

## **HAYDON WICK PARISH COUNCIL**

Minutes of the (Remote) Full Council of Haydon Wick Parish Council held on Tuesday 22<sup>nd</sup> September 2020 at 7.30 pm held remotely via Microsoft Teams.

### **ATTENDENCE**

**MEMBERS:** Councillors L Brown (Chairman), E Baker Lee, S Callen, S Fateru, J Fuller, J Jackson, R Hailstone, S Heyes, A John, I Liddon, V Manro, S McDermott, D Rodgers, R Ross, L Rhys-Jones, K Naik and R Venkatesh.

**OFFICERS:** Clerk & RFO, Georgina Morgan-Denn  
Policy & Finance Officer/Deputy RFO, Sandra Kelly  
Deputy Clerk and Amenities & Leisure Officer, Laura Cutter  
Community Development Officer, Johanna Edwards

**MEETING ROOM PRESENCE** Councillors L Brown & S Callen  
Officers: Clerk & Community Development Officer

### **FC 091 APOLOGIES**

Apologies were received from Councillor A Roupelis (working commitments).

### **FC 092 DECLARATIONS OF INTEREST**

Councillor V Manro declared an interest in Agenda Item 24 - Planning Consultations as he sits on the Borough Council's Planning Committee.

### **FC 093 SWINDON BOROUGH WARD COUNCILLORS REPORTS**

**Ward Councillor D Renard (Haydon Wick):** Thames Avenue traffic calming measures have now been completed; residents at nearby properties are pleased. Concerns from Councillors that the speed bump has been put in the wrong place and may cause issues in the winter months as per their comments submitted during the consultation. Councillor Renard advised that there were restrictions on where the speed bump could be located due to nearby street junctions. The final agreed location was the best place in the opinion of the SBC Highways Engineers who are experts in this field. Rubber strips also placed further down Thames Avenue to see if this will assist with speeding issues once down the hill and to mitigate other concerns. Will review the results and hopefully be able to provide an update at the next Full Council meeting.

Consultation live with regards to installing double yellow lines at the junction of Brookdene/Haydonleigh Drive to help with the school traffic and parking. *Clerk to circulate link to members.*

Concerns raised that the Westfield Way underpass lighting is still out, Councillor Renard received images showing lights were working, so investigating this further.

**Ward Councillor V Manro (Priory Vale):** None.

**Ward Councillor S Heyes (St Andrews):** None.

**FC 094 PUBLIC PARTICIPATION**

PCSO Isaac Hayden attended the meeting at short notice on behalf of Sergeant Penny, so did not have a report planned, however, welcomed questions and confirmed as this is the first Full Council meeting he has been asked to attend, he was keen to listen in. Councillors passed on their thanks to the North Swindon Police for the enlightening Facebook videos that are being circulated. Question raised regarding enforcement of the Rule of 6 during Covid-19. PCSO Hayden confirmed that issues can be raised via the Wiltshire Police website for investigation and it will be dealt with accordingly. Received hundreds of daily calls at the beginning of the pandemic and did not have sufficient resources to man phones for complaints, so most enquiries should be logged via website. Repeat offenders will receive fines. For large gatherings that need dispersing immediately, these should be reported to 101 for the next available Officer or PCSO to attend.

One member of the public attended the meeting and sent the following questions in advance to the Clerk.

**1). Agenda item 16.....Would the dementia cafe be for parish residents only? What footfall is envisaged? North Swindon are Funding their Cafe Have they found any Sponsors to date?** Yes, intended for Parish residents only (managed through advertising and then pre-attendance forms and on-site medical questionnaires - as part of the normal paperwork). North Central Swindon Parish Council have approximately 20-25 attending, plus carers. The feedback is that the chance for carers to network, share information and support each other is invaluable. North Central Swindon originally funded the café for a fixed period of time and have recently agreed to continue funding it themselves. We believe that during this time of economic uncertainty, opportunities for sponsorship for this type of project would be limited, and therefore alternative funding/grants support should be sought for project delivery sustainability

**2). Agenda item 8.2.....The AGAR mentions a “timely manner” what does that mean and what is the completion date?** Website redesign will capture the non-compliance with regard to the Transparency Code and completed in this financial year. The Trustee obligations is more complicated - we hope to be compliant by the end of this financial year. However, the more we research into Trusts held by the Council the more we find a legacy of non-compliance.

