

**WOLVERLEY & COOKLEY PARISH COUNCIL**

**Minutes of the Meeting of the Parish Council**

**Held at Wolverley Church Hall, Wolverley on Tuesday 3<sup>rd</sup> October 2017 at 7.00pm**

Present:

Mr D Jones (Chairman)  
Mr T Botterill  
Mr R Drew  
Mr J Hart  
Mr M Hart  
Mrs L Jones  
Mrs C Lewis  
Mr C Nicholls  
Mr C Sherrey  
Mr S Sherrey  
Mr P Smith

West Mercia Police: PCSO Kate Easthope  
District Councillors: Stephen Williams  
Ian Hardiman  
County Councillors: Ian Hardiman

Jim Long Churchill & Blakedown Parish Council  
Sue Fowler Churchill & Blakedown Parish Council

Parishioners

118. **Apologies**

Apologies were received from Councillors D & J Cox.

119. **Declarations of Councillors Interests**

Register of Interests: Councillors are reminded of need to update their register of interests.

To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. None Declared.

To declare any Other Disclosable Interests (Pecuniary or Non-Pecuniary) in items on the agenda and their nature.

None declared

120. **Representatives from Churchill & Blakedown / Chaddesley Corbett Parish Councils - Neighbourhood Plan**

The Chairman welcomed Councillors Jim Long and Sue Fowler from Churchill and Blakedown Parish Council to the meeting.

Councillor Long introduced himself and explained that he would try and run through the process involved in doing a Neighbourhood Plan in order to help Wolverley & Cookley Parish be more informed prior to taking a decision to proceed.

He explained that there is a hierarchy for the Plan, the top level being the Wyre Forest District Council Local Plan.

The first thing needed is for a vision on what you want to achieve. Churchill & Blakedown started from the Parish Plan, (this has no legal force and is more of a wish list).

They did an initial consultation which involved a short questionnaire to every household in the village, it was split into 7 sections which fit in with the Neighbourhood Planning Process. Then they gave consideration on how to take it forward and started a working group consisting of 4 Parish Councillors. It was not progressing so they then appointed a Consultant, they had professional knowledge and this is crucial for guidance and advice. Obviously this needs to be paid for - Parish Council would need to try and apply for funds, circulation of documents, construction of website, funding from DCLG department called locality, you have to spend funds within 6 months - they will only give you the money they think you will spend in the next 6 months - the process does take a long time.

Building your evidence base needs to be robust and professional, you need to make sure you do not miss out any of the steps otherwise the plan has to be withdrawn and re submitted, officers at WFDC do help but you need continuity. Once signed off by inspector, the plan went through to WFDC for referendum and had 87% turnout which was very good, the money side stops when it is submitted to WFDC, then it passes to them and they adopt it and make the plan and it fits into the hierarchy. Churchill & Blakedown found WFDC extremely helpful.

Sue Fowler emphasised that it is a learning process for all, it is a laborious process and you definitely need expert planning assistance, a consultant is absolutely essential. You need to relate all plans to each other and to the national planning framework; it is well worth the money for consultant. It takes a long time and is hard to keep the momentum going. They started in 2013 so it has taken 4 years.

There are several areas to consider when producing a Neighbourhood Plan, such as:

Community  
Business and Enterprise  
Transport and Traffic  
Housing and Planning  
Environment  
Heritage

Discussion was then opened up with Councillors with numerous questions being asked;

Were the community involved? Sue was Chairman of the working group and said yes there were lots of sub working groups that involved members of the community but ultimately it was down to a few individuals.

What is the benefit of doing a Neighbourhood Plan? It gives a slight bit of control that you haven't had with the local plan and helps people in the community get focussed a bit more, it gives the ability to look at planning applications with some more clout than you had previously.

How much were the grants? First one £5400, then £2000, the Consultant cost about £4000.

You should go to tender on who to use however there is an accepted system if you want to follow someone else you don't have to go to tender, for example if you follow another parish, eg Churchill & Blakedown used the same Consultant as Chaddesley.

The size of the Parish matters and they quote a fixed price.

WFDC fund the cost of the referendum, there is no cost to the Parish Council.

Locality has local representatives who help to say whether you can achieve what you have applied for.

How much influence do you feel the Neighbourhood Plan would have on a significant planning application in your Parish?

Sue explained they were very careful in the neighbourhood plan about future development in the parish but don't have a lot of parcels of land left.

Jim said that traffic in the plan was a priority as they have problems with this. WFDC are very supportive with the neighbourhood plan and they do think it does give some protection to the Parish.

The Plan seems to take a long time to complete? It has taken over 4 years to complete.

