

## COLWALL PARISH COUNCIL

**The minutes of the meeting of Colwall Parish Council held at The Jean Simon Room, Colwall Village Hall, Mill Lane, Colwall at 7.30 pm on Wednesday 27<sup>th</sup> November 2019.**

**Present:** Chairman – Rees, Councillors: Beard, Butler, Cottam, Daniels, Evans, Haynes, Lane, Morrissey, Stratton, Stock, Wiseman, Wren, County Councillor Johnson, 1 member of the public and the Clerk.

### **1. Welcome and Apologies:**

The Chairman welcomed those present.

No apologies were received.

Following Sheila Wren and Paul Morrissey having handed in their signed “Acceptance of Office” and “Register of Interest” forms to the Clerk, prior to the commencement of the meeting, the Chairman welcomed Sheila and Paul onto Colwall Parish Council.

### **2. Declarations of Interests:**

The Chairman reminded Councillors of the need to declare any Interests in items on the agenda and to update their Register of Interests.

None were declared.

The meeting was suspended to allow County Councillor Johnson to provide the following update.

1. Ledbury has a current planning application for 620 new houses under the viaduct. It was originally planned that there should be 2 access roads onto the site, one from the Bromyard Road and the other from the bypass and under the viaduct. However, the current application, from Bovis Homes, incorporates only 1 access off the Bromyard Road. C.C. Johnson has strongly objected to this, and has advised that he will only support the application if there are 2 access roads onto the site, due the congestion and traffic issues that will arise in Ledbury and the surrounding area including Colwall if the site only has access to it off the Bromyard Road.

2. The new administration at Herefordshire Council are looking at providing 1,000 additional social houses units in the County, which is to be funded by borrowed money. However, at this time there are no specific details as to how the County propose to service this additional borrowing.

County Councillor Johnson will continue to update the Parish Council regarding these matters which could impact the Parish and its residents.

The meeting was reconvened.

### **3. Minutes:**

i) The minutes of the last meeting of the Parish Council held on the 23<sup>rd</sup> October 2019 were agreed as a true and correct record and were signed by the Chairman.

#### 4. Progress Reports

i) Neighbourhood Development Plan “NDP” – Councillor Stock reported that the Draft NDP is progressing towards Regulation 16 following meetings with the working group, AONB and Herefordshire Council which considered the options for setting the settlement boundary.

Subject to the Parish Councils approval of the draft Neighbourhood Development Plan on the 11<sup>th</sup> December 2019 a public meeting will be held in the Village Hall on Wednesday 22<sup>nd</sup> January 2020, pre the submission for Regulation 16.

ii) Colwall Library working party reported the following:-

##### **Library Report 25th November 2019**

Wendy met with Margaret Coldman (Herefordshire Council library services), Claire Punnett (Herefordshire Council library services) and the library volunteers on 7th October. They now have one more recruit who is fully trained but there is some urgency to recruit a new batch who could open the library for another 2 hour slot. This application process is currently underway, deadline 30th November; unfortunately it has not been very widely advertised. Due to the timing we were unable to get an advertisement in the Clock or newsletter. Suggest extension if limited applicants.

The volunteers and paid staff were scheduled to receive fire training on 16th November and there are a few health and safety aspects that are being tightened up on.

Wendy has been in contact with Claire Punnett about the library shelving. Margaret Coldman had thought there was a good possibility of replacing the library shelving with modern shelving that is slightly slanted to prevent books falling off. This would have involved looking at the complete layout of the library and Wendy asked that the Millennium Room “MR” be included in this. Unfortunately Margaret has just come back to say they have lost the funding for this. I therefore suggest that we continue to look at changing the layout ourselves, ideas included:-

- Reduce number of desks to allow more comfortable seating, perhaps a sofa or arm chair, to be more inviting.
- Reducing the number of computers and look at moving one computer into the library to provide an alternative option to computer users should the MR room be being used by a group who need to discuss things, i.e. a study group, parish surgery. Claire is looking into the computer usage stats and access to a network point within the library.
- Look into display options to allow local groups, such as CVS, Orchard group or local artists to display work.
- Important to keep this space as flexible as possible to cater for a variety of users including existing users.