**3) Agenda Item 8.3.....IT Equipment 4024 and IT Support already ahead on spending schedule, will that continue. 4316 explanation required, if the EMR costs of £81360 refer to the new Skatepark, should it have been a capital project?** IT equipment purchased at the beginning of financial year and there are no more planned expenditures from this budget. IT Support contract has been renewed for this financial year and again, there are no more planned expenditures. We had an original budget of £25,000 for the Skatepark Refurbishment and then we have £83,039 in EMR. EMRs are shown on the Income and Expenditure Report in the far right column "Transfer to/from EMR". There is different report that would show all of the EMR budgets. Regarding your query as to whether it should have been identified as a Capital Project, as an EMR, it has the same effect.

**4.) Agenda item 19. When the costs have been determined will this be classed as a capital project.** Cost for website design and rebranding project has an allocated budget in Community Engagement 402 - 4401 Website and 4412 Branding.

**5.) Agenda item 8.6. Trustees? Does that mean the parish council as a whole? Or individual councillors?** The whole Council as a body is the Trust and all Members are Trustees.

**6.) Agenda item 9 Parish Council comparisons. The following is an observation only, West Swindon Parish seem to have a similar office salary and expenditure as ours. They seem to contract out their services to SBC. As you said comparisons are difficult, but our costs of services seem to be a little higher.** If more time and better published information from all councils features, we could have drawn a lot more comparisons.

**7.) Agenda 10 Councillor Allowances....West Swindon also publish a councillor attendance report, my thoughts on councillor renunciations are well known, I never wanted any money for my services. Maybe we should pay remuneration on attendance. I note that the parish office staff are always in attendance when required.** A similar query was raised at a previous council I worked for. My understanding is that Councillors Allowances cannot be paid pro-rata based on attendance. They either receive an annual attendance or not. However it is worth recognising that Haydon Wick Parish Council has not previously adopted the Swindon Borough Council's Independent Remuneration proposal for allowances because they are twice the budget impact as ours currently (eg. £35k versus £16k) This item will be discussed later in the agenda.

**FC 095 CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements.

**FC 096 MINUTES**

Members received and approved the minutes of the Full Council Meeting held on Tuesday 25<sup>th</sup> August 2020.

**Proposed: Councillor A John**

**Seconded: Councillor R Hailstone**

**Vote: Agreed with four (4) abstentions.**

**RESOLVED: The minutes of the Full Council Meeting held on Tuesday 25<sup>th</sup> August 2020 be agreed and signed as a correct record when face to face meetings resume.**

**FC 097 AMENITIES & LEISURE COMMITTEE MATTERS**

**FC 097.1 LEGAL GRAFFITI WALL**

Officers were asked to ensure necessary insurance arrangements and risk assessments are in place.

**Proposed: Councillor E Baker Lee** **Seconded: Councillor S Callen**

**Vote: Agreed with three (3) abstentions.**

**RESOLVED: To adopt the graffiti wall guidelines and display at the skate park and publish online.**

**FC 097.2 PARK RUN SEVEN FIELDS**

HWPC Technical Officer met with Seven Fields Park Run Event organiser to discuss the new COVID-19 Framework and the plans for the reopening. There will now only be 2- 3 people in charge of ropes and signs, which will be cleaned after the run and then put away. The changing facilities will only be for organisers and not open for the runners, but one toilet will remain open with hand sanitizer/ 2m stickers and signage displaying the most recent advice. The run usually starts and finishes with a funnel formation, but this will be avoided, and a wider area has been agreed. There will also be staggered start times and a separate entry/ exit. All seems above board and safe, complying with the guidelines. Further details on reopening date will be announced via the Park Run's social media. Following this week's government update the reopening is likely to be delayed further.

**FC 097.3 PUTTING TREES AT THE HEART OF YOUR COMMUNITY**

Members noted the Deputy Clerk's report following attendance at an online conference held by the National Association of Local Councils.

**FC 097.4 PLAY AREA WORKING PARTY**

Members noted an Invitation to Tender for the resurfacing of King George V play area will be published in September to enhance the play area using funds allocated in this financial year.

