



DRAFT Minutes of the Urchfont Parish Council (UPC) Full Council Meeting held in Urchfont Village Hall on Wednesday 12th April 2023 – Version 2

Present: Councillors: Botham (MB – Chairman), Hollyman (MH - Vice-Chairman), Bamber (SB), Holt (SH), Gibb (HG), Rotherham(PR), Moscrop (PM) and Hill (TH) post item 4)

Clerk to the Council: Lunn (BL)

Councillor for Urchfont & Bishops Cannings: Apologies

Members of the Public (for all or part of the meeting): Brenda Potter, Nicky Hammond, Trevor Hill (pre item 4), Maria Kemp, Richard Kemp, David Stevens, Nicky Mitchell, Barbara Myers, David Myers, Malcolm Smith, Roger Chadwick

A. INTRODUCTION

1. Welcome by the Chairman – MB welcomed all members of the Council and public to the meeting.

2. Councillor Retirements and the way forward – Cllrs Botham and Turner – BL confirmed to Council that after time well served on the Council these Councillors have indicated that they wish to retire immediately after this meeting. For the benefit of newer councillors BL then explained the way forward for the Council.

a. Electoral Services will issue a formal Vacancy Notice as a result of our two retirements – if nobody applies then we will be given approval to co-opt. The VN also gives the electorate the option to call for a formal election if 10 or more people request it in writing.

b. Annual Meeting on 10th May – this meeting will be in two sections, all decisions determined by vote of councillors present:

- i. Statutory (Legal Requirement)
 - Nomination(s) for / candidate(s) acceptance of nomination for election as Chairman
 - Nomination(s) for / candidate(s) acceptance of nomination for election as Vice Chairman
 - Nomination(s) for / acceptance(s) of nominations for appointment as Lead of Planning
 - Appointment of Internal Auditor
 - Approval of Annual Subscriptions

ii. Normal Monthly Meeting Agenda

3. Apologies: Cllrs Turner (MT), Scanlon (RS) and Rotherford (JR), Cllr Whitehead (PW)

4. Application for Co-Option – Mr. Trevor Hill (TH) – BL confirmed that TH had submitted a valid application for co-option. MB invited Mr. Hill (TH) to make comment, TH said that he was disappointed to see MB and MT retire from the Council, but felt he could add value. SB asked why he wanted to come back to the Council at this time, TH responded that he was now a member of the UPNP which needed two UPC representatives due to the current retirements from that WG.

Proposal	Proposer	Seconder	Resolution
To co-opt Trevor Hill to the Council with immediate effect	MB	PM	AGREED with one abstention

B. PLANNING – See Separate Minutes

C. MARCH COUNCIL MEETING

1. **Declarations of Interest** – None declared at the meeting

2. **Time set aside for Public Participation and External Report (normally 3 minutes per speaker permitted)** – MB invited Mrs Brenda Potter to speak on three topics as follows:

a. Cemetery – The current state of the cemetery will not go down well with judges of the Best Kept Village competition, posts are broken off marking the parking area and cars are now encroaching onto the graveyard area and damaging the surface. Mrs Potter suggested removing the concrete bollards that were put in to protect the cremation blocks from similar vehicle damage and potentially move the allotment hedge backwards to provide more room. MB agreed to ask PR to investigate.

ACTION: FC/34/23 – PR

b. Grass Area at the end of The Orchard – When the two shrubs were removed, UPC said that they would be replaced but instead rough earth remains. SH stated that Mr. Thomas had been asked to attend the next UPEG meeting to discuss potential solutions. Mr. Chadwick stated that Superior Plants have offered to donate shrubs for free.

ACTION: FC/35/23 – SH to liaise with Mr Chadwick.

c. Neighbourhood Plan – Mrs Potter noted that a letter from Richard Hawkins was read out at the last meeting but not commented on. Mrs Potter suggested that a new neighbourhood plan should be started rather than reviewing the existing version but incorporating some of its policies. See Item 8 below.

