



DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council meeting held in Urchfont Village Hall on Wednesday 13th March 2024 – VERSION 2

**Present: Councillor’s: Moscrop (PM – Chair) Bamber (SB – Vice Chair), Hill (TH), Gibb (HG), Holt (SH), Shears (SS), Rotherford (JR),
Councillor for Urchfont & Bishops Cannings: Philip Whitehead (PW)
Clerk to the Council: Lunn (BL)
Members of the Public (for all or part of the meeting): Pauline Kendall, Jacqueline Waddell, Andy Stephens, Brenda Potter, Bob Organ, Malcolm Smith, Jirina Wheatley**

A. INTRODUCTION

- 1. Welcome by the Chair** – PM welcomed all to the meeting.
- 2. Apologies** – Cllr Rotherham (PR) – PM announced that PR had submitted, and she had accepted his resignation with effect immediate after this meeting.
- 3. Co-Option of New Councillors** – Notwithstanding the resignation notified above, PM announced that we are now in a very good position to potentially co-opt three new councillors to fill the three existing vacancies from four applications received (Kendell, Waddell, Stephens, and Botham). The new resignation following this meeting will need to follow the legal vacancy process before it can be filled. BL stated that he had reviewed all the applications to confirm they are valid and meet the necessary legal criteria. A proposal had been received to undertake selection via an anonymous paper vote:

Proposal	Proposer	Seconded	Resolution
To undertake selection of candidates through an anonymous paper vote	JR	SH	AGREED unanimously

Each candidate was then given the opportunity to give a brief explanation of why they thought they should join the Council:

Jackie Waddell has been in the Village since 2020, does not see too many problems but wants to ensure that opinions and ideas in the community are listened too fairly and constructively. Is keen to get involved. Andy Stephens has been a councilor twice before, has been encouraged to rejoin by existing councillors and now that he has retired, he wants to give his time and contribute to improvements in the community. Pauline Kendall has been in the Village for 3 years, is passionate about the community and the need to improve accessibility in particular. She felt that she could use her work experiences to the benefit of the community. Mark Botham, a former UPC chair was not able to attend this meeting.

Voting slips were then handed out, collected back in and the following results declared by BL.

Proposal	Resolution
Vote 1 - To accept that the four applicants are all acceptable to the Council for co-option.	AGREED by a majority anonymous paper vote of 6 out of 7

Proposal	Resolution
Vote 2 - To co-opt Pauline Kendall, Jacqueline Waddell, and Andy Stephens with immediate effect.	AGREED by a majority anonymous paper vote of 6 out of 7

It was agreed that dependent on the outcome of the formal vacancy notice process which could result in an election or approval to co-opt, the fourth candidate will be offered co-option possibly at the April meeting. (Post Meeting Note: The Formal Vacancy Notice was published on Parish Notice Boards on 22nd March 2024 with a deadline for responses from members of the electorate of 15th April 2024.)

Having signed their Declarations of Office Acceptance documents in the presence of BL (Clerk and Proper Officer), the three new councillors joined the Council and took part in the rest of the meeting.

B. PLANNING – See Separate Minutes

C. MARCH FULL COUNCIL MEETING

1. Declarations of Interest – None declared.

2. Time set aside for Public Participation and External Reports

Bob Organ expressed concerns, from a personal point of view, about increasing urbanisation of Oakfrith Wood and its associated access pathways. Improving pathways will undoubtedly lead to increased footfall to the Woods and potentially increased inconsiderate actions by those visiting to the detriment of the nature reserve.

PW, as a resident, was concerned that UPC had apparently not highlighted damage to Cuckoo Corner when vehicle damage issues to the lay-by and Top Green were discussed with Acorn Developments and Highways. PM agreed that UPC would take action to ensure repairs are undertaken.

ACTION: FC/24/23- PM

3. Minutes of the Meeting of the Council held on 14th February 2024

Proposal	Proposer	Seconder	Resolution
To approve and sign the minutes unchanged as a true and accurate record of the meeting.	SH	JR	AGREED with three abstentions as they were not councillors at that time.

