

## Priest Hutton Parish Meeting

Chairman

Mr N.D. Adams

Bank House, Priest Hutton

Clerk to the Parish Meeting

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### Minutes of the Priest Hutton Parish Meeting held on Tuesday 16<sup>th</sup> September 2025 at 7.30pm in Borwick & Priest Hutton Memorial Hall

1. Apologies for absence: - (7) - June Prew, Graham Dalton, Sue Tyldsley, Andrew Iveson, Mel Iveson, Ken Dunn, Jean Johns.

People present: - (10) - Jean Gudgeon, Tony Johns, Analise Stoye, Steve Vaughan, Olivia Barraclough, Nigel Adams, Diane Adams, Phil Horsfield, Eric Rooney, Lesley Southwart

2. Minutes of the A.G.M held on Tuesday 13<sup>th</sup> May 2025

Nigel explained that he wished to review the minutes of the previous AGM at this meeting, rather than wait until the next AGM in May 2026. The minutes from the A.G.M held on 13<sup>th</sup> May were made available to all at the meeting and these were proposed to be a true record by Steve Vaughan which was seconded by Jean Gudgeon. Everyone in favour.

Matters arising - Nigel informed the meeting that progress was being made to add himself to the bank mandate. **Update**

3. Minutes of the Parish Meeting held on Tuesday 13<sup>th</sup> May 2025 (following the A.G.M).

The minutes from the Parish Meeting on 13<sup>th</sup> May were made available to all at the meeting and these were proposed to be a true record by Mr Tony Johns and seconded by Mrs Diane Adams. Everyone in favour.

4. Update from the Chair on matters referred to in the previous minutes.

- Nigel updated the Parish meeting, regarding a meeting hosted by LCC Planning on 21<sup>st</sup> May 2025 and which provided Parishes with an update on Local and National planning matters. There had been a slight reduction with regard to local housing targets. (now circa 600 per year around the Lancaster area). There was an update regarding the local “call for sites” (a map is available on the LCC website) – No sites which were proposed for building use had been identified near to Priest Hutton - the nearest site still being the land to the West of the A6 between the two roundabouts at Pure Leisure and Pine Lake.
- As regards cars being parked in dangerous or inconsiderate places (almost entirely by those not resident in the Parish) - Nigel mentioned that following a more recent exchange of emails, he was now waiting for a traffic site engineer to meet with him in the village to see what could be done. Update
- Regarding the speed limit on the A6070, the speed survey report and results came back to Nigel on 20<sup>th</sup> May – a copy of this had been sent to the 2 residents who had first raised the matter.
  - 85% of vehicles were found to be travelling no faster than 57mph.
  - There had only been 4 recorded accidents in the last 5 years.
  - Therefore, the current position was that a reduction in the speed limit was not deemed as necessary or appropriate.

Nigel had requested and received the traffic data. He noted that the position of the speed camera seemed inappropriate (located at the junction of Whitebeck Lane which is not the fastest stretch of the road). He had therefore asked that the exercise be repeated in a more appropriate location (eg close to Greenlands Farm) - Despite a further e-mail and phone chase, no response had been received. Update

- Nigel reported at the previous meeting that Stagecoach had promised they would look at our request to possibly re-instate a basic bus service through the village. This was in May, but no update had been received since, so he had chased again just prior to this meeting. He had then received a short reply stating “we have no updates or timescales” Update
- Nigel said that he had been asked about the planning matters surrounding the converted barn on the A6070. As a result, he had contacted the Lancaster planning department and the Enforcement Officer dealing with the matter. He was told that nothing had changed from their point of view but would be kept informed of any further developments.
- Nigel had again exchanged emails with the LCC regarding the flooding on the A6070 close to Twin Lakes. Some work had been carried out, but more needed to be done. They were aware of the problem and what needed doing.

5. Other matters arising.

There were no further matters arising.

6. Chair's Report on any other matters not referred to previously

- Nigel reported that he had contacted our new County Councillor Graham Dalton – he could not attend this evening's meeting, but he had the date for our January Meeting.
- Nigel presented a schedule of planning consultation notifications which he had received since the date of the last meeting, a copy of which is attached to these minutes. There were no comments.

7. Treasurer's Report

Phil Horsfield presented his Treasurer's Report

Phil reported that the public liability insurance had increased after 3 years of been fixed, and unfortunately, we are still paying bank charges.

The bank balance stands at a very healthy £6,900 which Phil felt was getting a little high when compared to our annual expenditure and precept (£3,000) - Phil asked the meeting if there were any areas within the parish that needed expenditure.

There were suggestions that the signposts in the village would benefit from a clean and a fresh paint, the hedges need cutting back, but this was felt to be the job of the individual landowner. There was no Clerk's fee.

Nigel mentioned his wish to see a power supply installed within the green and he would try and obtain a quote for this work before the next meeting. There would also be further normal expenditure before next March e.g. Christmas Tree and grass cutting. **Update**

Nigel also asked Phil if there were any specific regulations around what reserves could be carried on balance sheet. Phil said there were none to his knowledge. Nigel suggested re-visiting this matter at the January meeting when the next precept would be set.