**FC 098 FINANCE MATTERS**

**FC 098.1 GOVERNMENT'S CORONAVIRUS DISCRETIONARY GRANT FUND**

Members noted a £40,000 Government Discretionary Grant had been received on 2<sup>nd</sup> September 2020. The Clerk shared the potential loss of income and increased expenditure forecast to the end of this financial year at approximately £16,000. Members discussed ways in which the grant could be used for community projects and trying to reach all ages in the community. After a discussion it was agreed to allocate £5,000 to fund a Youth Worker on a temporary 3-month contract to enable the skate park to re-open safely with organized sessions. The Community Development Officer would apply for funding to hopefully extend this period.

**Proposed: Councillor Seconded: Councillor R Ross  
S Heyes**

**Vote: Agreed unanimously.**

**RESOLVED: To allocate £5,000 from the discretionary grant to fund a Youth Work on a temporary 3-month contract.**

**FC 098.2 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31 MARCH 2020**

The meeting noted the external auditor's report and conclusion certificate (Section 3 of the AGAR Part 3). The Clerk explained their comments refer to the governance assertion in Section 1, Box 9, regarding trust fund responsibilities and council 'must ensure that action is taken to address these areas of weakness in a timely manner'. The trust responsibilities and progress made to date is on the agenda for further discussion.

**FC 098.3 FINANCIAL YEAR 2020/21 MONTH 5 REPORTS**

Members noted the Income and Expenditure Report for Month 5 and the Bank Balance Report. It was reported that Code 4999/101 is at 3623.2% because we paid the Barclaycard in advance having reached the spend limit and then Barclaycard also took the payment via direct debit too. We have already received the credit back this month (Sept).

**FC 098.4 APPROVAL OF PAYMENTS**

**Proposed: Councillor I Liddon      Seconded: Councillor S Callen**

**Vote: Agreed unanimously.**

**RESOLVED: To approve the payments totalling £62,085.92 under reference numbers 1112-1158 and cash book number 237.**

**FC 098.5 BANK RECONCILIATIONS**

Members noted the Bank Statements and Bank Reconciliations for August 2020.

**FC 098.6 KING GEORGE V FIELD TRUST OBLIGATIONS**

Members noted the update report on the KGV field trust obligations and actions arising.

**FC 099 BEST VALUE – A PARISH COUNCIL COMPARISON**

Members noted the report comparing parish councils, their precepts and percentage of salaries.

**FC 100 COUNCILLOR RENUMERATION 2021/22**

The meeting considered Swindon Borough Council's Independent Remuneration Panel's proposal and agreed to retain the Council's existing arrangement that any increases in the Councillors' allowances are consistent with staff pay increases. It was also noted that the proposal would double the budget required from £17,153 to £35,141.

**Proposed: Councillor J Fuller**

**Seconded: Councillor I Liddon**

**Vote: Agreed unanimously.**

**RESOLVED: To continue with the Parish Council's existing arrangement to increase Councillors' allowances consistent with staff pay increases.**

**FC 101 COUNCILLOR REPORTS**

**Councillor R Hailstone** Enquired if there has been any updates or feedback with regards to the access to Tadpole Lane. Councillor V Manro confirmed that SBC has inspected the site, awaiting information on the exact location of the gas pipeline. *Clerk to chase for further updates.*

**Councillor S Heyes** Will be quality checking the hedge cutting conducted by Countrywide in Abbey Meads with Councillor J Jackson on Thursday. St Andrews Parish Council carried out the hedge cutting of their areas at the same time, so both areas are looking neat where the boundary runs through the middle of Elstree Way. This is significant progress which both Councils are pleased with. Also noted that the Council's Administrator had gone above and beyond her duties in her research to

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find out who was responsible for the missed rubbish collection at Village Green Shops, expressing his thanks for her assistance.

**Councillor J Fuller**

Advised the zig zag lines had been repainted outside of Haydon Wick Primary School, although didn't really need doing and do not help with the parking issues.

**Councillor E Baker Lee**

A resident has gifted an Oak Tree to Seven Fields Conservation Group to be planted as the 'Covid Oak'. Locations for planting and ongoing maintenance is being considered before proposals submitted to Swindon Borough Council for permission.