3. **Minutes of the Meeting of the Council held on 8th March 2023**

Proposal	Proposer	Seconder	Resolution
To approve and sign the minutes unchanged as a true and accurate record of the meeting	MB	SH	AGREED with two abstentions due either to not being at the meeting or being newly elected

4. **Action List Status Review and Update Reports from the Minutes of the meeting held on 8th March 2023** – BL suggested that to reduce time he would distribute the outstanding action list to all councillors and ask them to report updates, this was agreed.

ACTION: FC/36/23 - BL

5. **Finance**

a. **Financial Statement and Bank Reconciliation as at 31st March 2023 (End of FY)** – BL confirmed that he had distributed the financial summary and bank reconciliation at year end to all councillors prior to the meeting and that the accounts are in good order. BL further stated that he would now prepare the accounts and supporting documentation for internal and external audit. BL then asked councillors to ratify the individual payments made during March which appeared on the bank reconciliation statement and displayed on the screen.

Proposal	Proposer	Seconder	Resolution
To ratify all the payments made during March 2023 without comment.	MB	PM	AGREED unanimously

b. **Proposed contribution to Community Shop Improvements** – Item deferred to May meeting

c. **Proposal to increase budget for Electronic Speed Signs on B3098** - MH reported that in a meeting with the WC Highways Engineer it had been agreed that the best locations for electronic speed signs would be in the grass verge at the entrance to The Croft and in the grass verge at Stonepit Lane. These will

afford good visibility in both directions. However, we are required to get a WC approved contractor to install the poles which will add to the cost. Speed indicators including solar panels are likely to cost in the region of £2.5 to 3k. PM commented that this is an emotive subject so it is important to locate them in the best positions.

Chairman closed the meeting for public participation – Mr. Myers commented that it is unlikely that the indicator at Stonepit will catch speeders going towards Lavington’s, he suggested that this location will be less effective than The Croft unit.

The Chairman reopened the Council meeting – it was then suggested that a better option to reduce cost is to have two poles but only one indicator which can be moved between to locations to better surprise drivers. With this suggestion, MH decided to remove his proposal to increase the budget of £4k already allocated.

d. Request to fund / part fund works to large Ash tree adjacent to property boundary off Peppercombe Lane – MB stated that it is currently unwritten policy not to fund or part fund tree works to trees on unregistered land due to the precedent this would set. PR was concerned that this would potentially apply to trees which might be considered an H&S risk.

Proposal	Proposer	Seconder	Resolution
To prepare a written UPC policy confirming that the Council will not fund works top trees on unregistered land in the Parish	MB	MH	AGREED with one abstention

e. Proposal for new dog waste bin on pathway to Planks Farm – HG had proposed the placement of a new bin at the start of the pathway across land towards Planks Farm, this in the hope that it would counter the extensive amount of dog waste currently left on the pathway. TH pointed out that this will add to the waste collection undertaken by the contractor, possibly at additional cost to the Council.

Proposal	Proposer	Seconder	Resolution
To install a new litter bin at the start of the cross field path to Planks Farm from Crooks Lane.	MB	HG	AGREED unanimously

ACTION: FC/37/23 – BL to purchase

f. Proposed sale of redundant UPC chainsaw and ride on mower – PM stated that she would put this proposal on the UPC and Community Facebook pages. BL to include item in the next edition of Redhorn News. It was noted that the chainsaw is still in use and not for sale at this time.

(Post meeting note: the mower has been sold for the full asking price, not necessary to include in Redhorn News)

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

a. Clerks Report – nothing to add or clarify to written report

b. Councillor reports – no written reports submitted

Pond Update (verbal) – MB reported good news that the potentially toxic blue green algae has disappeared for the last three months. Eric Ahlquist is now concentrating on the removal of seven other species of non-toxic green algae by cultivating a large number of water fleas which eat the algae. It was noted that any fish will likely eat the fleas. MB also reported that the Urchfont ducks will be released on Tuesday following bird flu captivity. It was noted that the number of wild ducks are increasing, another 7 or 8 ducklings have been spotted recently. Although Council Policy allows for 12 – 14 ducks, SB suggested that we need to discourage the public from feeding ducks to try to reduce the numbers of wild ducks.

