

COLWALL PARISH COUNCIL

The minutes of the meeting of Colwall Parish Council held in the Jean Simon Room of Colwall Village Hall, Mill Lane, Colwall at 7.30pm on Wednesday 23rd March 2016.

1. Present: Councillors: Beard, Butler, Carless, Haynes, James, Kendrick, Rees, Stock, Taylor, Trafford-Roberts, the Clerk and approximately 14 members of the public.
2. **Welcome and Apologies:** The Chairman welcomed those present and apologies for absence were received and accepted from Councillors Cooper, Cottam and Fraser.
3. **Declarations of Interests:** The Chairman reminded Councillors of the need to declare any Interests in items on the agenda.
Councillor Carless declared a Disclosable Pecuniary Interest in item 4(ii).
4. **Minutes:** The minutes of the last meeting of the Parish Council held on the 24th February 2016 were agreed as a correct record and signed by the Chairman.
5. **i) Neighbourhood Development Plan**
Councillor Stock advised that a meeting had been held with Kirkwells, the appointed Consultants, at the beginning of March to discuss all the representations and comments received and where any updates/amendments were required to the Draft Neighbourhood Development Plan.
Once those amendments have been finalised the objective is to present the Neighbourhood Development Plan to Full Council at Mays Full Council meeting for approval, thereafter it will progress to the six-week Regulation 14 consultation, following which, after any further amendments, it will be finalised and ready for submission.

Councillor Carless had declared a Pecuniary Disclosable Interest in the following item; therefore Councillor Carless left the room.

IT WAS RESOLVED that Councillor Rees Chair the meeting for item 4(ii) only.

ii) Colwall School Progress Report

The Clerk reported the following:-

I have attended 2 meetings of the Client Consultative Group “CCG” held on Tuesday 1st March and the 15th March 2016 and a further meeting between HC and the Chairman of the Village Hall Management Committee “VHMC”.

I am pleased to report that Herefordshire Council have confirmed that “an Informal Agreement has been reached with the landowner to acquire up to 3 acres of the land adjoining the Village Hall, Mill Lane, Colwall for a site for the new primary school. This informal agreement is now being developed into a conditional contract. The aim is for completion of the land purchase to be achieved by July 2016, subject to funding being secured by Herefordshire Council to build the new primary school”.

Turning to the conditions sought by the Parish Council as per our meeting on the 13th January 2016 I can confirm the following:-

The Parish Council had requested

- **A single class entry primary school with associated facilities, to current educational standards, including external hard and soft play areas, grass pitches and forest school.** The current proposed design includes and accommodates this request.
- **The design of the school would incorporate and make passive provision for a nursery facility with the applicable external space (as a standalone enterprise).** The proposal allows for the passive provision of a nursery facility. As there is “no sufficiency plan” for a nursery in Colwall (notwithstanding that the Primary School would obviously like such a facility for continuity of children into the school) funding for the building of a nursery will not be provided by the Education Authority.
- **Independent Car parking** - the initial plans allow for the provision of car parking for staff and visitors to the school as per the minimum stated in BB103, they will also need to meet Highways requirements, as well as the requirements of the CCG. As to the provision of independent parking for the school (drop off and collection requirements) I arranged for a meeting with the Chairman of the VHMC and I am pleased to advise that negotiations are ongoing with the Village Hall Management Committee about potential parking arrangements.
- **The oak tree** – will be retained as per the current plans. It is would facilitate an independent entrance to the school. The Parish Council may wish to re-consider its view on this statement as it may cause an unnecessary hurdle to the site of the entrance to the school.
- **Design for the School** – I have introduced and arranged for a meeting between Paul Esrich of the Malvern Hills AONB, Carly Tinkler CMLI and the architects, to enable Paul and Carly to have their input on the design; as we are seeking to achieve that objective that the design is “sympathetic to its’ setting and environment” as per the Parish Council resolution of the 13th January 2016.
- **“All development must accord with the Draft Plan including housing appearance, layout, mix and proportion of affordable housing”.** At the meeting the CCG were advised that the architects were meeting with the planning officer on site on 7th March. The offer of a representative of the Neighbourhood Development Plan of the Parish Council to attend this meeting was declined.
I have subsequently spoken to the County Councillor, Tony Johnson, regarding the school as a whole and the potential location of housing in the remaining 5 acres of this site, Tony is fully aware we need to ensure that only up to 2 acres (of the 5 acres) be built upon as per the Parish Council resolution of the 13th Jan 2016.
- **Other Matters**
Highways design and improvements (including footways and footpaths) - I am arranging a meeting of J Stock and A Hough (Herefordshire Council) and Highways to consider Highways requirements for improvements to the Highway and Footway(s) to the school; and to ensure this ties in with the emerging “Highways in Rural Villages Paper” being drafted by Councillor Stock for the Neighbourhood Development Plan.
I have also identified and emailed A Hough (Herefordshire Council), A Humphreys (Herefordshire Council) and Councillor Stock regarding potential existing S106 monies that may be available to assist the funding of an emerging Highways Improvement Scheme.