4. Action List Status Review and Update Reports from the Minutes of the meeting held on 14th February 2024 – Both TH and SB stated that they had updates on actions, these will be emailed to BL. Any other councillors should similarly send any updates to BL.

ACTION: FC/24/24 - ALL

5. Finance

a. Financial Statement and Bank Reconciliation as at 29th February 2024 – BL confirmed that the accounts are in good order but again reiterated that it is now getting very close to the end of the financial year on 31st March 2024 and there is a need to ensure that all justifiable claims / expenses / invoices are submitted to him for payment soonest.

b. Financial Spend Items during February 2024

Proposal	Proposer	Seconder	Resolution
To ratify the February expenditure items	PM	SB	AGREED Unanimously

6. Lead Councillor, Working Groups, Clerk & other written Reports (attached at Appendix I on website version only)

a. Clerks Reports – updates given under agenda items

b. Councillor reports

i. Bus Shelter adjacent to Allotments on B3098 – TH reported that he had now overpainted the unwelcome graffiti found in the bus shelter adjacent to the allotments. TH reiterated his proposal to hold a competition for 12 – 18 year olds in the community to design a mural in the bus shelter subject to Council approval. PK offered to help TH scope the idea.

Proposal	Proposer	Seconder	Resolution
To scope the idea of a competition to paint a mural in the bus shelter and make specific proposals at a subsequent meeting	TH	PK	AGREED Unanimously

ii. Tree on Paddock Green – TH now had quotes available relating to his report on the tree at the end of Hags Lane. PR had quoted £150 and Will Corke £175. It was agreed that this work should be completed as soon as possible for safety reasons.

Proposal	Proposer	Seconder	Resolution
To award the works to PR.	TH	SB	AGREED Unanimously

BL added that he had received comments about the ask tree alongside the Duck House which appears to be suffering badly from die-back and dropping branches. TH was asked to gain the view of the contractors when he speaks to them, works to this tree may need planning permission.

ACTION: FC/24/25 - TH

iii. First Responders – JR referred to his written report and specifically to the need for funding for the set of equipment. In view of the fact that this will not be required before the end of March 2024, BL suggested that the budget request should be proposed at the April meeting when 24/25 budgets will be agreed.

ACTION: FC/24/26 - JR

iv. Parish Steward - JR added to his report that the Parish Steward normally visits the Parish on one day per month and is keen to get feedback from UPC on tasks to be undertaken. It was agreed that a councillor role should be established to co-ordinate provision of information, this can be considered when roles are reviewed now that we have new councillors. BL to add to next agenda.

ACTION: FC/24/27 - BL

v. Devizes Area Board – see written report. It was noted that the Chair and Vice Chair are the nominated councillors to attend these meetings, but this does not stop others attending.

vi. Proposal to improve path to Oakfrith Wood – A proposal from a parishioner to improve this pathway was discussed. Following discussion and taking account of the concerns raised by Bob Organ under item 2 above, HG expressed the view that maybe it is not a good idea to improve pathways. TH and JW both agreed that it is best to leave alone. It was decided not to take this idea any further.

7. UPC Highways Report - TH confirmed that the UPC survey had been forwarded to the WC Highways Engineer and small steps forward were being made to address issues. The ditch opposite Carina Cottage has been cleared, but a lot of water still gathers on surrounding land. A large pothole has appeared opposite Uphill Farm. Several springs in the region of Uphill do exacerbate issues. PM reiterated the need to report any issues via the My Wilts App.

8. Urchfont Pond Algae Problem Proposal – JR noted that Eric Ahlquist had reported that levels of algae in the pond are now 5 times less than 12 months ago. Previously proposed project may be adjusted in the light of this improvement assuming it is maintained.

9. Wedhampton Defibrillator – PM had spoken to the manufacturer who had agreed to collect the faulty machine, diagnose the problem, and make recommendations for the way forward. In the meantime, the Wedhampton 1st responder has a mobile unit.

10. Big Help Out 2024 – PM reported that the scouts and others will take part in litter picking using UPC facilities for disposal. Roger Chadwick will advertise the event in June with the view to giving others in the

community a chance to take part.