The big photocopier from the MR has been removed and this has been replaced by a new colour photocopier on the library desk (however it does not do A3). This will give more room in the MR.

Wendy now has the keys from Stephen Hart. So the key holders are Wendy and Neil Bowring.

Wendy has arranged to speak to Sally Neville (village hall booking clerk) to explore the possibility of a booking/charging system that could work alongside the village hall. Meanwhile Claire Punnett is updating the current booking form and booking method so that we have something in place in the interim period.

The library are having a Christmas story time and craft event for families in the MR room on 7th Dec from 10-12pm. Unfortunately this is on the same day as School Fayre which might affect numbers. Please spread the word.

If anyone would like to volunteer to join/take over the Library Working Group, the help and fresh ideas would be much appreciated. There has been a huge amount of work put in to transfer the MR Lease over from the Millennium Room Trustees and we are now in a position to start making changes that could make the MR a far more widely utilised and valuable community asset.

iii) The Communications Working Party reported the following:-

#### **Parish Surgeries**

Advertised on Facebook, via posters and the newsletter. PCSO David Alexander attended 12 October session which attracted five parishioners. The main concerns/queries raised were road traffic, planning, gutters, bus stop signage and parking. At the 9th November surgery, one parishioner attended and the queries/concerns were about S106 monies for education and parking issues.

We would ask councillors to circulate reports from the surgeries to all Councillors (and the Clerk) so as a Council we have an understanding of concerns arising, personal data should be excluded.

#### **Regular Communications**

Clock – monthly articles submitted, accepted and printed. Councillors are requested to proactively send communications content to the working party for inclusion as this is a collective responsibility.

Newsletter – Last issued in July, the next issue is being prepared and requests for content will be forthcoming. We are considering options regarding elected opportunity for electronic distribution, we will report on this as our thinking progresses.

Noticeboards – Maintained as usual.

Website – Maintained as usual.

Facebook (this is not a Parish Council Facebook page) – updates have been posted by Councillor Evans where appropriate, as requested by Councillors, not using Facebook. Items of interest this month (not Council specific) include: Concern about the demolition work at Chevenham Gardens, negative comments were balanced by some factual ones. Volunteer requests for the litter pick, Food Bank request, Neighbourhood watch, scams and thefts. Speeding and parking.

The working party are considering expanding their original scope/remit. IT WAS AGREED a detailed proposal should be submitted to Full Council for consideration.

iv) Brookmill Close Flood Alleviation –

Balfour Beatty had emailed the Clerk on the 15<sup>th</sup> November 2019 to advise that “at the farmers request we have withdrawn from site at this time due to the condition of the land following the recent weather, his need to plant crops in this field, and a revised proposal to take all spoil arising off the site rather than distribute around the field edges.

We have to agree an appropriate date to return and complete the works, and will continue to keep the Parish Council informed”.

**5. Financial Matters.**

i) Colwall Parish Council considered the Income and Expenditure for November 2019, as per the list circulated at the meeting.

IT WAS RESOLVED that the payments should be authorised.

ii) IT WAS RESOLVED that Kirkwells “Updated Fee Proposal dated 30 October 2019” be accepted, and the revised quote from Carly Tinkler dated 29<sup>th</sup> October 2019 of up to £2,500 be accepted.

iii) IT WAS RESOLVED that the 2020/21 budget be accepted.

IT WAS RESOLVED that the Clerk apply for the Precept as proposed in the Budget at £86,800.00.

**6. Neighbourhood Development Plan**

Councillor stock presented the following:-

Firstly, thank you to all those Cllrs who have been through the documents and the comments. I appreciate it is a large chunk of data all at once but it inevitably all comes together.

What I would like to do is to say a little about each document and discuss changes that are not in the issued documents and then at the end to propose they are all approved.