Highways update (verbal) – MH referred to two complaints received from Lydeway residents about blocked

drains and flooding at the A342 junction which also masked large potholes. However, UPC reports to the WC Sewer Team appeared to result in speedy action to clear the drain. However, the recent UPC highways survey identified 30+ blocked drains which have also been identified to the Sewer Team. MH also reported that potholes remain an issue, SB noted that the one outside the Community Shop has been filled.

The Chairman closed the meeting for public participation – Mr. Smith commented that a lot of drains remain blocked, but the one at the junction of Friars Lane and The Ham appears to have been resolved. Mr. Smith suggested that UPC should send a strongly worded letter to WC about the lack of action to clear drains, possibly threatening to contact the press.

The Chairman reopened the Council meeting – MB responded that he believed that a resident had taken action on a DIY basis to resolve the Friars Lane / Ham issue, maybe DIY is the way forward for more in the Parish although he is aware that PW has warned against this in the past. MH will speak to PW regarding a complaint to WC.

ACTION: FC/38/23 - MH

7. Celebrating the Coronation 2023 – Roger Chadwick was invited to give an update on arrangements being coordinated on behalf of UPC. He reported that a full day of events had been planned for Saturday mainly in the Village Hall and adjoining paddock including:

- Screening of Coronation in the Village Hall, and maybe in the paddock depending on weather
- Tea, coffee and cake stall
- Family fun afternoon
- Dog Show at 3pm
- Bar and food outlet
- Urchfont got talent competition
- Live band at 7.30pm
- 96 Coronation mugs have been bought for the primary school children, these have been given to the School to hand out.

The Chairman closed the meeting for public participation

Brenda Potter asked why the Pre-School had not been included in the mug allocation, Roger Chadwick explained that they had been offered but had not expressed any interest.

The Chairman re-opened the Council meeting

- Nothing is planned for Sunday.
- A living crown is going to be built of greenery and flowers on the Pond Green triangle, it is planned to illuminate this with fairy lights.
- Monday is focused on volunteering, posters will be published giving more details (including in Lydeaway and Wedhampton).

The Village Hall car park will be closed throughout the day, alternative arrangements will be made to get people to the venue.

8. Urchfont Parish Neighbourhood Plan – (See March WG minutes at Appendix III on website version only). SH provided the following update from the Working Group:

WG have proposed renaming our new NP the Urchfont Parish Neighbourhood Plan (UPNP). The review of the UWLNP will now not happen in no small part due to it being 2 years away from finishing and a full review could take almost as long to complete with Reg14, Reg16 and a referendum to be undertaken.

Malcolm Turner has resigned from the Working Group (WG), so we will elect new Chair and vice Chair at our next meeting. 3 additional WG members have been added by UPC and we'd now like to add Debbie Carr-Jones. She works in a local legal practice and having moved here with her husband a couple of years ago brings no pre conceived ideas with her..

BL has passed on a Wiltshire Council Briefing Note: Guidance for Neighbourhood Planning within Wiltshire: Integrating High Quality Design, which WG members have received. This will help us review the Design Statement in the UPNP. This Statement has been referred to by planning consultants who have made planning applications since 2017.

WG are preparing Public Consultation documents. These will be in paper questionnaire form and also hopefully as online questionnaires to see what issues residents have on new housing. Things are changing locally with the chance of a railway station less than 1 mile from Urchfont, many more delivery vehicles and more people working from home. Youngsters may have new views and with house sales and new builds there may be about 60 different or new households to hear from.

The Action Plan came forward originally so that non housing matters which Parishioners were concerned about could be taken up by UPC. The full document is with the Clerk.

A Progress Against The Plan document has shown that the UWLNP has resulted in almost the right number of houses having been built to date. This document is also with the Clerk.

So I'd like to propose that Debbie Carr-Jones is asked to join the WG and that the new name Urchfont Parish Neighbourhood Plan is adopted.

TH added that there is no representation on the WG from Wedhampton.

