

# Little Malvern & Welland Parish Council

## MINUTES OF THE NEIGHBOURHOOD PLAN GROUP MEETING WEDNESDAY 7<sup>th</sup> JANUARY 2015

**Present:** James Black, Roger Cousins, Mick Davies, Ray Harold, Maureen Lamb, Jon Mortimer, Viv Nelson, Emma Potter, David Sharp. Also Paul Esrich (Malvern Hills AONB) & Ron Millard (Upton Town Council).

**1. Apologies:** Chris Hughes & Gil Weston.

**2. Election of Chairman:** Ray Harold was elected as Chairman for the meeting.

**3. Approval of previous meeting's minutes**

The minutes of the meeting held on 2<sup>nd</sup> December were approved and signed by the Chairman.

**4. Discussion with Ron Millard from Upton Town Council**

Mr Millard explained that Upton Town Council were considering whether to undertake a Plan and a discussion took place on the probable costs involved and what funding might be available in the future. It was agreed that if Upton proceeded then the two groups would liaise closely.

**5. Discussion with Paul Esrich from AONB**

Mr Esrich reported that he had attended the December Parish Council meeting and suggested that S106 funds could be spent on improving some environmental aspects of the area. For example the improvement of footpaths and the possibility of creating new ones to form circular routes.

**6. Progress reports and other matters arising from these minutes**

The survey results and executive summary had been approved at the December Parish Council Meeting and they were now on the web site.

MD was in the process of finalising the draft housing policies and he was to include suggestions from Paul Esrich. Mr McGurk had quoted £3,400 to review the policies and this was thought to be excessive, considering that an inspector would be expected to undertake the same task at no cost to the Group.

**6. Action Plan**

It was agreed to request that the Parish Council approve sending the draft housing policy to David Clarke at MHDC for appraisal since the cost of employing Nigel McGurk was prohibitive. The final draft of the housing policy would be circulated to parish councillors prior to the January meeting.

It was agreed to seek the help of Carly Tinkler who would work along side the AONB to undertake a landscape appraisal and help draft the plan's environment policy. EP to draft a schedule for discussion with CT at a meeting later in the month.

A decision would be taken on how to include the future plans for the Pheasant Inn after the current planning application had been decided.

DS to contact Chris Lewis-Farley, Landscape Officer at MHDC, for suggestions on areas of importance to be investigated in the landscape appraisal.

**6. Date of Next Meeting**

Wednesday 4<sup>th</sup> February 2015 at 7.00pm was agreed. A separate meeting with Carly Tinkler was to be arranged.

There being no further business the meeting finished at 9.00pm

# Little Malvern & Welland Parish Council

## MINUTES OF THE NEIGHBOURHOOD PLAN GROUP MEETING WEDNESDAY 4<sup>th</sup> FEBRUARY 2015

**Present:** James Black, Roger Cousins (arrived late), Mick Davies, Ray Harold, Emma Potter, David Sharp.

**1. Apologies:** Maureen Lamb, Jon Mortimer, Viv Nelson, Gil Weston.

**2. Election of Chairman:** Ray Harold was elected as Chairman for the meeting.

**3. Approval of previous meeting's minutes**

The minutes of the meeting held on 7<sup>th</sup> January were approved and signed by the Chairman.

**4. Progress reports and other matters arising from these minutes**

Following approval by the Parish Council, the draft housing policy had been forwarded to David Clarke at MHDC for appraisal.

DS had asked Chris Lewis-Farley, Landscape Officer at MHDC, for suggestions on areas of importance to be investigated in the landscape appraisal and was awaiting a report.

**5. Report of meeting with Carly Tinkler**

A number of the group had met with Carly Tinkler and Paul Esrich to discuss the landscape appraisal. A landscape sensitivity report would determine areas that might be suitable for development. Other areas could be identified for improvement or protection. CT was to attend the next meeting for further discussion and input from the group.

**6. Design Policies**

EP had produced draft of the design policies which were discussed. It was agreed that public consultation at the Annual Parish Meeting on April 20<sup>th</sup> would be a valuable exercise. DS to ask if Parish Council were agreeable.