Look on the Locality website, there are plenty of signposting documents about neighbourhood planning and DO get a Consultant on board as soon as you can, you can then get an outline document from which you can work to.

How supportive will WFDC be able to be as staff numbers have fallen and how much of a weapon can be used so the community have a constructive say? The Neighbourhood Plan seems very technical and takes a long time so would want to know that at the end of the day it is useful. Looking at Worcestershire CALC guidance - felt more positive. Communities cannot block any development that WFDC say they want to build - is this correct? But they can influence the type, design, location and mix of any new development, Neighbourhood Development Orders? Can be done without WFDC, and if we meet the basic standards can ask WFDC for a referendum so community has final say if Neighbourhood Plan or Order comes into force,

Jim explained that there are two things - There is a Plan and an Order - no one has done the order.

You need to have neighbourhood area designated as boundary for the neighbourhood plan - that got it started.

It can't just be done in a bubble it needs to involve the community - public meetings, working groups etc.

Does the main team have to be Parish Councillors? - Sue - NO they don't utilise all available resources.

Stephen Williams - re Chaddesley Neighbourhood plan

The Government paid £20,000 for cost of Neighbourhood Plan.

A questionnaire was sent to every household, and businesses in the parish and employees. There were 30 questions. Initially 30% return out of 741 households. They set up a dedicated website for the Plan, each plan will be very different. Councillor John Hart has been given a copy of the Chaddesley plan. Chaddesley people did not want any street lighting or light pollution, they didn't want big gates to properties, advertising control on the side of the road. They set up 6 various committees, had local doctor, property developers and lots of walks of life, a member of the Parish Council would chair each of the groups, Chaddesley are now reviewing all aspects of the Neighbourhood Plan. It is extremely onerous for the Clerk.

### **Public Question Time**

There were a large number of Parishioners present and the Chairman welcomed them and invited questions in Public Question Time.

Questions;

The Use of Consultants - they can sometimes be difficult to use, need to be careful when recruiting? Sue & Jim were very happy with the consultants they used.

Are you happy with decision to do a Neighbourhood Plan? Chaddesley Corbett were very pleased with the outcome, the development on the old school site meant houses were of a size the Parish Council were more comfortable with than the first application that was put in, also gates etc detail in the plan has been very useful

Chaddesley have used it for details, Churchill & Blakedown just wanted a voice and didn't go into the level of detail.

Can community do one without any Parish Council input? - Yes - can do a Parish Forum.

What happens if you want to make any amendments once you have done plan? Unfortunately you do have to change whole plan.

A Parishioner working for the Ambulance Service asked what the Parish Council thought about getting public access to a defibrillator in the Parish. Discussion followed as there are several in the Parish but it is not clear, where? the level of access and if they are linked to the Ambulance Service?. It was agreed to put this on the next agenda for discussion and once clarified advertise in Wolverley & Cookley Matters so everyone is aware where they can access one if needed.

121. **To consider the adoption of the minutes of the Council meeting held on 5<sup>th</sup> September 2017 at 7.00pm**

These having previously been circulated it was resolved unanimously to receive and adopt the minutes as a true record of the meeting and these were signed as such by the Chairman.

**Matters for Discussion / Decision:**

122. **To consider production of a Neighbourhood Plan for the Parish**

The Chairman, Councillor D Jones thinks the Parish Council should move forward with the production of a Neighbourhood Plan. Councillor C Sherrey felt that the Parish Plan that was produced was a useless document but does think that a Neighbourhood Plan should be started but there needs to be a mixed team on each sub-committee.

Councillor M Hart gave apologies for missing the presentation but is very familiar with Neighbourhood Plans. He feels we need to translate words into actions, it won't be an easy undertaking, it is hard work and a lot of man hours but need to resolve that we set up a Neighbourhood Plan Sub Committee and agree a number of Parish Councillors to sit on the Steering Group and then decide how we widen to the local community onto a project group to take this forward.

Councillor Botterill proposed to go ahead with Neighbourhood Plan, Councillor M Hart formally recommended 2 Parish Councillors from Cookley and 2 from Wolverley. Councillor J Hart felt Wolverley & Cookley Matters will be a useful forum to let the Parish know what is going on and once a way forward has been agreed an article will be submitted.

123. **To discuss Housing Needs Survey in the Parish**

Following presentation at meeting last month the Clerk had circulated various documents including a draft questionnaire.

Councillor S Sherrey felt this questionnaire was slightly confusing and it was agreed Chairman, Councillor S Sherrey and Clerk to meet with Principal Strategic Housing Officer to simplify questionnaire prior to distribution.