Proposal	Proposer	Seconder	Resolution
To add Debbie Carr-Jones as a WG member and approve the renaming of the NP to Urchfont Parsh Neighbourhood Plan (UPNP)	SH	PM	AGREED unanimously

9. Devizes Gateway – SH reported the following update:

- A BBC statement was made recently stating that the Devizes Gateway Station had been cancelled – this is wrong.
- SH attended a Briefing at the Corn Exchange the same day as that Briefing where Network Rail showed the result of their Feasibility Study. This showed very clearly that the Gateway Station had not been cancelled and consideration of it is ongoing together with research on Westbury, Great Bedwyn & Pewsey stations. Westbury will need a new platform but Network Rail say there's room for that.
- Network Rail still feel that 2029 is achievable for the opening of the Devizes Gateway Station.
- A 68 page Feasibility Study is available on Network Rail's website.

10. Parish Meeting – BL screened the proposed agenda for the Parish Meeting to be held on Saturday 20th May 2023

- Setting up the Hall – councillors – 5.30pm
ACTION: FC/39/23 – ALL
- Drinks and Nibbles – 6pm – who to organise & purchase supplies – TH volunteered to take on this task. MB has some wine from a previous event which he will pass on to TH
ACTION: FC/40/23 – TH/MB
- Meeting Starts – 6.30
- Opening of the meeting by the newly elected Chairman
- Parish Council Report 22/23 – Mark Botham and Martyn Hollyman
- Dogs in Farmers Field – what do the electors think? – Sarah Bamber plus new UPC Chairman
- First Responders – is it a good idea for the Parish – John Rotherford
- Presentation by Philip Whitehead

- Open Forum

TH requested inclusion of a presentation on the Urchfont Parish Neighbourhood Plan, this was agreed.

It was agreed that BL should publicise this agenda on the website and in Redhorn News.

ACTION: FC/41/23 - BL

11. Proposed bus stop at the end of Crooks Lane – SH reported that agreement had been reached to re-introduce the bus stop in the lay-by opposite Crooks Lane, utilising the pole which is still in place. UPC need to arrange for bus stop white lining to be put, it was agreed that this should be discussed with the WC Highways Engineer.

ACTION: FC/42/23 – MH/SH

12. Location of new Foxley Fields Notice Board – SH reported that the householder was now not happy to have the notice board in their garden following the decision to make it 6 x A\$ size. Other land is owned by Aster who will need to be consulted. BL suggested that Snook’s might allow a board to be put on the edge of their land opposite Foxley Fields, SH to make enquiries. Purchase of board is on hold until an agreed location can be finalised.

ACTION: FC/43/23 - SH

13. Proposal from Scarecrows to upgrade Pond Green electrics – David Stevens was invited to make his proposal to upgrade the electrical supply on Pond Green including introduction of a new supply box and circuit breaker. It is intended that Richard Harris will undertake the work. The additional power is required to satisfy increasing numbers of refrigeration, boilers etc., for the Scarecrow event.

Proposal	Proposer	Seconder	Resolution
To approve the upgrading of the Pond Green electrical supply.	TH	MB	AGREED unanimously

14. Electric Vehicle Charging Points for villages – deferred to May meeting in the absence of RS.

15. Proposal to publish UPC Facebook page – PM reported that, although delayed, the UPC page had been published and had already gained 34 followers. The page provided direct What’s App contact with PM.

16. Progress on the future of Urchfont Surgery – Mark Botham emailed Claire Barsby the Market Lavington practice manager asking if she could provide an update on the future of Urchfont Surgery. The key points of the discussion are as follows:

Fundamentally there is an issue with resource available to run a satellite surgery. Market Lavington Surgery doesn’t have enough doctors despite an ongoing recruitment programme as there is a national shortage of trained GPs. Market Lavington is a training practice but fully qualified doctors are required at a satellite surgery. The volume of work that GPs have to deal with nationally has increased by 11% and 1 doctor per day is seconded to the new Health Centre in Devizes. If injections are given Claire has to provide two nurses at the satellite surgery not just one.

It might be possible to hold a limited number of specific clinics in the future but this is resource dependent and not guaranteed.

17. Farmers Field – Access for dogs – (see Appendix II on website version only) – MB read out the email from Malcolm Turner (as a resident) published in the appendix which advocates not including this item at the impending Parish Meeting.

