

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 29th April 2015.**

Present: Councillors, Ashton, Beard, Carless, Cottam, Haynes, Mills, Milne, Morris, Rees, Stock, Turner, the footpath officer - D Rees and the Clerk.

- 1. Welcome and Apologies:** The Chairman welcomed those present and apologies for absence were received from Councillors Trafford-Roberts, Abbotts and Haynes.
- 2. Declarations of Interests:** The Chairman reminded Councillors of the need to declare any Personal, Prejudicial or Pecuniary Interests in items on the agenda. Councillors. Councillor Beard declared a personal interest in 8(i).
- 3. Minutes:** The minutes of the last meeting of the Parish Council held on the 18th March 2015 were agreed as a correct record and signed by the Chairman.
- 4. Progress Report –**

i) Neighbourhood Development Plan

Councillor Stock report:-

The consultation period following the January 2015 public meeting closed on 31 March 2015 and the representations are now being considered. Of particular note is the request received from Colwall School for the land on Mill Lane next to the village hall to be safeguarded from other development until construction of the new school is commenced.

I reported in February that we intended to appoint a consultant to draft the Plan for us based on our requirements. Essentially they will turn our wishes into ‘planning speak’ so that the Plan will work.

We have appointed Kirkwells who have been recommended, particularly in Herefordshire where they are working for a number of Parishes. Karen has successfully applied for a grant to cover all their costs for the first part of the work. Further work is expected to be commissioned and there is every possibility of further grant to cover that as well.

On Friday 17 April 2015 the Working Party had a very successful meeting with Louise Kirkup from Kirkwells, who will be looking after us. We are due to meet again on the 28th and on 5th June.

We have now been actively engaged in preparing the Neighbourhood Development Plan for over 3 years and whilst we have been careful not to impose a timescale on ourselves it was always our target to follow the Core Strategy progress. However the Core Strategy has been significantly delayed and recently Herefordshire Council changed its advice to recommending Plans are submitted ahead of the finalisation of the Core Strategy. We therefore intend to press on.

The Plan preparation is consequently about 18 months behind the original schedule and inevitably the longer timescale together with the modifications and amendments to the Core Strategy have, and will, lead to additional time and cost for preparation.

This Plan is the most important document the Council has ever prepared. It will have a life of 15 years and our community will expect a quality job. Whilst there are disagreements over what it may say, the community as a whole wants a Neighbourhood Plan, not least so we can have a settlement boundary. It is therefore essential we do what is necessary to create a Plan the community will accept and that does the job.

Historically I have not reported on the scale of this work, which is probably a mistake, but over the 3 years of NDP work, Karen, Jim, Neil, Paul, Liz and I have spent an inordinate amount of time on it, Karen in particular.

To give you some idea of the enormity of the task, the electronic data I hold, and it is backed up securely, consists of 2,700 files and amounts to 5.3GB. The documents that are printed take up a 3ft length of shelf in my study. We have held over 20 NDP Working Group meetings and 3 public meetings which alone took over 50 man hours to advertise, arrange, prepare, attend and de-brief. Many apparently simple tasks take considerable time to create and keep up to date, including lists of consultations, representations and maintaining the website.

Just as a recent example of work the review of the changes to the Core Strategy meant checking through 354 pages of a 16Mb file; we are still to make the resulting changes.

Budget

The likely future programme and costs have been discussed with Kirkwells and the table below was prepared with their assistance. This budget was presented to the Finance and General Purposes Committee last Wednesday and was approved.

| ITEM | BY END | BUDGET COSTS | Cost to CPC |
|---|------------|---|-----------------------------|
| Prepare 1 st working Draft Plan. | Sept 15 | | |
| Informal consultation | Sept 15 | £3,700 + £600 expenses | Grant received + £600 |
| Amend Draft Plan - finalise | Oct 15 | | |
| PC approval for Formal Consultation | Oct 15 | | |
| Regulation 14 Consultation (6 weeks) | Oct-Nov 15 | £600 | Grant to be sought |
| Clerk, additional hours and expenses | 2015/16 | £6,000 | £6,000 |
| Amend Plan | Dec 15 | | |
| Submit with Consultation Statement and Basic Conditions Statement | Jan 16 | £1,500 | Grant to be sought |
| Contingency | | £2,000 | £2,000 |
| Regulation 16 Consultation | Jan/Feb 16 | Responsibility of Herefordshire Council | |
| Examination | March 16 | | |
| Referendum | Apr/May 16 | | |

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|--|-------|--|--------|
| | TOTAL | | £8,600 |
|--|-------|--|--------|

Herefordshire Core Strategy Post Examination Modifications

Despite the length of time and number of modifications that have occurred, little affects Colwall's NDP and where it does it is an improvement as it gives slightly more weight to NDPs the AONB and other items below. In all I believe the changes are beneficial for Colwall.