**7. Action Plan**

If public consultation was to take place in April EP was to produce display boards. It was also agreed that a leaflet drop advertising the event would be of benefit.

MD to continue with biodiversity report with the aid of Steve Bloomfield from WWT.

RC to liaise with the Primary School over a possible ecology project.

Other subjects to be discussed at the Annual Parish Meeting might include: Community Assets; Broadband, Mains Gas and Mobile signal provision and the allocation of S106 funding.

Ann Brookes (Parish Paths Warden) was to be asked to the next meeting for input on ProW.

**8. Date of Next Meeting**

Wednesday 4<sup>th</sup> March 2015 at 7.30pm was agreed.

There being no further business the meeting finished at 9.10pm

# Little Malvern & Welland Parish Council

## MINUTES OF THE NEIGHBOURHOOD PLAN GROUP MEETING WEDNESDAY 4<sup>th</sup> MARCH 2015

**Present:** James Black, Anne Brookes, Roger Cousins (arrived late), Mick Davies, Ray Harold, Maureen Lamb, Jon Mortimer, Emma Potter, David Sharp. Also Paul Esrich (AONB), Carly Tinkler and Catherine Laidlaw.

**1. Apologies:** Viv Nelson, Gil Weston.

**2. Election of Chairman:** Ray Harold was elected as Chairman for the meeting.

### **3. Approval of previous meeting's minutes**

The minutes of the meeting held on 4<sup>th</sup> February were approved and signed by the Chairman.

### **4. Progress reports and other matters arising from these minutes**

DS had forwarded the report by Chris Lewis-Farley on to CT.

MD was liaising with Steve Bloomfield (WWT) and Malvern Hills Conservators on biodiversity. The letter were already looking at the protection of key species east of the Malvern Hills, covering Welland and Malvern Wells.

RC had forwarded an example of an ecology survey/project (provided by Malvern Hills Conservators) to the Primary School.

### **5. Report from Carly Tinkler**

CT gave an overview of what her report would contain. Initially a '*Landscape Character Assessment*' of a large area – probably stretching from the Malvern Hills to the Tunnel Hill Area. To be followed by a more in depth '*Sensitivity and Capacity Study*' of land bordering the current settlement boundary.

AB had historical maps showing orchards and landuse changes which would be of use.

Potential projects that CT was to investigate were improvements to footpaths, bridleways and cycleways. It was noted that most footpaths were in good order but the creation of circular routes was to be investigated as well as installing gates for styles to improve access for all.

The Annual Parish Meeting would be an ideal time to consult with residents on this.

### **6. Action Plan**

The Parish Council were happy for the Group to consult at the Annual Parish meeting and it was agreed that this could be done an hour before its official start.

EP to produce housing design options for consultation at the Annual Parish Meeting.

CT to produce maps for public to annotate. Exact subject headings to be decided at next meeting.

DS to send CT a letter of introduction from the Parish Council to show to local landowners.

AB to liaise with CT over familiarisation of current footpath structure.

DS to apply for further funding through Locality.

DS had circulated details of 3 workshops that were aimed at Neighbourhood Planning Groups but it was unlikely that any members would be able to attend.

MD to start to draft final plan with hope it would go out to consultation Sep-Dec.

### **7. Date of Next Meeting**

Wednesday 8<sup>th</sup> April 2015 at 7.30pm was agreed.

There being no further business the meeting finished at 10.15pm

# Little Malvern & Welland Parish Council

## MINUTES OF THE NEIGHBOURHOOD PLAN GROUP MEETING WEDNESDAY 8<sup>th</sup> APRIL 2015

**Present:** Roger Cousins, Mick Davies, Ray Harold, Emma Horton-Smith, Maureen Lamb, Jon Mortimer, Viv Nelson, David Sharp.

**1. Apologies:** James Black, Gil Weston.

**2. Election of Chairman:** Maureen Lamb was elected as Chairman for the meeting.

**3. Approval of previous meeting's minutes**

The minutes of the meeting held on 4<sup>th</sup> March were approved and signed by the Chairman.

**4. Progress reports and other matters arising from these minutes**

RC was waiting to see if the primary school had utilised the ecology survey/project (provided by Malvern Hills Conservators).