124. **To receive Councillors Reports:**

**District Councillor – Councillor M Hart reported:**

- Crown House – The District Council are close to doing a deal to agree to demolish Crown House,
- Town Centre Public Realm Phase 1 all complete, Phase 2 hope to start work in spring next year,
- Kidderminster Railway Station – 4.3 million investment – work commence next year – finish by 2019,
- Wyre Forest District Council Local Plan – timetable will be considered at end of month and by cabinet in November – timeline may be altered slightly due to level of response to consultation, examination in public by 2019, then adoption,
- Public Spaces Protection Order – formally brought into being 1<sup>st</sup> October,
- Local Pay deal for WFDC staff – consulting on 4 year pay deal,
- Returning officer – will be consulting Parish Councils on election costs,
- Localism Fund – submissions will be reviewed and Parishes notified of outcome,
- Land at Eleanor Harrison Drive – enforcement office have been out and Planning Contravention Notice about to be served on the owners,
- Velo Birmingham – de brief at County over next few months.

Councillor Nicholls queried why WFDC are looking at a local pay deal not a national pay deal? Councillor M Hart advised gives staff a 4 year deal, all staff were consulted and it is legal.

Councillor D Jones thought the VELO event was marvellous and when the Railway Station improvements are undertaken he would like to see the bus services linked in.

**County Councillor – Councillor I Hardiman reported:**

- The County Councils Full Council Meeting took place on 14<sup>th</sup> September when Council resolved to respond to the Police and Crime Commissioners consultation to take over fire and rescue services, by objecting to this but that the fire and rescue authority should work as a collaboratively as possible with West Mercia Police,
- On 20<sup>th</sup> September, together with Councillor M Hart, I met with Mr Bryn Thomas, Head of Wolverley High School. Marcus & I were very impressed by Mr Thomas who is undoubtedly steering the high school in a positive direction to ensure that pupils are given every opportunity to reach their potential,
- I shall be meeting next week with Mr DeVine, Head of Cookley Primary School. He kindly invited me to meet with him,
- Ref: Safety Barrier by the bend in Lea Lane by the Canal, I have invited the Cabinet Member for Highways to join me in a site visit,
- Ref: The Drain problem by "Sleepy Hollow" in Wolverley Village – a new drain and sump has been installed but the engineers must return to the subject as they discovered that beneath the road, a sewer pipe is interrupting the water pipe which delivers water into the brook,
- The bowed wall on the B4189 has still not been resolved – I am chasing County Officers on this,
- A449 overgrowth on pavement – I am sorely disappointed with the extreme prevarication, I have again asked Senior Highways Management to instruct appropriate siding out again for this,
- Ref: The blocked drain issue by the lower entrance to Wolverley High School. The Highways Engineer has raised a works order for this to be resolved,
- Ref: The road surface by the Queens Head on this as I am still awaiting a report.

125. **Report from West Mercia Police**

Written report circulated.

PCSO Kate Easthope was in attendance.

Cookley - Axborough Lane theft of copper wire from telephone base, Kinver Lane garage break in, Field off Eleanor Harrison smashed window vehicle, Beeston Road mountain bike stolen, Caunsall windows slashed, 23<sup>rd</sup> September - speed checks for 2 hours on Castle Road, 4 people over 30mph but below 36, stopped and educated, Sunday car stolen off driveway in Westhead Road,

Wolverley -Camper Van stolen at motocross event, Rolex watch and cash stolen Cotes Lane, silver KA stolen Attwood close, criminal damage to transit van Sebright road and suspicious white Passat, garages burgled again Sebright Road, van entered, property with vulnerable adult bullies and criminals moved into the house, ford transit stolen High Hobro, moped stolen Wolverley Cottages, Honeybrook outbuildings broken into, sheep in Lowe lane - gate rammed, quad bike stolen.

Neighbourhood Watch - need to push with this especially Wolverley - Bert Priest and Robin Drew have offered to help set up schemes.

Up to 23<sup>rd</sup> October the Police are going around areas in a van doing crime prevention, they are also working with the schools and have a new sergeant and will be getting a new inspector.

Councillor Nicholls queried why speeding checks are not consistent - cameras don't give 10% variance, it was clarified these are road safety partnership whereas police give 10% if stopped by them, to do with static and hand held.

Councillor C Sherrey asked how effective is Neighbourhood Watch? Kate replied very effective - can get stickers for doors and packs but signage has to be paid for - still looking into Smart water (signs are free of charge)

**Financial Matters:**

a) Annual Return for the year ended 31<sup>st</sup> March 2017 - 2 minor reports from external auditor. All signed off.

b) Pension Contributions - increase to be implemented from 2018.