11. Councillor Recruitment – see section A3 above for the latest position. PM thanked JR for his efforts on the recruitment initiative. The Council is still interested in hearing from anyone in the community who is interested in joining the Council to fill the current and any future vacancies.

BL reminded all councillors that all 11 seats on the Council will be up for re-election in May 2025 at the same time as Unitary Council elections. Assuming only eleven applicants or less apply to be elected, then the Council will be elected uncontested. If more than 11 applicants apply, then the full public election process will take place.

12. Proposal from 1st Urchfont Cubs for a Lifebuoy to be placed at the pond – SB reported that the lifebuoy has been delivered and will be installed shortly once a suitable and practical location has been agreed noting the fact that events on Pond Green may block access. It is likely that a small ceremony will be arranged to mark the installation and proposal by the Cubs.

13. Proposal to upgrade Recreation Ground Play Equipment – Details of the required equipment have been agreed with the supplier and BL is now arranging the formal UPC order and the payment of the deposit.

ACTION: FC/24/28 - BL

14. Section 106 funding from Hazel Green Development – BL confirmed that £9000 claimed from WC on behalf of Urchfont CE Primary School was transferred to them on 26th February 2024. He is still awaiting further information from the WC Section 106 department regarding his second application for UPC funding.

15. Speed Indicator Signs on the B3098 – TH confirmed that he had checked that all the components of the speed indicator appear to be in working order, he could not finally check until the sign is installed and connected to the associated App. He had contacted Geoff Potter who will install the posts shortly.

16. Urchfont Parish Neighbourhood Plan (See latest WG minutes, Proposed Revised TOR / Code of Conduct and Call for sites letter at Appendix II on website version only) – The proposed TOR / code of conduct and call for sites documents had been distributed to councillors prior to the meeting in addition to being attached to the agenda.

Proposal	Proposer	Seconder	Resolution
To approve the proposed TOR and Code of Conduct for the UPNP WG together with the proposed Call for Sites notice and Site Submission Form	SH	TH	AGREED Unanimously

17. UPEG (See appendix III on website version only) – Funding for Daffodils 2000 to come from remaining budget left (23/24). Application to be made by UPEG. No further action required.

18. Crookwood Lane Lay-By and Top Green Repairs – TH and SH met with WC Highways, one part of the damaged lay-by has now been repaired to WC satisfaction. A further damaged area will be addressed. WC Highways have confirmed that Top Green damage will be re-instated with top soil and grassed shortly.

19. 20MPH speed signs in Urchfont – The signs currently aligned with the new Hazel Green development should be the subject of a LHFIG application to move them 20 or 30ft down to the end of the lay-by towards Potterne. Application to be made to LHFIG in April which will result in a £2500 charge to UPC.

ACTION: FC/24/29 – BL to make application for repositioning of signs

20. Update on Current Issues not covered by above agenda items

i. **Councillor profiles** to be published at a rate of 2 per month, this will be voluntary not compulsory. Please let PM and JR know.

ACTION: FC/24/30 – ALL

ii. **Website** – it is considered that the website needs improvement. JR and PK to contact Mandy McDougal to assist.

ACTION: FC/24/31 – JR/PK

iii. **Notice Boards** – quotes to be obtained for new boards in Crooks Lane and the shop if it is possible to site board on the shop due to building restrictions.

ACTION: FC/24/32 – SB/SH

21. External Meetings – none reported

22. Other Reports from Councillors – none reported

23. Items for Future Agenda (not identified from agenda items above) – none identified.

There being no further business the meeting closed at 8.45pm

Date of Next Meeting: Wednesday 10th April 2024 - 7.00pm Village Hall (Conference Room)

APPENDIX I TO MARCH 2024 UPC MINUTES

a. CLERK'S REPORT

i. Finance – Copies of the Financial Summary and Bank Reconciliation on 29th February 2024 will be distributed to all councillors prior to the meeting. The accounts are in good order, but it is now getting very close to the end of the financial year on 31st March 2024, and we need to ensure that all justifiable claims / expenses / invoices are submitted to me for payment.

ii. Councillor Vacancies – I can confirm that we still have three vacancies. However, I have received expressions of interest from:

- Pauline Kendall – I sent her an application form and further details about the Council on 5th February, Pauline has confirmed that she will be applying before the March meeting.
- Keith Hills – Having only lived / worked in the Parish since October 2023, he does not meet the basic criteria to become a councillor yet. However, at my suggestion he has offered to engage in other working group / volunteer activity (e.g. the neighbourhood plan WG)
- Jackie Waddell – I sent her an application form and further details about the Council on 3rd March 2024. I received her completed application on 5th March.
- Mark Botham – Former councillor / Chairman has expressed an interest to rejoin the Council – I sent him an application form on 3rd March 2024. Completed application form received 6th March 2024.
- Andy Stevens – Former councillor has expressed interest in rejoining the Council – I sent him an application form on 3rd March 2024.- Completed application received 4th March 2024

iii. Section 106 funds – I can confirm that the £9000 claimed from WC on behalf of Urchfont CE Primary School was transferred to them on 26th February 2024. I am still awaiting further information from the WC Section 106 department regarding my second application for UPC funding.

Bob Lunn, Clerk to the Council

b. COUNCILLORS WRITTEN REPORTS

i. BUS SHELTER ADJACENT TO ALLOTMENTS ON B3098

On very rare occasions Urchfont is subject to unwanted graffiti. One such occasion occurred at the beginning of February when I discovered inappropriate and offensive drawings and wording applied with black felt tip pen to the concrete walls of the Bus Shelter adjacent to the allotments on the B3098. I have since covered the wording and drawings with black paint.

Many villagers and senior school children use the shelter.

The back wall of the bus shelter is now a mix of black and concrete coloured squares and looks drab and unattractive. (Please see picture attached – for councillors only)

Suggestion For approval -I suggest a competition to produce a modern-day mural on the walls of the bus shelter. The format, subject to council approval, would be to target the 12 to 18 age group to come up with ideas to cover the walls with a bright and colourful picture. I believe there should be conditions e.g. no political or religious subjects.

My suggestion would be that the competition could be entered by either an individual or group of teenagers and suggested ideas (coloured Pictures) submitted to the council on A4/A5 sized paper. Dependent on numbers, all entries are displayed at the Parish Meeting in May and a winning entry chosen by the community attending that meeting.

I believe that it would be acceptable for the Parish Council to re-imburse any expenses for materials on productions of receipts.

I am happy to co-ordinate this competition, if approved, but would welcome another councillor's involvement.

Cllr Trevor Hill

ii. TREE ON PADDOCK GREEN

I've been approached by a local resident concerned about the large branch on the large Ash Tree on Paddock Green, the tree at the end of Hags Lane path leading to the shop. (See picture attached for councillors only - the lower branch on the right of the picture). The concern is that it could snap off in the wind and fall on someone.

I have inspected the tree, and although I am no tree specialist, there are signs that the branch in question has splits in its bark which could mean that it could break off in severe weather conditions, and for that reason I recommend that the branch be removed for public safety reasons. Paddock Green is not in the Conservation Area

I have requested quotes for the work from two local tree contractors and should have them available for the meeting.

Cllr Trevor Hill

iii. FIRST RESPONDERS

We now have two first responders in the Parish ,Carol Blood and Neil Jones who is in his final approve stage - they are supported by others from Devizes and Market Lavington. We will advertise again in May and June to encourage more applications to get to the optimum four people to share the load in the area

We have approval from the Parish Trust to grant £500 towards one set of equipment subject to gaining total funding from other parties for £3000. I have applied to the Scarecrow fund for £1500 which I have been given a personal assurance it will be approved in May /June this year.

It then remains for UPC to approve £1000 to achieve the total and I would like this approval subject to Scarecrow formal approval?

Currently Carol and Neil are sharing the equipment which can cause delays in call outs.

The terms and conditions of the equipment allocation

- 1) The equipment is owned and updated by SWAS.
- 2) If we fail to have at least one first responder in the Parish SWAS could re allocate the equipment to another first responder outside the parish (they would still be on call form an emergency in Urchfont Parish though)
- 3) In effect we would be contributing to the SWAS charity ringfenced for UPC
- 4) The equipment includes a defibrillator so the static units around the Parish are complimented.