A meeting had taken place with Carly Tinkler and Paul Esrich with members of the group (RC, MD & DS) to outline the way the Landscape assessment should proceed and what displays should be prepared for the Annual Parish Meeting on 20<sup>th</sup> April. It was hoped there would be some progress by the next meeting.

**5. Action Plan**

To be arranged for the Annual Parish Meeting on 20<sup>th</sup> April:

Print out or use projector to display questionnaire results.

Print out large scale maps of Welland to allow residents to annotate.

Advertise the event and encourage participation in the allocation of an estimated £360,000 S106 contributions. Encourage ideas eg. Adult fitness, new play areas, drainage scheme, footpath linkage and possible purchase of orchard.

Ask Carly to précis a questionnaire down to 2 pages.

Others:

MD to refresh housing policies following response from MHDC.

Compare policies to already approved plans.

Await the result of the Pheasant Inn and Marlbank planning applications prior to progressing with future plans for these two sites.

DS to apply to Locality for cash funding for printing costs, and also professional help to review policies.

**6. Date of Next Meeting**

Wednesday 13<sup>th</sup> May 2015 at 7.15pm was agreed.

There being no further business the meeting finished at 9.15pm

# Little Malvern & Welland Parish Council

## MINUTES OF THE NEIGHBOURHOOD PLAN GROUP MEETING WEDNESDAY 13<sup>th</sup> MAY 2015

**Present:** James Black, Ann Brooks, Mick Davies, Ray Harold, Maureen Lamb, Jon Mortimer, Viv Nelson, David Sharp.

**1. Apologies:** Emma Horton-Smith, Gil Weston.

**2. Election of Chairman:** James Black was elected as Chairman for the meeting.

**3. Approval of previous meeting's minutes**

The minutes of the meeting held on 4<sup>th</sup> April were approved and signed by the Chairman.

**4. Progress reports and other matters arising from these minutes**

DS confirmed that he had applied for additional funding from Locality to cover printing costs.

The information collected at the Annual Parish Meeting was still to be analysed.

It was hoped that Carly Tinkler would have a first draft of the Landscape Character Assessment by June.

**5. Action Plan**

Housing policies to be redrafted and circulated once CT work received and Annual Parish Meeting information available.

A meeting would be held with MHDC in early July to analyse progress and it was hoped the plan could have its final draft by September.

Biodiversity report still to be completed, this was being made difficult by lack of information from Worcestershire Wildlife Trust. It was hoped that information from Natural England would be of help. Details regarding the location of TPOs and protected species were to be investigated.

Further clarification was to be sought from MHDC regarding the regulations governing S106 payments and what schemes would be eligible for funding.

JB left the meeting and the remainder was chaired by JM.

It was agreed that a Historical and Antiquities report needed to be included in the plan.

Documents dating back to the 1780's were in the possession of VN who was to enlist the help of a local archivist.

**6. Date of Next Meeting**

Wednesday 10<sup>th</sup> June 2015 at 7.15pm was agreed.

There being no further business the meeting finished at 8.20pm

# Little Malvern & Welland Parish Council

## MINUTES OF THE NEIGHBOURHOOD PLAN GROUP MEETING WEDNESDAY 10<sup>th</sup> JUNE 2015

**Present:** James Black, Mick Davies, Ray Harold, Maureen Lamb, Jon Mortimer, Viv Nelson, David Sharp also Sarah Rouse and Hilary Thompson (representatives from Leigh & Bransford Parish Council).

**1. Apologies:** Emma Horton-Smith, Roger Cousins, Gil Weston.

**2. Election of Chairman:** James Black was elected as Chairman for the meeting.

### **3. Approval of previous meeting's minutes**

The minutes of the meeting held on 13<sup>th</sup> May were approved and signed by the Chairman.

### **4. Progress reports and other matters arising from these minutes**

DS confirmed that additional funding from Locality of £2,100 to cover printing costs had been approved. However no technical help was available further funding would have to be applied for if professional services were required.

