

Welford-on-Avon Parish Council

**Minutes of the Planning Committee Meeting held on
Tuesday 21st October 2025 at 7:15 p.m.**

Present: Cllr S Carter- in the Chair, Cllr M Lake, Cllr M Stanley, Cllr D Jones, Cllr D Holmes, Cllr J Hockaday

In attendance: Clerk - Mrs I Wibberley

Public Participation: None present

Item						Action
1.	Acceptance of Apologies – Cllr N Appleton					
2.	Declarations of Interest – None					
3.	Approval of Minutes – The minutes of 23 rd September 2025 were accepted as a true record of the meeting, and signed by the Chairman. Proposed – Cllr M Stanley					

	might cause future flooding. Cllr Stanley agreed to raise the matter with Centrick (the estate management company)	
6.	<p>6.1 Action List The action list was reviewed and the clerk was asked to update it.</p> <p>6.2 Headland Road playing field It was hoped to arrange a meeting with the school and WCC to further progress discussions on securing permanent access to the field for residents. Cllr Appleton had drafted an email and asked for comments from councillors on this before sending. It was agreed that Cllr Cliff Brown should be copied in to keep him abreast of the situation. The possible exchange of land was discussed. Cllr Carter was authorised to continue discussions with the landowner on behalf of the PC given the current lack of progress with WCC and the school. Cllr Hockaday declared an interest as he was now grazing his sheep on the land in question. It was noted that there continued to be disquiet in the village community and on social media forums about the locking of the playing fields and the lack of access for the village. Councillors were receiving questions about why no solution had yet been found. It was hoped that the playing field would be open over the half term holiday.</p> <p>6.3 Daily payment limit The current daily payment limit on the bank account was £10k. Given the schedule of construction payments for Synder Meadow this needed to be changed. Cllr Lake recommended that this be increased to £160k for the duration of the project. It was agreed that, notwithstanding clauses 5 and 6 of the Financial Regulations, the following amendments be agreed for the duration of the Synder Meadow Project (with a backstop date of the end of February 2026): (a) the daily limit on HSBC account be increased to £160k (b) payments over £10k associated with the Pavilion Project to be authorised by Cllrs Lake, Hockaday and Carter. The clerk was asked to facilitate these changes.</p> <p>6.4 Publication of minutes Following comments from a village resident there was a lengthy debate about the publication of draft minutes and the timing of the publication of final minutes. It was agreed that draft minutes would not be published, however the PC would try to ensure that final approved minutes were published promptly on the website and the village notice board.</p>	<p>IW</p> <p>IW</p>
7.	<p>Any Other Business A schedule of draft meeting dates for 2026 had been circulated to councillors. Some amendments were agreed and the Clerk was asked to finalise the list and publish it.</p> <p>Cllr Holmes had circulated a draft Risk Assessment for Synder Meadow. There were two phases, the Build phase and the Operational phase. He requested comments from everyone. Mitigation would need to be built into this Risk Assessment. It was noted that the building would need to be insured from January 2026.</p> <p>Cllr Hockaday reported that Pier Group had been appointed as Principal Designer for the Sports Pavilion Project. Cllr Carter had signed the contract on behalf of the PC.</p> <p>Cllr Holmes had completed the footpath audit. It was proposed to upload the information to the Parish website in due course.</p>	<p>IW</p> <p>IW/ML</p>

	<p>The storage containers at Synder Meadow used by the football & cricket clubs would need to be moved as part of the redevelopment project. The PC agreed to meet this additional cost.</p> <p>Cllr Stanley updated the PC on his discussions with WCC regarding traffic improvements. He noted that there had been a recent accident at the top of Welford Hill.</p> <p>Cllr Holmes agreed to represent the PC at the Church Remembrance Service.</p> <p>Cllr Jones asked if it was possible to obtain details of the highways extant round the Maypole.</p>	IW
8.	Dates of Future Meetings	
	<ul style="list-style-type: none"> • 4th November 2025 - Full Parish Council Meeting, Memorial Hall • 18th November 2025 – Planning Committee Meeting, Memorial Hall 	

Meeting closed at 22:12