**Councillor D Rodgers**

The hedges in Abbey Meads near Catherine Wayte School have been cut well and the bollards are now visible. Queried if Countrywide would be cutting around all bollards? *Clerk confirmed that if hedges are due to be cut on the schedule then the bollards at busy junctions and particularly at school junctions will be a priority.*

**Councillor A John**

Recently volunteered to oversee the skatepark and observed many of the users not adhering to the social distancing guidelines and the maximum capacity of 30 people, reminders given although not always acknowledged. Received good feedback from the parents about the skatepark. Agree with the decision to temporarily close whilst the Council look in to reopening safely.

**Councillor I Liddon**

Also attended the skatepark recently and witnessed some children trying to climb over the gate, reminded that the skatepark was currently closed. Long conversation with an employee at Morrisons who was also keen to help volunteer to oversee sessions at the skatepark. May be worth reposting social media posts calling for volunteers. Also queried if the PAT test is done annually, as it doesn't need to be.

**Councillor L Brown**

Also received interest in volunteering from three young adults that were helping at the 'girls only session' coaching and mending boards.

**Councillor Venkatesh**

**R** Received reports from residents of bullying and a lot of swearing at the skatepark. Monitored sessions are required to ensure users feel safe when attending.

**FC 102**

**SWINDON AREA COMMITTEE (SAC)**

Councillor A John gave a verbal update about the recent Swindon Area Committee meeting held on Thursday 17<sup>th</sup> September 2020. The meeting was mainly to discuss the three current planning consultations, namely 'Changes to the Current Planning System', 'White Paper: Planning for the Future' and 'Transparency and Competition: A call for evidence on data land control'. Some useful feedback received from Members that could feed into the Council's response which has been circulated to the Planning & Highways Committee.

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Councillor R Hailstone also advised that the Code of Conduct was discussed, it appears the majority of Parish Councils took on SBC's Code of Conduct to receive the appropriate training and legal support but since the NALC model has been reviewed, it seems that the NALC version is more specific for parish and town councils, which is easier to follow and understand. The Council should consider the NALC model upon the next review. Two Councils have always adopted the NALC model and have still be involved in SBC training.

## **FC 103 CLERK'S REPORT**

**Rule of 6 – Parks & Open Spaces** – we took the regrettable decision to close the skate park whilst we cannot safely control the numbers. The pandemic is a fluid situation and we are making decisions all the time that are in the best interests of the community. Prior to the closure the skate park had attracted a lot of commentary and emails from residents, including some Borough Council Ward Councillors who had escalated the numbers using the park to the local authority's Covid Response Team. Therefore, I stand by the decision made to close the park until such time that we are confident that we have the processes in place to safely re open it. Other play parks closed include King George V on the basis you cannot see clearly how many are in the secluded park. This decision may be changed depending on further feedback. Our other 22 open spaces have signage displayed reminding uses of the latest government instruction. All areas are on the local PSCOs list to regularly patrol and visited frequently by our Parks & Open Spaces Team.

**Community Bus** – with the Rule of 6 we have continued to run the bus and there have been no significant implications other than the Young at Heart who are normally at maximum capacity (13) had to be cancelled this month and next.

**Council Meetings** – feedback from Councillors has informed remote meetings are the preference for the majority, until it is safe to meet in person. The Ministry of Housing Communities & Local Government (MHCLG) and NALC's guidance remains clear, that where meetings can take place digitally and without the need for face-to-face contact, they should continue to do so. This Council has decided to have blended meetings and to date that has mostly been for Councillors Hailstone, Brown and Callen to attend physically. Due to the size of our meeting space we can safely socially distance. Members are advised that as we are approaching budget setting season our formal committee meetings schedule will recommence from October. However Planning & Highways (P&H) will continue to take place following Full Council, on what should then be a shorter agenda. This can be reviewed if the P&H committee members consider they are not getting enough time to fully comment on the agenda items.

**Precept & Council Tax Support second installment** – this has been from the received and the combined total is £419,486.78.

**Pavement Parking Consultation** – as part of the Department for Transport commitment to inclusive transport for all the government has launched an options for change consultation. Members can review the paper and feed any comments to the Planning & Highways Committee before end of October 2020.

**Parking issues outside Haydon Wick Primary School at The Brow** – Council continues to receive complaints to do with inconsiderate and often dangerous

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parking. The School is escalating this to Police. We have forwarded to this matter to the Borough Council. To manage expectations there was 80 schools around the Borough which all need the attention of the traffic attendants so they cannot visit every day.