MD had met with Jo Cross to get further information about the S106 process regarding local developments: Funds should be with MHDC prior to occupation of first house; Parish Council to be primary consultee; required to keep an up to date list of preferred schemes with evidence to demonstrate their importance.

Carly Tinkler had produced a first draft Landscape Assessment but was still to actually assess sites for development. She had also received a biodiversity report from the Worcestershire Biological Records Centre to be included in the final report. Most Neighbourhood Plans did not have a separate biodiversity section, but were incorporated within the landscape assessment.

MD was redrafting housing policies incorporating the comments from MHDC.

EHS finalising design statement and standards which would be circulated prior to the next meeting. Members were asked to investigate examples of good quality developments which could be included.

### **5. Action Plan**

MD was to draft a report for the Parish Council outlining progress with a recommendation that further discussions take place with MHDC.

Parish Online, the mapping website was to be renewed for another year.

A meeting with Peter Newman was to be arranged to investigate whether the plan could influence developments to cater for the local housing need.

An investigation was to be carried out to see if it was viable to include digital maps in the Plan.

Carly Tinkler had indicated these would cost an additional £600.

Historical and Antiquities report still to be incorporated in the plan.

MHDC 2008 flood report to be reviewed and to be included in drainage section of plan if pertinent.

Next meeting to concentrate on enhancement projects.

### **6. Date of Next Meeting**

Wednesday 8<sup>th</sup> July 2015 at 7.15pm was agreed.

There being no further business the meeting finished at 9.15pm

# Little Malvern & Welland Parish Council

## MINUTES OF THE NEIGHBOURHOOD PLAN GROUP MEETING WEDNESDAY 8<sup>th</sup> JULY 2015

**Present:** Anne Brookes, Mick Davies, Emma Horton-Smith, Jon Mortimer, Viv Nelson, David Sharp.

**1. Apologies:**, Roger Cousins, Ray Harold, Maureen Lamb, Gil Weston.

**2. Election of Chairman:** Viv Nelson was elected as Chairman for the meeting.

**3. Approval of previous meeting's minutes**

The minutes of the meeting held on 10<sup>th</sup> June were approved and signed by the Chairman.

**4. Progress reports and other matters arising from these minutes**

DS confirmed that additional funding from Locality of £2,100 had been approved and received.

The annual subscription to the Parish Online mapping web site had been paid.

It was noted that two recently approved development sites, The Old Post Office (30 homes), and Marlbank (24 homes) had allocations of affordable houses for Welland residents.

Carly Tinkler's landscape assessment had been received and was reviewed by the group.

**5. Action Plan**

**Carly Tinkler's Landscape Assessment**

MD and EHS to review report and include recommendations in Plan policies.

Plots of land identified as 'suitable' for development in the Landscape Appraisal would need to have other criteria taken into account (other than landscape) before recommendations could be made within the Plan.

The Group had no objection to Paul Esrich using the report as an example.

It was agreed to recommend to the Parish Council to publish the draft appraisal for consultation once it was in a suitable form.

It was agreed to get quotations for a graphic designer to help with the final draft of the Plan. EHS to get quotation and DS to submit funding application.

It was agreed to get a draft of the plan to David Clarke within two weeks and hope to get a response early August.

EHS to finalise Building Design criteria.

**6. Date of Next Meeting**

Wednesday 5<sup>th</sup> August 2015 at 7.15pm was agreed.

There being no further business the meeting finished at 9.30pm

# **Little Malvern & Welland Parish Council**

## **MINUTES OF THE NEIGHBOURHOOD PLAN GROUP MEETING WEDNESDAY 12<sup>th</sup> AUGUST 2015**

**Present:** James Black, Anne Brookes, Mick Davies, Ray Harold, Maureen Lamb, David Sharp.

**1. Apologies:** Roger Cousins, Emma Horton-Smith, Jon Mortimer, Viv Nelson, Gil Weston.

**2. Election of Chairman:** Ray Harold was elected as Chairman for the meeting.

**3. Approval of previous meeting's minutes**

The minutes of the meeting held on 8<sup>th</sup> July were approved and signed by the Chairman.