126. **Accounts for Payment**

RESOLVED that the following accounts be paid:

36	Mrs B J Drew (Salary September 17)	909.06
37	Mr T Dale (Lengthsman Fee September 17)	87.44
38	Inland Revenue (Tax & NI Jul - Sept 17)	205.47
39	Marvin Cox Lubricants (Works to maintain Pound)	108.00
40	Office Outlet	44.97
41	Amberol (Troughs)	2907.38
42	Thursfields Solicitors (Balance to date following payment on account on works to Memorial Hall Lease)	45.00
43	Grant Thornton (External Audit Fee)	360.00

127. **Planning Applications for Consideration:-**

**PC No**    **WFDC No/Details**

3288	17/0404/Full: (additional / Revised Plans / Revised Description)	Proposed replacement roof over existing rear extension at 42 Lionfields Road, Cookley,
	Recommend Approval	
3296	WF/17/3054/PNH: (Prime Notification Householder Application)	Single storey rear extension at 5 Knight Road, Wolverley,
	For Information Only	
3297	WF/17/0546/Full: Proposed detached garage and office at Brookfield Cottage, Lowe Lane, Wolverley,	

Recommend Refusal

- 3298 WF/17/0554/Full: Two storey side extension to replace single storey garage / utility. Ground floor rear extension at 30 Woodlands Road, Cookley,

Recommend Approval

- 3299 WF/17/0558/Full: Two storey side and single storey rear extension at 71 Castle Road, Cookley,

Recommend Approval

- 3300 WF/17/0560/Full: Proposed two storey extension over existing garage and extension to kitchen at 19 Westhead Road, Cookley,

Recommend Approval

- 3301 WF/17/0574/Full: Single storey rear extension at 32 Fairfield Lane, Wolverley.

Recommend Approval

128. **To discuss Casual Vacancy – Cookley Ward.**

Clerk advised no Election has been called therefore the Vacancy will be filled by co-option at the next meeting.

129. **To discuss Cookley Bus Service.**

All services are to be reviewed at the end of the year.

Councillor M Hart advised that hopefully packaged so private sector fund service in the future.

130. **To discuss Worcestershire Minerals Local Plan – 4<sup>th</sup> Call for Sites.**

Noted

131. **To discuss action on Enforcement – WF/17/0042/Full Land off Eleanor Harrison Drive, Cookley, Planning Appeal dismissed.**

A Planning Contravention Notice is being issued.

132. **To receive update on Dementia Awareness following meeting 22<sup>nd</sup> September 2017.**

Councillor C Nicholls thanked all people who attended - there were not a great number of people however there was a full compliment of professionals and representatives from Chaddesley. Councillor Nicholls would like to propose it is driven more by the community now, Kidderminster have two councillors on and it was agreed Councillor Nicholls represent Cookley and Councillor S Sherrey Wolverley.

133. **To agree location for Litterbin – Attwood Close, Wolverley.**

Councillor Botterill and Clerk have met with Community Housing. The site agreed for the bin is next to the street nameplate on the left hand side.

134. **To update on progress with Localism Projects 2017/18, Localism application and agree any action required;**

- a) Gateways - awaiting delivery,
- b) Planters - Councillor R Drew has met with Alan Breen (WFDC Parks) and got a lot of ideas for planting which can now go ahead,
- c) Tourism Boards - Councillor P Smith is pursuing.

135. **To discuss Marshalls for Remembrance Day Parades.**

The Royal British Legion has asked for help again this year with providing Marshalls for the Parades. Councillor Mrs Jones, for Cookley and Councillor Mr Botterill for Wolverley will arrange.

**Parish Matters for Update Only – no decisions required**

136. Clerks Report (Clerk). Worcestershire CALC Training Programme, Journeys to Health – Transport for your Community.

137. Update on Lengthsman Scheme (Councillor T Botterill). New Scheme Manager – Richard Clewer.

138. New Issues / Items for Next Meeting. Remembrance Day Parades, Defibrillators, Casual Vacancy

139. Dates for Meetings;

Worcestershire CALC AGM, Wednesday 15<sup>th</sup> November 2017, County Hall, Worcester, 5.00pm Trade Fair, 6.30pm AGM.

CALC Executive Committee Christmas Meal, Wednesday 29<sup>th</sup> November 2017, 7.00pm, China City, Ombersley.

Parish Chairman Meeting, Thursday 15<sup>th</sup> February 2018, 6.30pm.

140. Date of Next Meeting – to confirm the date of the next meeting which is scheduled for Tuesday 7<sup>th</sup> November 2017, 7.00pm.

There being no further business the meeting closed at 9.05 pm.