The Chairman closed the meeting for public participation

Corrine Rotherham commented that the proposal to allow dogs was made by the Council, not the wider community who from comments she had received are largely not in favour. Mrs Rotherham cited the words contained in the bequest by the late Ernest Pottenger "I give to the Parish Council of Urchfont my field known as Farmers Field.....to be used as they see fit for recreation or otherwise for the benefit of the inhabitants of the village of Urchfont and it is my wish that the trees and bushes in the field be preserved so far as it is reasonably practicable." Farmers Field volunteers have undertaken a lot of work over the years to improve the Field and make it a better place for the public to use, but this could be negated by unruly dogs and fouling.

Nicky Hammond commented that she would not take her dogs to Farmers Field, but she believed that the Council decision based on the SB proposal should be adhered too. Brenda Potter also agreed that the Council decision should stand for 6 months

The Chairman re-opened the Council meeting.

MB then asked for comments from all councillors present:

SB clearly stated that she accepted everyone's comments but still felt the issue should be taken to the Parish Meeting on May 20th for wider discussion with the community, but that she did agree with MT's letter in that there should not be a vote at the Parish Meeting. The issue should be brought back to the full UPC June meeting (by which time six months would have passed from the original vote) to be discussed and voted on again once the Council have taken on board responses and comments from those attending the Parish Meeting.

HG noted the emotion and comments being made about the proposal and was of the view that maybe FF should be left dog free dependent on views gained at the Parish meeting.

TH wondered why discussion was taking place, it had been agreed at a previous meeting that it would go to the Parish Meet to gain a public view.

PM commented that this subject creates a lot of emotion, take it to the Parish meet as already agreed.

MH commented that this subject was discussed at length before the decision was taken, it should go to the Parish Meet.

SH expressed no view on the matter.

PR reiterated that the Friends of Farmers Field volunteers who maintain the wood were not consulted before the decision was taken. He went on further to question how the Council proposes to monitor dog usage and mess realistically and why it is thought that there is a need to increase more users of the Field with or without dogs.

MB summarised the debate and made the following proposal:

Proposal	Proposer	Seconder	Resolution
To solicit public views on dog usage of Farmers Field at the Parish Meeting on 20 th May to inform further Council discussion / decisions to follow at the JUNE UPC meeting	MB	TH	AGREED with one vote against

18. Update on Current Issues not covered by above agenda items – TH proposed that Council thanks should be expressed to Linda Jennings for her good work in relation to the sign for Peppercombe Mill and to Derek Cook for allowing the sign to be erected on his land – this was agreed.

19. External Meetings – None reported

20. Other Reports from Councillors – none reported

21. Items for Future Agenda – None identified

There being no further business the meeting was closed at 8.50pm.

Date of Next Meeting: Wednesday 10th May 2023 - 7.30pm Village Hall Main Hall

APPENDIX I TO APRIL 2023 UPC MINUTES

a. CLERK'S REPORT

i. **Finance** – Copies of the Financial Summary and Bank Reconciliation at 31st March 2023, end of financial year, will be distributed to all councillors prior to the meeting. The accounts are in good order. The Parish Council finished the year with an overall reconciled bank balance of £52,547 (made up of Reserve £15,948, CIL Funds £17,426, Carry Forward of ongoing project funds £19,172).

The accounts and supporting documents will now be prepared for Internal Audit and then External Audit.

ii. **May UPC 2023 Meeting** – this meeting is deemed the Annual Meeting of the Council and is made up of two parts. The first is the statutory element containing a number of legally required agenda items including:

- Nomination for, acceptance by candidate(s) and election of the Chairman (Vacant) and Vice Chairman
- Nomination for and appointment of Lead of Planning (Vacant)
- Appointment of Internal Auditor
- Approval of subscriptions

I will clarify items and the processes involved under Item 2 of the Agenda above.

The second part of the meeting will be the same as the normal monthly meeting.

iii. **Parish Meeting** – the following is the draft agenda for the meeting to be held on Saturday 20th May 2023, this will be discussed and confirmed at Item 10 above. Although not a Parish Council meeting, all councillors are nevertheless encouraged to attend.

