

## COLWALL PARISH COUNCIL

**The minutes of the meeting of Colwall Parish Council held in the Jean Simon Room Colwall Village Hall, Mill Lane, Colwall at 7.30 pm on Wednesday 24th May 2017.**

**Present:** Councillors: Trafford-Roberts (Chairman), Allen, Butler, Carless, Cottam, Daniels, Haynes, James, Kendrick, Rees, Stock, County Councillor Tony Johnson and the Clerk.

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

The Chairman welcomed those present and apologies for absence were received and accepted from Councillors Beard and Taylor.

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

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

Councillor Rees declared a Non Disclosable Pecuniary Interest in item 4(ii) and left the room whilst this was discussed and resolved.

Councillor Cottam declared a Disclosable Pecuniary Interest in item 5(ii) and left the room whilst this was discussed and resolved.

Councillor Butler declared a Disclosable Pecuniary Interest in item 5(iv) and left the room whilst this was discussed and resolved.

Councillor Carless declared a Disclosable Pecuniary Interest in item 5(i) and left the room whilst this was discussed and resolved.

<p><b>The meeting was adjourned for County Councillor Johnson to speak.</b></p>
---

<p>1. A questions was raised regarding if the Parish Council wished to review its objections to planning application ref 170278, in light of the applicants' written response to the said objections. IT WAS AGREED this would be taken under Correspondence for Processing at the Planning Committee meeting.</p>
--

<p>2. Councillor Johnson advised that he has been voted in as Leader for a further term. He advised he will email Herefordshire Councils AGM "actions achieved during the last year" to the Clerk for circulation to the Councillors.</p>
---

<p>3. A query over the break ins at the old school buildings was raised and Councillor Johnson confirmed that he is awaiting a written report from A Hough regarding the issue and actions being taken, this will also be circulated via the Clerk.</p>
---

### **3. Minutes:**

The minutes of the last meeting of the Parish Council held on the 26<sup>th</sup> April 2017 were agreed as a correct record and signed by the Chairman.

The minutes of the Annual meeting held on the 3<sup>rd</sup> May 2017 were agreed as a correct record and signed by the Chairman.

#### **4. Co-option of 1 new Councillor**

Following a written application

**IT WAS RESOLVED** that Sam Burston be co-opted onto Colwall Parish Council, subject to signing the Acceptance of Office.

#### **5. Progress Report –**

##### **i) S106 monies - Highways update.**

Councillor Stock reported that there had been no further update from the Herefordshire Council Planning Obligations/Development Manager, Yvonne Coleman, since that reported at the meeting on the 22<sup>nd</sup> March.

##### **Mill Lane Highways matters.**

Councillor Stock had prepared a detailed report of the proposed “Offsite highways works for the new Primary School”.

**IT WAS RESOLVED** that Councillor Stock liaise with Carly Tinkler regarding the proposed colours within the scheme to ensure that their impact is minimised on this Area of Outstanding Natural Beauty.

A budget of up to £150 has been agreed for this consultancy work.

And the finalised drawings are to be referred back to the Parish Council, when available.

##### **ii) Neighbourhood Development Plan “NDP” update -**

Councillor Stock reported

“A meeting was held with Sam Banks, our Neighbourhood Development Plan support officer and Roland Close, Herefordshire’s Planning Development officer on Wednesday 10<sup>th</sup> May 2017 after the Planning and Development Committee meeting.

Councillors Trafford Roberts, Carless, Stock, Beard, Cottam, Taylor and the Clerk were present.

A note prepared by the Clerk was passed to Sam Banks and Roland Close, setting out the Parish’s concerns on how many recent actions by the County had increased the difficulties in finding sufficient development sites to satisfy the Plan target.

Cllr Stock reported the Parish had resolved to object to the planning application at the Thai Rama because it failed to maximise the number of dwellings on the site.

In addition, at the Grovesend Farm site that we were seeking the Planning Development Officer’s support, to gain Highways support for up to 37 houses rather than the 21 they have currently indicated as appropriate on highway grounds. It was stressed that even this would not allow the Parish to achieve its target without an additional 5 at the Thai Rama.

