

## **MINUTES OF A MEETING OF THE UWLNP STEERING GROUP ON 4 JAN 23 AT HARTLEY HOUSE, URCHFONT**

Present: Mark Botham (MB); Simon Holt (SH); Trevor Hill (TH); Linda Jennings (LJ); Dave Mottram (DM); Malcolm Turner (MT)

Apologies: Stuart Davies (SD)

Mr Malcolm Smith arrived at the SG Meeting venue. He was advised that the meeting was a private one, which he contested saying that he wished to observe only and sit quietly and take notes. He required a vote by the Steering Group on whether the meeting was a public one but MB did not allow this to happen and advised Mr Smith that this was a matter for UPC. SH requested that Mr Smith leave the house which he duly did.

### **1. Steering Group**

#### Membership and Size

Those present were confirmed as members of the UWLNP Steering Group (SG). The size of the Group was considered and it was agreed that either 7 (as existing) or 9 members would be appropriate.

#### Recruitment

The Group felt that at this early stage of plan making, there was an opportunity to increase the size of the SG if there was interest from residents. To achieve a more balanced age range in the Group, younger people would be encouraged.

#### **Decisions:**

- UPC would discuss the issue of additional SG members
- All SG members would consider possible recruits

**Action:** MB to raise the issue of additional SG members with UPC and make it known that volunteers were required.

#### Roles and Organisation / Structure

It was agreed that there should be a Chairman, a Deputy Chairman, a Finance Manager and a minute taker. It was considered that the Parish Clerk might fulfil the role of Finance Manager but this would need to be discussed further.

#### **Decisions:**

- MB as Chairman of the Parish Council, would fulfil the role as Chairman and MT the role of Deputy
- The role of minute taker would be shared amongst the SG

**Action:** MB to discuss the appointment of a Finance Manager with the Parish Clerk.

### **2. Terms of Reference (TORS)**

DM had drawn up and circulated draft TORS. SD and TH had forwarded comments on various points which were considered in turn.

#### **Decisions:**

- Points 1, 4, 6, 7, – retain as written

- Point 2 – After “UPC will” add in “continue to”
- Point 3 – change to read “Review the Plan in the light of changing guidance, law and the requirements of the Parish”
- Point 5 - retain as written and add and issue it to UPC “for each Parish meeting”
- Add point 8 - “Ensure that the review is community led; this means that the community is kept fully informed of what is being proposed and can make their views known throughout the process”
- Add point 9 – “These Terms of Reference will be subject to regular review”
- **Action:** DM to amend TORS as specified above

MB presented the ‘Neighbourhood Plan Steering Group (SG) Members Code of Conduct Open Honest Transparent’ for SG members to consider and the matter of a quorum was discussed.

**Decisions:**

- The SG Quorum would be at least 50% of the Group membership
- SG members would look at the Code of Conduct for agreement at the next SG meeting

**Action:** All to note.

### 3. Review of Site Assessment Matrix

A draft site assessment matrix had been circulated by DM. There followed lengthy discussion and it was agreed that SG members would give consideration to its list of criteria and then the weighting values.

**Decisions:**

- The site assessment matrix would be discussed in detail at a future date
- All sites would be taken forward to public consultation
- A test of the draft matrix against sites in the current plan would be used to test its validity

### 4. Locality Grant (AECOM)

It was agreed that the plan making process would need funding particularly for publicity activities and Strategic Environmental Assessment, assuming the latter will be necessary.

**Action:** SH and MT would complete and submit the Locality Grant Expression of Interest documentation.

### 5. Review of Existing UWLNP and its Policies

LJ made the point that the starting point for a UWLNP review should be a consideration of all its existing policies in the light of changing local circumstances, the latest national and local planning policy and local opinion.

**Decision:** All the policies in the existing UWLNP would be reviewed for their relevance and effectiveness

**Action:** All SG members would look at all the UWLNP policies in readiness for a discussion on 31 Jan 23.

## **6. Public Attendance / Participation at SG Meetings**

The issue of public involvement in Steering Group meetings had arisen.

**Decision:** Further investigation by UPC was required to determine whether the meetings should be open to the public and if so, whether the public should be able to participate.

**Action:** MB and the Parish Clerk would look at Parish Standing Orders and UPC would determine whether the public could attend meetings.

## **7. Next Meetings**

Future meetings would be held in the Village Hall.

SG – 21 Feb 23 Items for the agenda to be submitted to the Chairman by 14 Feb 23

Special meeting for review of existing UWLNP policies – 31 Jan 23

### **Actions:**

- All to note
- TH to book conference room in Village Hall for 31 Jan and 21 Feb meetings