Cllr John Rotherford

iv. PARISH STEWARD

The new Parish Steward allocated our Parish is Matt Drake whom I have spoken with – he has been 4 weeks into to job and has visited Urchfont Parish once to fill in potholes which he decides are a priority from an APP his company uses now called Milestonein (formally Ringway)

I suggest we have a more formal dialogue with Matt so we can specify priorities. He has sixteen Parishes to cover so I doubt we will see him here for more than one day a month

Cllr John Rotherford

v. DEVIZES AREA BOARD MEETING – WILTSHIRE COUNCIL

I attended the Devizes area Board meeting – Highways and Transport Presentation on 26th February with Andy Stephens and John Beatypownall . A copy of the presentation is not available on the website yet, but I will circulate when it is uploaded.

The meeting was very informative and future attendance and dialogue by UPC with the area board would be useful.

Following the meeting we had personal discussions with Sam Howell – Director Highways and Transport, Adrian Hampton – Head of Highways Operations, Caroline Thomas – Cabinet member for highways. We focused on the lack of urgency on potholes in the Parish and in particular the serious hole on the A342 close the clock Inn which has been logged 18 times and still an open issue. This hole was patched yesterday 6/3/24 but needs more work – intense lobbying by Andy Stephens with Adrian Hampton who took a personal interest in the matter probably helped after so much delay.

Cllr John Rotherford

vi. PROPOSAL TO IMPROVE PATH TO OAKFRITH WOOD

As our community grows and the winters become increasingly wet (February 2024 was the wettest on record, according to the Met Office) some see the need to improve a community asset.

Mr Bodman was invited to walk the path and has given us some ideas and costings:

- The cheapest way of achieving this would be to have delivered Grade 1 scalpings (free from the polycyclic aromatic hydrocarbons found in Asphalt scalpings, which could leach into the soil and potentially cause damage).
- We do the spreading and compacting. The Beavers and Cubs have offered to help; the Scouts will be asked, too.
- We would need 3 large buckets (3 tons per bucket). Delivery by Manitou: £100 + VAT per bucket.
- Hiring a compactor would cost us £38.80 per 24 hours.

We have a 2nd quote from Mr Bodman for the work to be done using a mini-digger and a twin-drum vibrating roller.

Cllr Helen Gibb

APPENDIX II TO MARCH 2024 UPC MINUTES

MINUTES OF A MEETING OF THE NP WORKING GROUP ON 27 FEB 24 IN URCHFONT VILLAGE HALL

Present: Trevor Hill (TH); Simon Holt (SH); Linda Jennings (LJ); Dave Mottram (DM); Sally Stephens (SS); Malcolm Turner (MT)

Apologies: Stuart Davies (SD). Debbie Carr-Jones (DCJ); Rob Dolan (RD)

1. MINUTES OF THE LAST MEETING AND MATTERS ARISING

The minutes of the last meeting held on 30 Jan 24 had been approved by the WG and passed to UPC. The draft Aim and Objectives for the UPNP had been approved by UPC. Other matters arising are discussed in the following paragraphs.

2. TERMS OF REFERENCE (TORs) AND CODE OF CONDUCT (C OF C)

DM had circulated an updated document combining draft TORs and C of C to the WG. There was a lengthy discussion and consensus was reached on the details.

Decisions:

The following changes would be made:

- the separate TORs and C of C documents would be amalgamated
- the list of WG members would be updated
- references to updating the UWLNP would be removed
- pt 1.5 would be moved to the TORs section
- the TORs/C of C document would be reviewed every 6 months
- pt 2.2 remove Examples; sentence should read “ensure UPNP embraces all relevant changes”
- pt 2.4 make reference to UPCs Action Plan and the need for updating
- pt 3.1 change reference of “Chairperson” to ‘Secretary’ and remove ‘Chairpersons role will be to” and replace with “all members will”
- pt 3.1 remove last sentence
- pt 3.2 reflect that UPC approval needed for items in the public domain
- pt 3.3, 2nd para, 1st phrase, add reference to WG business involving WG members

Action: DM would update the TORs/C of C document to reflect the above decisions and circulate it to the WG before the next meeting.

