



**A meeting of Urchfont Parish Council will be held on WEDNESDAY 8<sup>th</sup> November 2023 at 7pm in the Village Hall Conference Room.** Councillors are reminded of their duty to attend this meeting, and to consider their decisions in the light of the legislation on Discrimination, Crime and Disorder and Biodiversity.

**Members of the Public and Press are welcome to attend the meeting but are reminded that they have no legal right to speak throughout the meeting except during the Public Participation item on the agenda or when specifically invited to speak by the Chairman. Such participation will normally be limited to three minutes each unless extensions are granted at the discretion of the Chairman.**

Alternatively, if you do not wish to attend any of the meetings in the Village Hall for whatever reason, you can submit an email representation to the Clerk on any issue or concern that you wish to have read out at any of the meetings on any of the agenda items below.

*Bob Lunn*

Clerk to the Council

Email: [clerk@urchfont-pc.gov.uk](mailto:clerk@urchfont-pc.gov.uk)

Tel: 01380 848737

2<sup>nd</sup> November 2023

## **AGENDA**

### **A. INTRODUCTION**

**1. Welcome by the Chair**

**2. Apologies:**

### **B. PLANNING – See Separate Agenda**

### **C. NOVEMBER FULL COUNCIL MEETING**

**1. Declarations of Interest**

**2. Time set aside for Public Participation and External Reports**

**3. Minutes of the Meeting of the Council held on 18<sup>th</sup> October 2023 – to approve**

**4. Action List Status Review and Update Reports from the Minutes of the meeting held on 18<sup>th</sup> October 2023 – to receive any updates**

### **5. Finance**

**a. To receive a Financial Statement and Bank Reconciliation as at 31<sup>st</sup> October 2023 – to review and ratify individual spending activity during October 2023 shown on bank reconciliation.**

**b. Proposal from WI to use CPRE BKV prize money for new village planters – to consider**

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

**a. Clerks Report**

- b. Councillor reports** – None submitted
  
- 7. Speed Indicator Signs on the B3098** – to receive an update
- 8. Reintroduction of Speed Watch** – to receive an update and consider the way forward
- 9. ROSPA Inspection of Urchfont Recreation Ground** – to receive an update
- 10. Urchfont Parish Neighbourhood Plan** – to receive an update and feedback from the Public Consultation meeting on 4<sup>th</sup> November – See latest WG minutes at Appendix II on website version only.
- 11. UPEG** – to receive an update on activities
- 12. Wildflower Planting** – to receive an update
- 13. Community Notice Board at Community Shop** – to receive an update
- 14. Urchfont PC & Community Website** – to consider proposed review
- 15. CIL funding from Hazel Green Development** – to receive an update
- 16. Crookwood Lane Lay-By** – to receive an update on rectification of below standard repairs by Hazel Green developer sub-contractors
- 17. Wedhampton Defibrillator** – to receive an update on faulty status
- 18. Update on Current Issues not covered by above agenda items**
- 19. External Meetings**
- 20. Other Reports from Councillors**
  
- 21. Items for Future Agenda**

**Date of Next Meeting: Wednesday 11<sup>th</sup> December 2023 - 7.00pm Village Hall (Conference Room)**

## **APPENDIX I TO NOVEMBER 2023 UPC AGENDA**

### **a. CLERK'S REPORT**

- i. Finance** – Copies of the Financial Summary and Bank Reconciliation on 31<sup>st</sup> October 2023 will be distributed to all councillors prior to the meeting. The accounts are in good order.
- ii. Information Commissioner's Office** – our annual Data Protection certificate with the ICO has been renewed with effect 2<sup>nd</sup> November 2023.
- iii. Outstanding Actions** – An updated action list will be distributed to all councillors prior to the meeting.
- iv. Councillor Vacancies** – The Council currently has THREE vacancies.

**Bob Lunn, Clerk to the Council**

### **b. COUNCILLORS WRITTEN REPORTS** – None submitted

**MINUTES OF A MEETING OF THE NP WORKING GROUP ON 24 OCT 23 IN URCHFONT VILLAGE HALL**

**Present:** Debbie Carr-Jones (DCJ); Rob Dolan (RD); Trevor Hill (TH); Simon Holt (SH); Ken Mortimer (KM); Linda Jennings (LJ); Dave Mottram (DM); Sally Stephens (SS)

**Apologies:** Stuart Davies (SD)

**1. MINUTES OF THE LAST MEETING AND MATTERS ARISING**

The minutes of the last meeting held on 26 Sep 23 had been approved by the WG and passed to UPC.