A general discussion took place about the balance between more dense developments versus a greater area of development”.

##### **Neighbourhood Development Plan Reg 16 and 16 Training.**

Councillor Stock reported

“Roland and I attended a Herefordshire NDP Training session on 5 May 2017 in the new Herefordshire Archive and Records Centre in Rotherwas, which provides a good venue.

The presentation was given by Sam Banks and Andrew Ashcroft who is one of 32 Independent Examiners, whose presentation was particularly useful.

The main points learnt are;

1. Open space has to be justified in its own right, will be removed if used to frustrate development. See NPPF 77.
2. HC will now do all Policy Plans, to standardise and ensure quality. Contact is James Latham. We need to send requirements now to get it started in draft.
3. Write policies positively, i.e. what will gain approval and against what criteria.
4. Tabulate the policies contributions to sustainability to demonstrate it is achieved (i.e. economics, social, environmental).
5. There is a 'test' system for checking policies will deliver.
6. Need to demonstrate how we have taken account of representations or justify why not.
7. Full explanation of how arrived at chosen sites is critical. The process needs to be rigorous.
8. Site allocations effectively gain 'Permission in Principle' (PIP) when Plan is made. The sites therefore do need to be developable, highway, drainage issues etc.
9. Highways matters and other non-land use policies – put in separate Section as they do not form part of the Plan but are used to encourage highways to follow the policies. These could include policies for using CIL money.
10. No right of response to Regulation 16 comments; either go with the examiner's changes or start again!
11. Evidence can be on our website – examiners don't want paper.
12. Examiners are happy to search documents electronically.
13. The most effective way to minimise development is to have a Made Plan (which therefore satisfies the target) and a tightly drawn Settlement Boundary (A Ashcroft)".

### **iii) Library Working Group update**

"Since the last update (April) there have been two meetings.

The first was with the Library Volunteers. This proved very informative and demonstrated the need for clearer planning and accountability for supporting & deploying the Volunteers. This was based on their being no support for the Volunteers and confusion between Herefordshire and the Millennium Room Trustees as to who was undertaking this. The Volunteers are all very committed and need our support in ensuring that more Volunteers are taken on, in a planned way that enables the Library to open

more and reduces the pressure on the Volunteers (current and future) to be constantly available.

The following were agreed for follow up:

1. ICT needs to be speeded up
2. Get self service process in place
3. Second terminal needed
4. Training needs to be to the minimum standard at least
5. Access to out of hours training on the system needed
6. Ongoing training needed
7. New team of volunteers required to open another day
8. Regular meetings need to be in place (6 –monthly)

The second meeting was with Herefordshire Council and was a follow up to the meeting at the beginning of April, the notes of which were circulated previously. The following was agreed:

1. Wi-fi. It is feasible to provide wi-fi that is not linked to the internal system, making it a more general hotspot for public usage. If ok then this may be looked at in other libraries, with Colwall acting as a small pilot.
2. Provision of Malvern Hills Conservators (now Trust) car parking passes remains ok in principle, the Clerk is meeting with MHT week beginning 22.5.17 and will update Council at the meeting.
3. Enhanced photocopying has been agreed with a multi functional device to be put into Colwall (from Ledbury) by the end of June. This will be a pay at the desk process offering colour as well as black& white copies.
4. Provision of Tourist information services is ok in principle, with agreement to have leaflet racks etc in a part of the library. We will start with locating some MHT information in the foyer and go from there. To ensure fairness and no bias, local criteria will need to be agreed
5. Poo bags. Herefordshire are happy to supply these over the counter, if the Parish Council source them. This will go to the next Full Parish Council. The point needs to be emphasised that this is as much to get people through the door, as to supply poo bags. This is on the main agenda as a financial item for consideration.

#### 6. Volunteers

The issues raised by the Volunteer group were discussed with considerable success. The slow ICT system; the servers are to be upgraded by the end of June and it is hoped that that will improve the speed of the system. The single terminal leads to delay and queues, due to stock rotation on that day. Herefordshire will look at the provision of a further terminal. The complexities of the joining process are understood and are currently under review to simplify them.