- Drinks & Nibbles
- Opening of the meeting by the newly elected Chairman of UPC
- Parish Council Report 2022/23 – Mark Botham and Martyn Hollyman
- Dogs in Farmers Field
- First Responders
- Presentation by Philip Whitehead
- Open Form

Bob Lunn, Clerk to the Council

b. **COUNCILLOR REPORTS** – None received

APPENDIX II TO APRIL 2023 UPC MINUTES

Dear Parish Councillors

Under the agenda item: Farmer's Field (access to dogs), I have the following concerns in relation to holding a public vote in May.

1. In 2018, Maria Kemp delivered a leaflet to every household in the Parish inviting residents to a meeting to have their say about the future of Farmer's Field. As a result of the responses, it was decided to continue to keep it dog-free.
2. Farmer's Field is the only **public** place in Urchfont where people can walk without encountering dogs
3. **No-one is currently prevented from using Farmer's Field.** Dog owners can use it (without their dogs) and non dog-lovers can use it.
4. If a vote allows dogs into the field, even for a trial period, **then non dog-lovers will be discriminated against**, as they may no longer feel comfortable accessing an area that was previously 'dog-free'.
5. Before the vote on 14th December 2022, there was no consultation with Friends of Farmer's Field or other user groups as to their opinion on the proposal.
6. Footfall (as previously highlighted) is irrelevant in this issue as the Parish Council is duty-bound to maintain Farmer's Field as an area for people to enjoy.
7. If a trial goes ahead to allow dogs into Farmer's Field, then there has to be a proper plan to effectively monitor the trial, both positives and negatives - e.g. dog poo, dogs being allowed off leads etc. How will the Parish Council implement this?

My standpoint is therefore, that there should not be a public vote until further discussion on the above points has taken place.

Malcolm Turner
31/3/23

APPENDIX III TO APRIL 2023 UPC MINUTES

MINUTES OF A MEETING OF THE NP WORKING GROUP ON 28 MAR 23 IN URCHFONT VILLAGE HALL

Present: Malcolm Turner (MT); Stuart Davies (SD); Rob Dolan (RD); Trevor Hill (TH); Simon Holt (SH); Linda Jennings (LJ); Ken Mortimer (KM); Sally Stephens (SS)

1. Apologies: Dave Mottram (DM)

2. Welcome to new members

The new members - Rob Dolan, Ken Mortimer, and Sally Stephens - were introduced by MT and welcomed by all in the Group.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the last meeting

The minutes of the last meeting held on 21 Feb 23 Jan were approved by the WG members who were then present (MT, DM, TH, SH).

DM had submitted a note regarding the level of detail in the minutes. LJ felt that it was important to record meaningful discussion for transparency, so that the public would be aware of the issues addressed by the WG. All agreed that it was important that the minutes should be succinct.

Action: All to note.

5. WG Code of Conduct (C of C)

DM had submitted a point about clarifying the identification of individuals, commercial enterprises, and other bodies for the WG C of C. Following discussion, it was felt that identification of relevant parties might be lengthy and that the second sentence under the Meetings heading covered all possible contacts.

Decision: The WG C of C would remain as that approved by UPC

Action: All to note.

6. Wiltshire Council Guidance on NP Reviews and Updates

As a quick brief for the benefit of new members, LJ described the 3 main tiers of the planning system- national, local, and neighbourhood. She stated that the national guidance (National Planning Policy Framework) and Wiltshire Council's Local Plan were the subject of review and amendment and did not provide any certain guidance for the preparation of the new Urchfont Plan.

TH summarised the guidance from Wiltshire Council citing the document "Empowering Rural Communities" (ERC) and the email received from the Neighbourhood Planning Team. The following points were important:

- Wiltshire Council does not have the requisite 5 year housing land supply and therefore, no up to date plan, leaving the area open to developer led proposals
- Urchfont is within the Chippenham Housing Market Area and is currently identified as a large village in ERC with a target house build to 2036 of 5 more homes
- Any plans over 2 years old, including the UWLNP, are out of date and might therefore be challenged by developers; Malmesbury quoted as an example

Wiltshire Council suggested that the UWLNP could be updated. There were 3 levels of possible revision, but with the need for possible boundary change, and for more residential development including 8 affordable homes, it was agreed that a “minor” update would not be appropriate. A “substantial” modification would update the UWLNP, but it was felt that given the work involved, it might be better to proceed with developing a new plan.

