

Minutes of the extra-ordinary meeting of Crudwell Parish Council held on 12th February 2026 at 2:00PM

Present: Councillors: R Hamilton-Lambley (Chair), C Bullock, S Butcher (Minute taker).

Also Present: Wilts Cllr C Berry.

CPC/25/213 Chair to open meeting, apologies and absence to record

The meeting was opened and all present welcomed. The Chair explained that the purpose of the extra-ordinary meeting was to consider matters related to approval of draft documents for Regulation 14, Crudwell Neighbourhood Plan (NHP).

Apologies were received from Cllrs T Kaner, O Hughes, P Gilchrist, I Warner.

CPC/25/214 Declarations of Interests on items on the agenda.

There were no declarations of interest.

CPC/25/215 Public speaking (Crudwell Parish Council Standing Orders allows for 10 minutes).

There was no public participation.

CPC/25/216 Approval of Reg.14 documents

The chair explained that it was necessary to approve the draft documents in preparation for publication, if possible, on the 20th February. The documents had been circulated to the meeting members for comment prior to the meeting. It was explained that the draft was based largely on the original NHP submission with additional sections prepared by the NHP steering group and the important addition of the Strategic Environmental Assessment (SEA) and the Design Guidance and Codes, both prepared by the AECOM consultancy. There was an explanation of the decision process behind the selection of sites for development within the NHP.

The Chair proposed that the Council approve the draft documents. The proposal was seconded by Cllr Butcher and the Parish Council unanimously resolved to approve the documents.

CPC/25/217 Publication of the Reg.14 documents

The complete set of documents will be published on the Parish Council website from the 20th February 2026. The documents are published for a six-week consultation and contain 14 questions that seek the approval and/or comments from the parishioners and other interested parties. **Action:** Cllr Hamilton-Lambley will prepare a summary document that summarises the topics and questions. Copies of the summary will be circulated within the parish. It was thought that 500 copies of the summary would be required.

CPC/25/218 Arrangements for Communication and Awareness

An email, announcing the start of the consultation period and referencing the documents on the Council website, will be sent on the 20th February to all recipients of the WOIC digital version and

all known interested parties including, local politicians, neighbouring parishes, developers, local businesses, the emergency services, utility companies and relevant government bodies.

Actions: Cllr Butcher will finalise the circulation list for the email. Cllr Butcher will refresh the NHP FAQ's currently on the council website to reflect the new documents. Physical copies of the summary will go out with the March publication of WOIC and will be made available at the local pubs and hotels. A hard copy of the complete set of documents will be held at Murcott Farm Shop. The school bulletin should be used to raise awareness among parents.

CPC/25/218 AOB and closure

The Chair confirmed that, with there being no further business, the meeting was closed at 2.40 pm.

ACTION POINTS

Person responsible	Action	Notes
Cllr Bullock	Send Cllr Hamilton-Lambley the details of the two missing/clickable references in the NHP.	
Cllr Hamilton-Lambley	Remove Cllr Bullock's name from the NHP document as per her request.	
Cllr Hamilton-Lambley	Circulate the finalised questionnaire to the group	
Cllr Hamilton-Lambley	Work out and communicate the end date for the 6-week public consultation period.	
Cllr Butcher	Finalize and circulate the list of email recipients (including statutory bodies, developers, Roz Savage, and local businesses) for the consultation notification	
Cllr Butcher	Review and refresh the FAQs on the NHP webpage	
Cllr Bullock	Ask Katie to send a list of local businesses (with contact details where possible) to Cllr Butcher for inclusion in the email notification list.	
Cllr Hamilton-Lambley	Send consultation information/words to Cllr Kaner and Joe for inclusion in the school bulletin.	
Cllr Bullock	Distribute posters and paper copies of the survey in pubs, farm shop, and other public locations as needed.	
Cllr Hamilton-Lambley	Arrange for printing 500 paper copies of the survey/summary for distribution.	
Wilts Cllr Berry	Contact the relevant planning officer to check on the status of the outstanding planning application for Tuners Lane site and report back.	
Wilts Cllr Berry	Check with the planning officer whether a Parish Council representative can be included in the local management group for the attenuation pond as per the S106 agreement.	
Cllr Hamilton-Lambley	Send Wilts Cllr Berry the name of the planning officer/developer contact for the outstanding application.	

Cllr Hamilton-Lambley	Ensure a hard copy of the NHP is printed and placed in the farm shop	
Cllr Butcher	Update the FAQs on the website after reviewing the old ones and in coordination with Stuart.	
Cllr Hamilton-Lambley	Organise two public consultation drop-in events (one after 2 weeks from the start, one 2 weeks before the end), and coordinate timing/notifications.	
Cllr Hamilton-Lambley	Ensure notification of the consultation is included in the Parish Journal and school bulletin.	
Cllr Hamilton-Lambley	Send the consultation summary and questionnaire to Community First for survey management and reporting.	

Signed:

Roy Hamilton-Lambley, Chair