All of the training issues will be taken up directly with the relevant officer. In relation to new volunteers and training, Herefordshire will discuss the training programme, with a view to getting a timeline in place, providing the training locally and to

utilising the experience of the volunteers so far. This will lead to a recruitment process that incorporates the training element, so the whole process is sequenced properly.

The next meeting will be on 12.7.17 at the millennium room

### **Summary**

Progress is starting to be made with several agreements to amend service and for Colwall to act as a pilot. In particular a better understanding of the role of the volunteers has been achieved and the importance on getting the governance process right, to that end, we are awaiting further contact from the millennium room trustee working with us on the detail of proposed objects of a merged trust.

What has been learned is the need for a written plan in such an important project as the Library, where there are several partners, who over time have become confused as to what the overall direction is and who is doing what. Once the governance process is clear a plan can be developed that enables the clarity required to continually improve the services operating from the library.

### **iv) Brookmill Close Flooding**

Councillor Stock reported

“On 15 March 2017 I met with Joel Hockenhull and Heather Irvine (who is taking over this task) to visit Ali Darling at Brook House to ensure that her property would not be put at greater flood risk than at present if the alleviation scheme went ahead.

In fact it was Brook House Lodge the property adjacent to Walwyn Road that was flooded and all believe was from Walwyn Road not the brook. If the flooding down Brookmill Close is reduced it would reduce the likelihood of the Lodge being flooded from Walwyn Road.

To progress the design, the location and depth of the existing drain needs to be established. In an effort to keep costs down Herefordshire requested the Parish carry out the work but as our Lengthsman is not permitted to do this kind of work we said it was not possible.

Herefordshire are now arranging for it to be done.

Joel informed me that £2,000 had been expended already; I have requested a print out of the people and hours as I suspect this is so called ‘management time’ for discussing at meetings, taking telephone calls etc.”

**IT WAS RESOLVED** that the Clerk write to J Hockenhull (and copy of County Councillor Johnson) requested a full breakdown of the £2,000 expenditure.

## **6. Financial Matters.**

i) Colwall Parish Council considered the Income and Expenditure for May 2017, as per the list circulated at the meeting.

**IT WAS RESOLVED** that the payments should be authorised.

ii) **IT WAS RESOLVED** that a donation of £750.00 be made to the Malvern Hills AONB for the 2017/18 year.

iii) **IT WAS RESOLVED** that the internal auditors fee be increased to £295.

iv) **IT WAS RESOLVED** that the Clerk purchase 4,000 bio-degradable dog waste bags for the library to dispense at a cost of up to £60.00.

**7. Neighbourhood Development Plan Working Party**

**IT WAS AGREED** the working party would initially consist of Councillors Trafford-Roberts, Allen, Carless, Daniels, Haynes, Kendrick and Stock  
Councillor Stock was appointed as the lead.

**8. Correspondence for processing.**

**i) Email for Ledbury CVS re Appointment on the Board**

On the basis that Colwall Parish Council no longer has an automatic seat on the board following the revision of the Constitution 2010, **IT WAS AGREED** no Councillor would be put forward for Co-option.

**ii) Herefordshire Council consultation regarding the proposed PSPO (dog control).**

**IT WAS AGREED** the Parish Council had no objection to the proposed.

**9. Correspondence for Information.**

None.

**10. Reports of Committees.**

i) **IT WAS RESOLVED** that the reports from the Planning & Development Committee meetings held on the 26<sup>th</sup> April 2017 and the 10<sup>th</sup> May 2017 were received, approved and adopted.

**11. Representatives on Outside Bodies.**

To receive reports from Councillors who have represented Council at meetings since the last Full Council meeting

i) Councillors Rees reported on the future plans for Chevenham.

**12. Date of next meeting:**

To confirm the date of the next Full Council meeting, this will be held on Wednesday 28<sup>th</sup> June 2017 at the Jean Simon Room, Colwall Village Hall.

The Chairman closed the meeting at 9.00pm.

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