the playing field
- Annual ROSPA inspection report on the recreation ground equipment received
- Invitation to 'Set out the challenges' meetings from Jane Scott
- Festive Lights order
- Friars Lane embankment enquiries
- Flood Risk – communication with land owners regarding ditches

Bob Lunn

F. Community Access and Travel Plan Working Group – A meeting was held on Friday 25th September. Lisa Kinnaird and Emma Lyttle have left the group and we welcomed 2 new members. Lindyanne Ehrnrooth, a School Governor and Kate Milanes, a Parent. They were updated on the history and achievements to date.

We are still waiting to hear from Ruth Durrant regarding the School Travel Plan Capital Grant Application. We had hoped to hear in September but no word to date.

In anticipation of some grant towards a footpath up the inside of the fence on the school drive to the school entrance at Pre School we need to pursue the lay-by in Crookwood Lane. Drawings are being done and with an accompanying letter will be sent to Wiltshire Highways asking for feedback on the feasibility of the project. It is designed to improve drop off parking to the school, hopefully relieving congestion on Blackboard Lane, and parking for users of the Playing Field. Neither CATG nor the Capital Grant will cover parking so we will have to look at ways of funding the lay-by.

A further meeting will be held when we have feedback.

Nicky Mitchell

G. Section 106 Working Group - The new group met on the evening of the 6th October. Present were:

Emma Beaumont
Liz Clifton Page
Helen Gibb
Kate Walters
Andy Stephens
With apologies from Trevor Hill.

We discussed where we are to date and looked at objectives for the immediate future.

Emma has already completed a lot of research in to the play equipment and has been in contact with suppliers. Over the next few weeks Emma and Kate will be in contact with three different suppliers for quotes and proposals on which materials to use.

We believe we will be in a position to present to the Parish Council the proposed equipment, quotes and our group proposal to pursue a claim for the 106 funds in the December Council meeting.

From the material that Emma had gathered, the whole group were amazed at the range of equipment that can be provided as you will see in the presentation in December.

Moving beyond the 106 claim, the group will explore other avenues for match funding to provide more recreational facilities in the area as a phase two of the project.

Andy Stephens

PUBLIC RIGHT OF WAY (PROW) TO PLAYING FIELD**STATEMENT SENT TO WILTSHIRE GAZETTE & HERALD ON 9th OCTOBER 2015 at their request.**

Following the Wiltshire Council (WC) decision to sell Urchfont Manor in 2012, a number of Parish residents put forward the view that the existing pathway from Top Green to Urchfont School had been and still should be a Public Right of Way (PROW) to enable safe 24 hour access to the Urchfont community playing field. Without this pathway the only alternative pedestrian route to the playing field is via potentially dangerous village roads without pavements, especially as a permissive pedestrian route through the Manor grounds was closed down to facilitate the sale.

The Parish Council was asked to facilitate the collection of the witness statements required by the legal process and submission of a claim on behalf of the residents to WC in this respect. This is considered to be standard procedure for a Parish Council and the claim, without an opinion being expressed by the Parish Council, was submitted on 31st January 2014.

WC carried out a comprehensive investigation which included examination of the witness statements and other evidence and interviews with interested parties. WC published an approved decision in favour of the residents claim on 29th May 2015, and has now published the Definitive Map Modification Order on 6th October 2015 and public consultation notice (copy attached) which facilitates representations or objections up until 30th November 2015.

In the meantime, it is proposed that practicalities for actual implementation of the decision, if and when finally enacted, is to be discussed between relevant WC departments, the School/School Governors and the Parish Council. The Parish Council has stressed on various occasions that it is very keen to work with all parties to try to establish an extended route for the path which is acceptable to all and does not in any way jeopardise the safety of pupils, indeed has the potential to significantly improve pupil safety. In this respect the Parish Council is actively encouraging and taking all steps it can to ensure that the first joint meeting takes place as soon as possible.

PROPOSED CAT OF PLAYING FIELD - RESPONSE SENT TO JOHN PRICE (WC) ON 15th OCTOBER 2015

The Parish Council is very disappointed that your proposals have been made without any discussion with or between interested parties on their respective objectives which were requested and submitted back in March 2015.

UPC accepts that WC has to retain ownership of the green space within the red lined area on your plan (attached) of Urchfont Playing Field to protect this defined space for current and future educational use. It is also agreed that the red lined space better reflects the correct position than that previously presented.

On this basis, and to make progress towards satisfying the key stated UPC objective of retaining the whole of Urchfont Playing Field for community use in perpetuity, UPC proposes that your Option 1 is agreed. Namely the transfer of the remainder of the playing field to the north and west of the red lined space by CAT to Urchfont Parish Council.

In making this proposal the Council recognises that it will be necessary to assure interested parties on a number of factors, possibly by enshrining a number of agreements/conditions within some form of legal documentation. These assurances for all interested parties to include the following, that:

1. the whole playing field is to be open for public/community access and use outside of Urchfont School operating hours
2. the area to the east of the blue line should be restricted for sole use of Urchfont School during their operating hours, this to be identified on signage at the field but not separately fenced.
3. the land to the west of the blue line, including the recreation ground and tennis courts, is open for public/community use at all times. The School can nevertheless access this area, but not stop the public using it.
4. maintenance responsibilities for the field should be clearly defined, the Parish Council is prepared to consider undertaking and funding this role for the whole playing field.
5. if the School closes or moves location at some point in the future, WC should CAT the remainder of the playing field to the Parish Council to fully satisfy their objective of retaining the field for public/community access in perpetuity.
6. If at some point in the future, and for whatever reason, regulatory authorities require changes to the current physical configuration, UPC will work in good faith with WC and the School to implement these changes while preserving the spirit of 1-5 above.
7. Assuming all the above is agreed, the current Section 15A notice should be revised to relate only to the space within the red line. This will facilitate registration of the rest of the playing field as 'Green Space' for the community.
8. If at some point in the future the ownership of the School and its playing field is transferred from WC to a third party (as may be the case if the school becomes an Academy), then the above clauses should be carried forward and agreed between UPC and the new owners.

In terms of the way forward on this issue, can you please advise what you see as the next stage and whether any joint meetings are planned between all interested parties in the near future? The Parish Council is of the view that such an early meeting is necessary to jointly be aware of and understand the objectives of each party and to resolve this issue in the best interests of all concerned.