3. CALL FOR SITES DOCUMENTS

UPC had requested an example of a call for sites letter to initiate the process of new site identification for the UPNP. SH and LJ had received an example of a ‘call for sites’ letter and an accompanying sites submission form from WC and this had been circulated to WG members for comment. MT had suggested some brief simplified wording for the letter; SH and DM had produced a draft letter and accompanying form for site submission. It was generally felt that the example sent was a good template, though a few amendments were required.

Decisions:

a) Re the letter:

- A few minor amendments would be made to the wording of the “letter” which had been circulated

- Details of information needed on the sites submission form would be removed from the letter itself and placed on the submission form
- The Parish Clerk would be the point of contact on the letter for requests for the sites submission form

b) Re the sites submission form:

- a few minor amendments would be made: 4th sentence change the number of houses from 37 to 34; page 2 of the proposal form change ‘qualifying bodies body’ to “qualifying bodies representative”; under “Ambitions for the site”, delete “the proposed uses of the site”
- add point, at the bottom of the first page, return details - that the form should be returned to UPC by 31 May 24
- Re the indicative timescale table (last page): condense the 2026 – 2038 into 3 year periods.

Action: DM would make the amendments listed and pass the revised letter and the sites submission form to UPC for approval in time for the next UPC meeting.

Publicising the call for sites

Publicising the call for development sites was discussed and SS expressed concern with publicity notice reproduction in the Redhorn News. WG members felt that the importance of the accuracy of UPNP publicity notices should be stressed to the editorship. Publicity methods were discussed; it was felt that the UPC page in the Redhorn News, along with Facebook and the Parish Notice Boards would help draw attention to site submission and keep the community up to date with the process of site identification. Some landowners who had already expressed an interest in offering sites could be contacted.

Decisions:

- publicising the call for sites should be made via the Redhorn News (UPC section), Facebook, Parish notice boards and on posts around the Parish
- a professionally designed A4 sized poster should be made for the Parish notice boards and posts and could be placed in the UPC section of the Redhorn News

Actions:

- SH/TH would liaise with UPC to seek agreement to the use of the UPC page(s) in the Redhorn News for publicity
- SS would liaise with the Redhorn News editor on the possibility of including an A4 sized publicity notice in April’s edition
- SS would contact the local professional graphic designer with a view to producing an A4 poster to publicise the call for development sites

4. UPDATING POLICIES

TH and LJ had looked at the policies and their context in the existing UWLNP and reported that a significant amount could still be regarded as current. The content had not been challenged and it had been successful in directing development.

However, TH pointed out that the retention of existing policies would need to be justified and the choices made for amended and new policies needed to be built up from robust evidence gathered from public consultation and national and local planning policy. He suggested that the UPNP could be broken up into more manageable subject sections and that WG sub groups could tackle the research into relevant documents. LJ was in the process of looking at the NPPF and WC Local Plan and splitting it up according to the UPNP subject sections. WG members were asked to volunteer to undertake the research on subject sections of their choice; each subject group would have a leader.

TH suggested that there could be a document looking the issue of future development beyond 2038 and its impact on the Parish, but no decision was reached.

Decisions:

WG members volunteered as follows:

SH for housing; TH for transport; LJ for character and setting of villages; DM for community facilities; SS for working environment; MT for natural environment. The above would be the leaders for the subject headings, but all could help with other subjects.

Actions:

- LJ would contact DCJ and RB with a view to their involvement in researching sections of the UPNP
- LJ would send out the NPPF AND WCLP notes to the leaders of the each of the subject sections
- Leaders would report progress at the next WG meeting.

5. DEVELOPMENT SITE MATRIX

DM, had updated the previous version the site matrix to reflect decisions made at the last meeting and had added some further criteria. It was agreed that further discussion was necessary but that this should be at a later date.

All to note

6. UPNP DEVELOPMENT - DOCUMENTATION LOG AND ROAD MAP

DM had updated this document, the first page of which was the list of UPNP Documents. The initials of the holder of each document was identified along with the document's status and version number. There would be further discussion on the Road Map section at a later date.