**Parish/Town Clerks Forum** – due to take place on the 20<sup>th</sup> October. Items that I am raising include: *Borough Officer's not responding to emails* - causing delays with our council's projects (eg. Tadpole, Land Covenants). *Consultations* - for SBC to involve parishes in their responses to the recent planning and Code of Conduct consultations. *Depot Space at Waterside* - if other parishes will be offered use of the site for nominal rent. *Community Governance Review* - likelihood of one and timescales as this may impact upon our strategic and financial planning. *Borough/Parish Liaison Director* – who is this now?

**Fixed Wire Testing** - the PAT test for this year has recently been undertaken. During the test it was identified that the Council Offices are overdue a fixed wire test which should take place every 5 years. Fixed Wire Testing is the testing of the electrical installations within a building to ensure they are safe & compliant. Employers are legally required to ensure, as far as is reasonably practical, the health, safety and welfare of their employees. Fixed wire testing is a crucial part of that requirement. The Deputy Clerk also received some advice from the newly appointed Health & Safety Adviser (ABR Safety), who confirmed that the test should be conducted. The cost of the fixed wire test for 11 circuits and 1 fuse board as identified at the PAT Test is £180.00 + VAT. A date will be scheduled in for late October.

**Autumn Hedge Cutting** - Countrywide has begun the autumn hedge cutting schedule w/c 7<sup>th</sup> September 2020, starting in Abbey Meads. Countrywide will be working around the whole parish in the 3 months through to the end of November. The schedule will see a combination of hedge cutting and mechanical flail. After Abbey Meads, the Contractors will work towards Haydon Wick, Greenmeadow, Woodhall Park, Western Moredon, Mouldon Hill, Haydon End, Taw Hill and finally finishing up in Oakhurst.

**Pet & Animal Cage Traps** – we have received reports of cage traps at Heaton Close. The local PCSOs are continuing to patrol in the area for suspicious activity.

**Brookfield play area** - fixed the floor on 21st September costing about £500 plus staff time. Checked and kids have kicked it all up as there are footprints over the whole thing at least half will need taking up and redoing. No wet pour in stock and now no barriers for when we move the shelter to Heaton play area. Members asked for a Facebook post to go out to convey our continued disappointment and frustrations of the ongoing behaviour of local youths.

**FC 104**

**PLANNING CONSULTATIONS**

**Proposed: Councillor I Liddon                      Seconded: Councillor S Callen**

**Vote: Agreed with two (2) abstentions.**

**RESOLVED: To give the Planning & Highways Committee Delegated Authority to submit responses on behalf of the Council for the three Government Planning Consultations.**

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**FC 105 COMMUNITY DEVELOPMENT PROJECTS**

Members noted the Community Development Officer's report and in view of the restrictions imposed by the Coronavirus pandemic the meeting resolved to the following changes to Remembrance Sunday and MacMillan events this year. Members also suggested donating funds to MacMillan in view of the donated items going into our Parcel Scheme.

**Proposed: Councillor S Callen**

**Seconded: Councillor R Ross**

**Vote: Agreed unanimously.**

**RESOLVED:**

**Not to hold a Remembrance event at Havisham**

**To continue with an art project with local schools for Remembrance poppy wreaths to decorate surrounds of Parish Office**

**To continue with artwork installation with a local artist**

**To lay wreaths as normal in the grounds of the parish office**

**To use social media on Remembrance Sunday with pre-recorded video from the Chairman**

**Not to host a funding raising MacMillan event at the Office**

**To promote the 'raise a mug' initiative on social media.**

**To transfer the use of the donated items from Morrisons for the event to the Christmas Parcel Scheme and donations to MacMillan will be collected.**

**FC 106 DEMENTIA FRIENDLY COMMUNITY: MEMORY CAFE**

Members noted the report and resolved to agree to the Officer's recommendations.