**Matters arising:**

Item 2b.

- RD had designed a graphic which depicted the relative importance of issues raised by the community questionnaire.
- TH and LJ had produced and circulated a list of issues raised by residents in the questionnaire, highlighting the top 10 for each question. In addition, they had circulated a list of issues consolidated under subject headings - housing development; traffic/movement issues; community facilities; protection of the natural environment and working environment.

**Decision:** The A4 sized graphic produced by RD the 2 lists of issues produced by TH and LJ were acceptable to WG members and would be used in the 4 Nov presentation event.

**Actions:** See Main Item 2 - Presentation – below.

Item 4.

SH confirmed that UPC had objected to the Ballingers planning application but that there was no firm future date for WC to make a decision.

Item 6.

There was no progress to report on the creation of a UPNP page on the UPC website.

It was agreed that for the time being, use could be made of the existing UWLNP website area and the issue would be reviewed in the future.

SS had contacted the editor of the Redhorn News but was unable to report any progress on establishing a publicity area in the magazine for the UPNP. It was agreed that the matter would be revisited in the future. It was confirmed that if the Ballingers application was approved, that number of houses would count towards the outstanding balance of the UWLNP and towards the number in the new UPNP.

**All to Note**

It was unclear whether there was any publicity about the 4 Nov presentation on Facebook.

**Action:** TH would speak to the publicity expert in the village to ensure that there was an ad for the event on Facebook.

**2. PRESENTATION DAY**

LJ had circulated a suggested format for the 4 Nov presentation as follows:

- Powerpoint presentation

- a) Welcome and purpose of the event
- b) Introduction of the NP WG members
- c) Format for the morning
- d) What is a Neighbourhood Plan?
- e) Affordable Housing
- f) Results of Questionnaire
  - Refreshment break and resident's tables discussions on 3 topics
  - Debrief from resident's groups by a group representative
  - Next Steps
  - Closing statement

TH stated that he had suggested to members of UPC that it would be a useful event for them to attend and suggested that the Chair of UPC would be ideal to open the meeting. There was discussion about equipment, timings and who would do what. SD had circulated his section of the presentation on affordable housing. DM volunteered to put together the Powerpoint presentation.

**Decisions:**

- The suggested format for the event was agreed
- The "scrolls of analysis" would be placed on the notice board with the picture and lists of issues raised by residents
- On each resident's discussion table there would be a flip chart sheet, marker pen, a list of issues raised by residents, the RD picture of issues and a list of the existing UWLNP objectives
- The Chair of UPC would be asked to open - and possibly close - the event
- DM would coordinate the Powerpoint presentation
- All NP WG members would take part in the event
- There would be an attendance sheet
- Attendees would be asked to save questions until the end of the presentation.

**Actions:**

- TH would contact the Chair of UPC to seek her attendance and brief input to the presentation
- LJ would deal with points b) c) and d) of the presentation
- SD would speak on point e)
- TH would speak on point f)
- SH would describe Next Steps
- LJ, SD, TH and SH would send their componets of the Powerpoint Presentation to DM
- DM would put together the whole Powerpoint presentation and circulate it to WG members before the event.
- DCJ, KM and SS would be responsible for the provision of tea, coffee, water and possibly biscuits
- All WG members would attend the tables for resident's discussions
- LJ would provide attendance sheets
- All WG members would meet at 9am in the Village Hall to set out the room and set up the presentation.

**3. SITE IDENTIFICATION**

It was agreed that there was a need to build a matrix to assess the various merits of development sites that would come forward. However, it was felt that, at first, the UPNP objectives and possible policies should be set out and publicised following on from the consultation event. The impact of an approval for Ballingers was mentioned and there was some discussion about the process by which other development sites might come forward. It was agreed that this issue would be discussed in detail in the New Year.

**All to Note**

**4. ANY OTHER BUSINESS**

There was no other business

**5. NEXT MEETING**

The next meeting would be held on 28 Nov 23 in the Village Hall commencing 7pm.

**All to note.**