Decision: The holder of the document needed to ensure the details on the log were up to date

All to note

7. SA/SEA UPDATE

LJ reported that she had contacted the Locality representative who advised that the programme had been pushed back as there was no information about the next FY grants. 1 Jul would be the earliest date to make any progress. Grants would need to be applied for (max £18000) (realisticly £8000-£9000) and, as the Parish had not applied for a grant before, it was likely to get one. Tech support would be free.

No work could be started with the UPNP WG until it had a screening decision from WC. WC would not undertake screening until sites for development, with approximate dwelling numbers, had been established. Accordingly, the first step had to be identifying the sites for the UPNP.

Decision: Work on identifying the development sites for inclusion in the UPNP should start immediately

See Section 3. above.

Action: LJ would monitor the situation with Locality

8. ANY OTHER BUSINESS

SH reported that as the Neighbourhood Plan area had been designated with the UWLNP, it was not necessary to make a further request for designation.

9. NEXT MEETING

The next meeting would be held on 26 Mar24 in the Village Hall commencing 7pm. **All to note.**



UPNP Working Group Terms of Reference and Code of Conduct

1) Introduction

- 1.1) The UPNP Working Group (WG) comprises members of Urchfont Parish Council (UPC) and volunteers from the local community proposed by UPC or the WG and appointed by UPC. The size of the Group may vary but ideally be between 7 and 9 members. At least 2 of these members must also be members of UPC.
- 1.2) Working Group meetings will be minuted, and the minutes forwarded to UPC as the qualifying body for their information and approval.
- 1.3) The Quorum for a meeting which will make recommendations to UPC will be at least 50% of the current membership.
- 1.4) Current members of the working group are:
Debbie Carr-Jones, Stuart Davies (Consultee), Rob Dolan, Trevor Hill (UPC), Simon Holt (UPC), Linda Jennings, Dave Mottram, Sally Stephens, Malcolm Turner.
- 1.5) These ToR's and CofC will be reviewed every 6 months unless members feel that an earlier review is required.

2) Terms of Reference

The main role of this Working Group is to develop the UPNP (Urchfont Parish Neighbourhood Plan) which it is envisaged will run from 2026 to 2038.

In undertaking this the Working Group will:

- 2.1) Ensure that on a rolling basis Wiltshire Council and UPC have a common agreement of the housing supply within the Parish until 2026 and the later housing supply in the UPNP.
- 2.2) Ensure the developing UPNP embraces all relevant changes.
- 2.3) Encourage UPC to keep a log of progress against the UWLNP.
- 2.4) Encourage UPC to review and update the non-housing development action list produced. This can be found as the 'UPC Action Plan' in the list of UWLNP associated documents on the Parish Website.
- 2.5) Involve the whole Parish in the future evolution of the UPNP.
- 2.6) Working Group meetings are not open to the public and cannot take decisions on behalf of the UPC. Any proposed public consultation meeting should be agreed by UPC and could be hosted by UPC as a non-decision-making event to gather wider public input for the working group to consider. These need not be held on a regular basis but at key points when considered necessary and sufficient progress has been made. The public will otherwise be kept informed of working group progress by the monthly reports to UPC.

3) Code of Conduct

Open, Honest and Transparent

3.1) Roles

A Secretary will be nominated from within the working group. All members will endeavour to ensure that the business of the WG is kept timely on track, and in line with these WG Terms of Reference and Code of Conduct.

If a WG member is assigned a role or task as part of the NP review, they are required to conduct those responsibilities in accordance with this WG Code of Conduct.

3.2) Confidentiality

No Member of the WG shall disclose items discussed by the WG that are not agreed as being in the public domain by the WG. All items within WG minutes that have been approved by UPC are considered as being in the public domain.

3.3) Meetings

Meetings are those which are directly related to or impact upon the business of the Working Group and the NP review.

No meetings involving WG members to discuss UPNP business shall take place with any individual, commercial enterprise or other body unless authorised in advance by the WG. In addition, no individual, commercial enterprise, or other body shall receive any personal or financial benefit resulting from those meetings.