The following 5 documents have been sent to councillors;

**Consultation Statement** - issued 9<sup>th</sup> November 2019.

The Consultation Statement is a record of the consultation we have carried out. It has been available in the past in less complete forms.

**Basic Conditions Statement** - issued 9<sup>th</sup> November 2019.

This is entirely written by our consultant and is to demonstrate our Plan will be in general conformity with the NPPF and Herefordshire’s Core Strategy.

**Visual Study** – 11th November 2019.

This has been a year 'in the making' and the final form has been on our website for a few months. Its findings are included in the LSCA and also in the Plan. It is a major supporting document and of course demonstrates we have given the enhancement of the AONB due weight.

**LSCA** – issued 19 November 2019, via Cllr Stock’s NDP docs box on Dropbox. This version includes a few updates since the previous one issued as part of the Reg 14 Consultation; Figure 1 Capacity Plan (as we have discussed 23 Oct), the Exceptional Views (as referred to in Visual Study above), conservation areas and other minor text changes.

**Gap Study** – issued 19 November via Cllr Stock’s NDP docs box on Dropbox. This document was used to inform the January 2018 LSCA and is referred to in the LSCA, but has never been formally presented to you. I considered it preferable to do so, albeit rather late in the day as we should make it public.

This has subsequently been modified by an updated Exceptional Views Appendix (only change is the use of the word Exceptional rather than Important for views) and updated VS1 Landscape Baseline which now includes the Conservation Areas, including the Malvern Wells Conservation Area that extends slightly into Colwall.

### **Future Modifications**

These documents need to be approved by the council before they can be sent on further. In particular HC will not look at it or do the required SEA and HR without, but there may be a few resulting minor changes, but I don’t wish to then do another round of formal approval because of the time it takes and wish to gain clearance from Gwyneth.

Another example is, the small area of Conservation Area by the Wyche Cutting which Paul spotted. This is a small area of the Malvern Wells Conservation Area that extends into Herefordshire and was missed – we are in the process of incorporating this in all documents.

Also, in the Consultation Statement, page 6 (7 in pdf) date of assembly should be 14 January 2015 not 17<sup>th</sup>. Also, we need to modify ‘CVS’ to read Colwall Village Society.

### **Approval**

So I would like your approval for all 5 documents on the basis that small modifications can be made, subject to me discussing with the Chairman of the Council.

IT WAS RESOLVED that the Neighbourhood Development Plan Consultation Statement be approved.

IT WAS RESOLVED that the Neighbourhood Development Plan Visual Study be approved.

IT WAS RESOLVED that the Neighbourhood Development Plan Basic Conditions Statement be approved.

IT WAS RESOLVED that the Neighbourhood Development Plan Gap Study be approved.

IT WAS RESOLVED that the LSCA be approved.

**7. Correspondence for Processing**

i) BT kiosk feedback from Herefordshire Council (for information only) it was proposed by Herefordshire Council that all 3 BT kiosks identified in the consultation in the Parish of Colwall be retained.

**8. Correspondence for Information.**

None

**9. Reports of Committees.**

i) IT WAS RESOLVED that the reports from the Planning & Development Committee meetings held on the 23rd October and the 6<sup>th</sup> November 2019 be received, approved and adopted.

ii) IT WAS RESOLVED that the reports from the Finance & General Purposed Committee meeting held on the 11<sup>th</sup> November 2019 be received, approved and adopted.

**10. Representatives on Outside Bodies.**

i) Councillor Lane had attended a meeting of the Village Hall Management Committee there was nothing of note for the Parish Council

ii) Councillors Cottam and Haynes had attended a meeting of the Trustees of Colwall Charities for the distribution of grants.

**11. Date of next meeting:**

To confirm the date of the next Full Council meeting, this will be held on Wednesday 11<sup>th</sup> December 2019 at the Millennium Room, Colwall Library.

The Chairman closed the meeting at 08:40 pm.

**Signed:** ..... **Date:** .....