Decision: Guidance on updating the UWLNP and seeking the identity of a link officer should be sought from Wiltshire Council.

Action: TH would contact Wiltshire Council to ask which of the 3 updating options would be appropriate for the UWLNP and ask if a link officer, by name, had been assigned to the WG.

To avoid confusion in future discussions, LJ suggested that any new Neighbourhood Plan should be re-titled and this was agreed.

Decision: A plan to succeed the UWLNP would be entitled the “Urchfont Parish Neighbourhood Plan”

Action: All to note.

7. Update on Locality Funding

DM had submitted a statement noting that applications for grants from Locality were closed until the new Financial Year.

Decision: The WG needed to pursue further funding to prepare the new NP

Action: DM would monitor the Locality website and start the application process once grants were available again.

8. Progress against the Plan (UWLNP)

DM had produced this document which listed all the housing sites in Policy H1 of the UWLNP and recorded progress in the development of each one. Most sites had been, or were, in process of being developed; 3 were not. The document also listed the projected number of houses per site along with details of size. A section on ‘windfalls’ was included but it was agreed that this information was not relevant to the UWLNP.

Decision: The Table 2 - “Progress on a Site by Site Basis” - would be presented to UPC for information

Action: SH would present the Table 2 to UPC at its next meeting.

9. UPC Action Plan

MT had produced an assessment of existing UWLNP policies and concluded that there was a need for significant review and updating.

DM had submitted the document “UWLNP Actions” which listed 19 ideas/activities which were “fall out” from the UWLNP; these were considered as having the potential to improve facilities and infrastructure in the Parish. The ideas had been suggested and gathered over the course of the UWLNP period.

Decision: “UWLNP Actions” would be presented to UPC for information and inclusion on the Parish website

Action: SH would present the document to UPC at its next meeting and would keep it updated.

10. Public Consultation

There was some discussion about the nature and timing of public consultation.

TH suggested that there should be a public presentation about the preparation of the new UPNP and that the Parish meeting would be an ideal event to use. He offered to take this forward.

Decision: A WG sub group would prepare a presentation on taking forward the UPNP for the UPC Meeting on 20 May 23

Action: TH, RD and SS to prepare a draft presentation available for discussion at the next WG meeting.

11. Questionnaire

Previous UWLNP Group members thought that the questionnaire to all households had worked well in getting a feel for views on development and other Parish planning issues. All agreed that this was suitable method to reach out to all Parish residents.

Decision: A WG sub group would produce a questionnaire for delivery to all Parish households

Action: SH, LJ and DM would draft a questionnaire for discussion at the next WG meeting

12. Nominations for Chair and Vice-Chair of the WG

MT had stood down as Chair of WG - acting as temporary chair for the current meeting.

TH stated that he was happy to stand as Chair of the WG. He was proposed by SS and seconded by LJ and MT. SH proposed DM as chair. This was seconded by KM and SD. SH offered to act as Vice Chair to DM. RD abstained.

It was pointed out that it had been agreed that the position of Chair should be occupied by a Parish Councillor. Whilst TH had applied for a Parish Councillor post, neither he nor DM were Parish Councillors at the time of the WG meeting. MT proposed that SH should be acting chair in the interim.

Decisions:

- As the vote was split, the decision on Chair and Vice Chair posts would be addressed at the next WG meeting
- SH, as a Parish Councillor would be acting Chair

Action: All to note.

13. Items for Next Agenda

It was agreed that the UPNP questionnaire, the WG presentation to the UPC AGM and the election of a Chair and Vice Chair for the WG would be matters for the 25 Apr Agenda.

Action: All to note.

14. Next Meeting

The next meeting would be held on 25 Apr 23 in the Village Hall commencing 7pm.

Action: All to note.