A few points of particular note are;

- The growth targets are unchanged at 14% but it now clarifies this is based on all the properties in a parish not just those in the main settlement.
- Affordable housing is no longer specifically noted as a 'priority'! Also the requirement for affordable homes only applies to developments of 10 or more properties.
- The Core Strategy refers to the MHAONB Guidance on Building Design.
- Agricultural related housing is now no longer limited in size to 100sqm.

ii) Colwall Post Office

The Clerk reported that the Letter of Variation to the existing lease and sub lease, which varies the notice period to a rolling 3 months notice until the leases expiry on the 28th May 2018 has now been signed by all parties and the matter has been successfully concluded.

Thanks were extended to the Clerk for bringing this matter to a very positive conclusion.

5. Financial Matters.

i) Colwall Parish Council considered the Income and Expenditure for April 2015, as per the list circulated at the meeting. IT WAS RESOLVED that the payments be made.

6. Retirement of Councillors

The Chairman extended her thanks to retiring Councillors Ashton, Morris, Milne, Hughes, and Abbotts for all their time and efforts in serving on Colwall Parish Council.

7. Training

IT WAS RESOLVED that the Clerk arrange a HALC Councillor Roles and Responsibilities Training session to be held in Colwall in June.

8. Correspondence for Processing

i) Consultation re the proposed Diversion of CW29 –

The Footpath Officer read out his report having assessed this request,

IT WAS RESOLVED that the specific comments and recommendation be relayed to The Elms whereby the Parish Council do not support the closure or diversion of this footpath. Councillor Beard abstained from voting on this matter.

ii) Letter from the Pension Regulator stating that the latest start date for the provision of a Pension is 1st Feb 2017 and a nominated point of contact has to be appointed.

No further action required at this time, The Clerk has been appointed as the nominated point of contact.

iii) DCGL Grant offer of £3,700 for Neighbourhood Development Plan.

IT WAS RESOLVED that the Parish Council ratify acceptance of this grant offer which had had to be accepted before the meeting due to the timescales.

iv) Parish Lengthsman and P3 Scheme Grant Offer Letter.

IT WAS RESOLVED that the Chairman accept the offer letter.

9. Correspondence for Information

See attached table.

Councillor Milne wished to extend thanks on behalf of the Colwall Village Society for the donation for Bygones publication.

10. Reports of Committees.

i) IT WAS RESOLVED that the reports from the Planning & Development committee meeting held on the 18th March 2015 and the 15th April 2015 were received, approved and adopted.

ii) IT WAS RESOLVED that the report from the Finance and General Purpose committee meeting held on the 22nd April was received, approved and adopted.

iii) The meeting note from the Village Amenities committee meetings held on the 1st April 2015 was received and noted.

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

i) Councillor Rees had attended various Malvern Hills Conservators meetings, there are no items to report that affect the Parish. Copies of the 2015 Events diary were circulated.

ii) Councillor Morris had attended the Walwyn Education Trust Annual Meeting where the allocated fund for 2015 was agreed at £4,200. Application forms will be available from the website and Colwall library.

iii) Councillor Turner provided an update on Ledbury CVA relocation.

12. Date of next meeting:

To confirm the date of the next Full Council meeting, this will be held on Wednesday 27th May 2015 venue to be confirmed by the Clerk.

The Chairman closed the meeting at 8.40pm.

Signed:

Table Correspondence
April 2015

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|------------|---|
| Document 1 | Cotswold Line Promotion Group – Spring 2015 Newsletter |
| Document 2 | CPRE Spring 2015 Newsletter and Voice Spring 2015 |
| Document 3 | Copy of Bygone Colwall booklet from Colwall Village Society |
| Document 4 | Village Warden quarterly report |