8. Community Action Plan (C.A.P) and plans for a Neighbourhood Development Plan (N.D. P)

The Chair reminded the meeting about the previous discussions around a C.A.P and explained it was something he had wanted to develop since early 2024. He explained that a C.A.P is a simple vision for the community with an accompanying set of action points to be delivered over time. It was what people may want for the Parish in the future, which is achievable and can be resourced. Nigel lastly mentioned the 4S's (Structure / Social / Services / Support) which he had felt should be central to this area.

There was then some discussion about what may be needed in the village. A volunteer car scheme was mentioned once more which all at the meeting thought would be beneficial. Nigel mentioned,

as with all these things, residents are needed to deliver the idea. Eric said he would circulate a message on the village WhatsApp to determine whether there is sufficient interest.

Nigel added that he had hoped to make more progress with the C.A.P, but to date had not been able to deliver a fully thought out, comprehensive document in this area, and he was unsure if there would be a sufficient number of volunteers to “resource” the ideas which such a document would contain.

He therefore suggested two things:-

- That we may wish to take a less formal approach and simply discuss individual ideas at Parish Meetings, as they arise, along with funding requirements and what was needed from residents to deliver and maintain that idea.
- We alternatively spend our time developing an official Neighbourhood Development Plan (N.D.P) for the Parish.

Nigel then explained what a N.D.P was and distributed a handout, which is reproduced in Annex 1 to these minutes.

Nigel explained that he, Eric, and Ken had met to consider:-

- the possibility of developing a N.D.P.
- based on a study of other such plans elsewhere they discussed what a local N.D.P may include
- the process involved in establishing and delivering a N.D.P

With regard to the last point, Nigel explained that local consultation was extremely important.

- The N.D.P would be discussed at future meetings, and there would be a questionnaire as to what should be included in the plan – It was important to build an evidence base, which a questionnaire is central to.
- The purpose of the questionnaire was explained and how it would be helpful to shape consultation.
- Ultimately the draft N.D.P is subject to independent examination and a Parish referendum.

Nigel explained firstly we must decide if we want a N.D.P and asked that the Meeting discuss this.

Generally, it was thought a good idea that work be commenced. Nigel asked that the Meeting vote on a proposal that the steps to develop a N.D.P be started (i.e an application to L.C.C and subject to that, the drafting of a questionnaire to be given to all residents). All those at the meeting voted in favour of this except for one person, who was against the proposal – the proposal was therefore carried 8-1 (excl a vote from the Chair)

Nigel commented that particularly as the vote was not completely unanimous, he would report back to each Meeting on developments, and he would proceed with caution.

As regards the content of a questionnaire, he outlined some of the key areas he, Ken and Eric had initially identified (eg do we wish to see future development, if so what type of housing ? What did

we see as the future housing needs (help to younger residents etc). What are our views on green spaces, access to transport and lighting ?)

**Nigel suggested that there was a lot to think about and he should therefore email those attending the meeting for their thoughts on this matter once he had spoken to LCC. Help would be greatly appreciated in drafting the questionnaire and therefore feedback was important. Update**

9. Review of Parish Boundaries.

Nigel, Ken and Richard Mellor attended a meeting at Yealand to discuss their recent merger (Yealand Redmayne and Yealand Conyers) – The merger was reported as being very successful. In terms of information gathered, it was established we could remain as a Parish Meeting (not a Council) as we have less than 1000 voters on the electoral register across Priest Hutton and Borwick.

However, it seemed that the Borwick Meeting were opposed to any merger, but at their next meeting on 7<sup>th</sup> October 2025, a final decision would be taken. Update

10. A.O.B

There were no matters arising.

11. Date of next meeting

The next 3 meeting dates were set for 2026 as follows:-

20<sup>th</sup> January 2026,

5<sup>th</sup> May and

29<sup>th</sup> September 2026.

The meeting closed at 9.10 p.m

1	<b>Mr R Bryning</b>	25/00333/FUL Amendment	17th June 25
2	<b>Miss T Bamber</b>	25/00719/FUL	8 <sup>th</sup> July 25
3	<b>Mr H Clarke</b>	25/0145/TCA	23 <sup>rd</sup> July 25

## **Annex 1**

### **Neighbourhood Development Plan (Introduced by the Localism Act in 2011).**

A Neighbourhood Development Plan (NDP) is a document that sets out a strategy and policies for the future development (if any) for our area. It's a way for the local community to have much greater influence on the future of our village. It's prepared by the community and have real legal force.

NDPs give local people a statutory power to shape the future of their area as made NDPs becomes part of the planning framework for the area. Unless there is a greater issue, applications for planning must be determined in accordance with the NDP so it provides communities with a powerful tool to influence the development in an area. In the UK, over 1,000 plans have been created, with more in the pipeline, involving over 2,400 groups to date.

The planning topics that a NDP covers is for the local community to determine. For example, key issues may be....

- Where could new homes be built – if any.
- What should they look like.
- It can promote local distinctiveness.
- What infrastructure should be provided
- It can designate and protect green spaces
- A lighting policy
- An access policy
- An environmental, heritage or Conservation policy

#### **Steps to a Neighbourhood Development Plan**

- Identify the Neighbourhood. (LCC approval) Authority to do this.

- Local Consultation (questionnaire)
- Building an Evidence base.
- Write the NDP
- Submit NDP to local planning Authority.
- NDP are subject to independent examination and a public referendum (50%)