**4. Progress reports and other matters arising from these minutes**

DS confirmed that additional funding from Locality of £1,000 had been applied for to cover the cost of a graphic designer. However since £8,000 in grant funding had already been received it was possible this would not be approved. There was however still an allowance of £2,000 in the Parish Council budget for Neighbourhood Plan costs.

MD reported that the latest draft of the Plan (including the Landscape Assessment) had been submitted to David Clarke at MHDC for comment. It was hoped a response would be received prior to the next meeting.

**5. Action Plan**

The current draft was reviewed by the meeting and a copy was to be distributed to the rest of the Group.

Before the draft was made public the Group was to request that the Parish Council approve contacting landowners whose properties had been identified in the Landscape Assessment as being of High or Medium suitability for development.

It was also agreed that the group should look at designating local Green Space – ML to investigate.

It was also agreed that a vision statement should be produced - ML to draft.

**6. Date of Next Meeting**

Wednesday 2<sup>nd</sup> September 2015 at 7.15pm was agreed.

There being no further business the meeting finished at 9.00pm



# Little Malvern & Welland Parish Council

## MINUTES OF THE NEIGHBOURHOOD PLAN GROUP MEETING WEDNESDAY 2<sup>nd</sup> SEPTEMBER 2015

**Present:** Anne Brookes, Mick Davies, Ray Harold, Emma Horton-Smith, Maureen Lamb, David Sharp.

**1. Apologies:** Roger Cousins,, Jon Mortimer, Viv Nelson, Gil Weston.

**2. Election of Chairman:** Maureen Lamb was elected as Chairman for the meeting.

**3. Approval of previous meeting's minutes**

The minutes of the meeting held on 12<sup>th</sup> August were approved and signed by the Chairman.

**4. Progress reports and other matters arising from these minutes**

DS reported that no decision had yet been made regarding the additional funding from Locality of £1,000 to cover the cost of a graphic designer.

MD reported that substantial feedback had been received from David Clarke at MHDC. These comments were reviewed by the group and amendments were agreed for the latest draft.

**5. Action Plan**

It was agreed to recommend to the Parish Council that up to £1000 be spent on a graphic designer to finalise the appearance of the final draft.

The revised draft was to be sent to David Clarke towards the end of September for further comment.

ML to review 'Open Green Spaces' designation with RH and AB.

EHS to redraft the vision statement drafted by MD to include 'vision – objectives – policies'.

Publication to be discussed at the next meeting.

**6. Date of Next Meeting**

Wednesday 7<sup>th</sup> October 2015 at 7.15pm was agreed.

There being no further business the meeting finished at 9.05pm

# Little Malvern & Welland Parish Council

## MINUTES OF THE NEIGHBOURHOOD PLAN GROUP MEETING WEDNESDAY 7th OCTOBER 2015

**Present:** Anne Brookes, Mick Davies, Ray Harold, Emma Horton-Smith, Jon Mortimer, Viv Nelson

**1. Apologies:** Roger Cousins, David Sharp, Gil Weston.

**2. Election of Chairman:** Viv Nelson was elected as Chairman for the meeting.

**3. Approval of previous meeting's minutes:** To be approved at the next meeting.

**4. Progress reports and other matters arising from these minutes:**

Additional funding from Locality of £1,050 to cover the cost of a graphic designer had been approved.

Latest draft had come back from Paul Esrich and David Clarke with suggested changes which will go to the graphic designer and should be ready in the next week.

Some areas of the plan required amendment, particularly photographs. MD to contact Linda Roper from the parish magazine.

**5. Action Plan:**

**Publication:** Discussion on what print run to commission and type of paper. At present the draft runs to 38 pages plus appendices.

Also whether the draft would be distributed to all households.

**Consultation Event:**

VN to contact Mary Purser for hall availability

Discussion on the format of the event given the amount of information to be displayed.

ML to be asked to produce a summary of the questionnaire.

Need to attract villagers to the event possibly use drinks and snacks as incentive.

VN suggested using a drama approach to some of the evening - sketches about the neighbourhood plan. VN to check out availability of 'suitable' actors.

MD suggested asking people to get involved in spending the 106 money.

**6. Date of Next Meeting:**

Wednesday 4th November 2015 at 7.15pm was agreed.