The meeting was suspended to allow members of the public to speak on this matter and ask questions.

The meeting was reconvened and Councillor Carless resumed the Chair.

iii) Colwall Library.

Councillor Kendrick, of the library working party, reported that a Survey for potential enhancement to the services and uses of Colwall Library and the Millennium Room is being distributed in the current Parish Council Newsletter, and has been posted on the Parish Council website. The closing date for responses is 4th May 2016, and following analysis of the responses it is the intention that the outputs and recommendations will be reported to Full Council at the June meeting.

6. Financial Matters.

i) Colwall Parish Council considered the Income and Expenditure for March 2016, as per the list circulated at the meeting. IT WAS RESOLVED that the payments be made.

ii) IT WAS RESOLVED that the quotation from Kirkwells for £3,500 plus VAT for Stage 2 of the Neighbourhood Development Plan, which will include the Six-week regulation 14 consultation and will take it to the “submission stage”. Plus additional fees, at £50 per hour, for attending any additional meetings (other than those included in the quotation) or for attending any consultation events, plus travel and accommodation expenses, be accepted

iii) IT WAS RESOLVED that the tender from S Maund be accepted at a rate of £13.50 for the Lengthsman Scheme for the 2016/17 year be accepted.

IT WAS RESOLVED that the tender from S Maund be accepted at a rate of £13.00 for the Village Maintenance Contractor for the 2016/17 year be accepted.

7. Correspondence for Processing

i) WW1 Centenary Plans for 2017 – Home Front.

Councillor Kendrick had volunteered to take this forward on behalf of Colwall Parish Council at the previous meeting. Councillor Kendrick will be attending a meeting regarding this in early May and report back to Full Council thereafter.

ii) Community Involvement Consultation regarding Planning Issues.

Councillor Stock presented a summary of the consultation and the responses were discussed. IT WAS AGREED Councillor Stock would complete the response stating that The Consultation was “confusing” due to the excessive use of acronyms.

The remains questions would be answered positively, other than to state that communication with the public needs to be enhanced to that other than electronically due to the demographic age of the community in the Parish and Herefordshire as a whole. To overly emphasis on electronic communication prejudices and alienates those members of the public who are not computer literate.

8. Correspondence for Information

None.

9. Reports of Committees.

i) IT WAS RESOLVED that the reports from the Planning & Development committee meeting held on the 24th February 2016 and the 9th March 2016 were received, approved and adopted.

10. Representatives on Outside Bodies. To receive reports from Councillors who have represented Council at meetings since the last Full Council meeting.

i) Councillor Carless had attended an Eastern Area HALC meeting where the Balfour Beatty Locality Steward had made a representation.

And a HALC Executive meeting – there was no matters of note for the Parish.

iii) The Clerk has been liaising with the current post master N Morris regarding the sale of the license to operate Colwall Post Office to a new post mistress.

The current landlord of the premises, M Byers, has agreed to enter into a new lease direct with the new post mistress; thereby the current lease with the Parish Council will be terminated upon the creation and signing of the new lease.

The Parish Council Solicitors have been instructed to deal with the matter on the Parish Councils behalf.

11. Date of next meeting:

To confirm the date of the next Full Council meeting, this will be held on Wednesday 27th April 2016 and would be held in the Jean Simon Room of Colwall Village Hall.

The Chairman closed the meeting at 8.50m.

Signed:

Dated