**Proposed: Councillor E Baker Lee**

**Seconded: Councillor R Hailstone**

**Vote: Agreed with one (1) objection.**

**RESOLVED: Dependent upon the success of funding applications, to commit £4,000 from the coronavirus discretionary grant to fund the project for 18 months.**

*Councillor D Rodgers left the meeting at 21.21*

**FC 107 EXCLUSION OF PUBLIC & PRESS**

**RESOLVED:** In accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw'. Reason: Commercially sensitive.

**FC 108 WEBSITE DESIGN, DEVELOPMENT & REBRAND**

Members received a report from the IT/Website Working Party (Councillors Callen, Manro, Ross, Community Development Officer and Clerk). The Council received six responses from the Invitation to Tender and following an extensive scoring exercise the working party recommended Clearwater Traditional Marketing Ltd to Full Council. The working party explained the proposed company had demonstrated the following:

- strong skills and understanding of the template approach
- provided excellent case studies and references
- an open and honest approach to using WordPress and add-ons
- delivery approach is transparent
- the timescales were well explained

- they had addressed Council's specific needs in section 12 of the ITT to include infographics and rebranding requirements
- the cost was within the allocated budget with added value from ongoing support and recommending paypal as a secure payment portal.

Members resolved to accept the recommendation to award the contract to Clearwater Traditional Marketing Limited and to give delegated authority to the Working Party to develop the new branding templates and concepts.

**Proposed: Councillor J Jackson**                      **Proposed: Councillor R Ross**

**Vote: Agreed unanimously.**

**RESOLVED: To contract Clearwater Traditional Marketing Ltd for the Design, Development and Rebrand proposal at a total cost of £5,160 exc. VAT. Breakdown: Website £3,060 [402/4401 – available budget £5,000] and Rebranding £2,100 [402/4412 – available budget £2,000].**

**To give Delegated Authority to the Clerk to work with the Website Working Party to develop the new branding, templates and the website design template. Rebranding concepts for Full Council's approval in October.**

**FC 109      HAYDON WICK LIVING ADVERTISING**

Members received a proposal from the Editor to cancel an advertising invoice. The company in question relies on visiting peoples' homes and they were unable to work during the initial stages of the lockdown. They received a credit for Spring 2020, due to a missed issue in 2019, they have subsequently received free advertising in Summer and Autumn 2020 issues due to Full Council decision, effectively meaning they had had free advertising all year. By cancelling the invoice they have a clean slate to start again in the Spring 2021.

**Proposed: Councillor V Manro**                      **Proposed: Councillor E Baker Lee**

**Vote: Agreed with one (1) abstention.**

**RESOLVED: To cancel invoice #10793 at £205.20 inclusive of VAT.**

**FC 110      PLANNING & HIGHWAYS APPLICATIONS**

<b>FC 110.1</b>	<b>S/HOU/20/0977</b>	27 Greenwood Grove, Taw Hill	Conversion of garage into habitable space	<b>No Objection.</b>
<b>FC 110.2</b>	<b>S/HOU/20/1041</b>	3 Deben Crescent, Haydon Wick	Erection of a single storey rear extension	<b>No Objection.</b>
<b>FC 110.3</b>	<b>S/HOU/20/1135</b>	1 Melstock Road, Taw Hill	Erection of a single storey side rear extension	<b>No Objection.</b>

**FC 111      GRANTS, REFUSALS, WITHDRAWALS, LAWFUL DEVELOPMENT AND PRIOR APPROVALS**

Members noted the Grants and Refusals.

**FC 112      PLANNING & HIGHWAYS COMMENTS 1<sup>ST</sup> SEPTEMBER 2020**

Members noted the comments submitted to SBC following the discussion held on 1<sup>st</sup> September 2020. Applications S/20/0546/Land at Ventnor Close/ Revised

Consultations. Erection of eight (8 no.) single storey dwellings (Site 1) and parking area (Site 2). **HWPC Comments: No Objection.**

**FC 113 PLANNING CONSULTATIONS**

Comments from the Planning & Highways Committee and Swindon Area Committee with regards to the 'Changes to the Current Planning System' consultation have been collated via Councillors S McDermott and A John. It was agreed due to the imminent deadline, that submitting comments for this consultation would take priority over the other two consultations, namely the to 'White Paper: Planning for the Future' and 'Transparency and Competition: A call for evidence on data on land control', these will be reviewed and commented upon at a later date.

Councillor S McDermott agreed to circulate the collated comments in a report format ready for Members to review and add any further comments before an informal planning discussion is held, on Monday 29<sup>th</sup> September 2020, to finalise the document ready for submission.

**The meeting closed at 21:50**

**Chairman** \_\_\_\_\_

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