All meetings, as described above, must be attended by a least two WG members.

All meetings, as described above, must be minuted and the minutes made available to the WG prior to the next WG meeting.

3.4) Disclosure

All members must disclose any interest, pecuniary or non-pecuniary, in any body, commercial enterprise or individual that becomes involved in the review.

3.5) Anonymity

WG Members must advise those bodies, commercial enterprises, and individuals they meet with; that their input will be made public in the form of reports and minutes. On occasion that input may be as simple as Y & Z met with X.

3.6) Terms of Reference

All WG members shall comply with the above Terms of Reference.

3.7) Meetings attendance

All WG Members will endeavour to attend all meetings, ensuring that any apologies are sent to the Secretary as soon as possible.



Urchfont Parish Neighbourhood Plan - Call for Sites

As you may be aware, the next iteration of the Urchfont, Wedhampton and Lydeaway Neighbourhood Plan is under development. This plan, the Urchfont Parish Neighbourhood Plan (UPNP) is envisaged to run from 2026 to 2038.

The main functions of this Plan will be to:

- Influence what new dwellings should look like.
- Propose where new developments should be built.
- Propose the size and quantity of houses on each approved development site.
- Specify any low-cost housing included in developments.

To identify an initial list of potential sites, Urchfont Parish Council (UPC) is calling upon landowners and agents to nominate sites, within the Urchfont Parish boundary, that they would like to be considered for inclusion into the UPNP.

This is an informal opportunity to propose sites within the Urchfont Parish. No decision has yet been made to identify which land will be listed for development in the UPNP. Site suggestions received through this call for sites will be appropriately assessed (this process will include a public consultation) to inform the preparation of the UPNP and any potential sites it proposes for future development.

If you want a site/s to be considered by UPC, we would like to hear from you.

Please note that sites will only be considered if submitted on the specific Call for Sites Forms which can be obtained from UPC. Please either

Email clerk@urchfont-pc.gov.uk

Mail: Urchfont Parish Council c/o 14 Walnut Close Urchfont SN10 4RU

UPEG Update for UPC – 02/03/2024

In the desire to keep the lines of communication open between us and the Parish Council here is a summary report from our UPEG meeting of Wednesday 28th February 2024

1. Wiltshire Wildlife Trust Water Team inspection of village ponds
 - a. The team from WWT viewed the scrape at 'Farmers Field' and Bill and Anthea Donald's property in Wedhampton, in the view to creating an environment for Great Crested Newts. 'Farmer's Field' scrape was not suitable but there is a potential to carry out works at Bill's. This is subject to WWT gaining funding, but we will not get any confirmation for a couple of weeks yet. I will update you as soon as I know.
2. Hedge laying on Farmers Field Eastern boundary.
 - a. This is progressing well after 2 sessions and will carry on as time allows.
3. Budget for UPEG projects
 - a. It was agreed that we would work to arrange a village wide daffodil planting in the autumn. A similar project was carried out in the village about 30 years ago and it would be great to re-create this community event again. (This is dependent on budget and agreement of UPC to plant on specific parish land) It was estimated that we would need around 2000 bulbs which would cost approximately £400.
 - b. Also, we want to plant ferns on the bank at the end of School Lane. Around 30 plants. There are already some there, but it would be a perfect spot to develop. With an estimated cost of £300.
 - c. In both cases we would only be planting native species.
4. Plant For Our Lives Project on Marsh Lane and sloping track off the end of Marsh Lane.
 - a. The hedge planted area has been cleared of long grass and all hedge plants checked with some replacement planting undertaken where we have lost some plants. Plants were obtained via the Plant for Our Lives local group leader, James Nobel. There is a small section still to be done which is planned for the 9th March. We still need some more replacement hedge plants but are hoping to gain some via one of the volunteers of the group as James does not have any more.

Please can you confirm if budget is available for us and how you wish to manage it? We would be more than happy to look after any funding and provide you with receipts if that works for the Parish Council.

**Many thanks
Liz Clifton-Page
UPEG Chaiman**