

## MALVERN WELLS PARISH COUNCIL

Minutes of the Meeting of Malvern Wells Parish Council duly convened and held in The Village Hall, Wells Road, Malvern Wells on **Wednesday 29<sup>th</sup> July, 2015** commencing at 7.30 pm.

**Present:** Councillor S Freeman (Vice-Chairman and Chairman for the meeting) Councillors M Victory, Mrs C O'Donnell, B Knibb, Mrs J Smethurst, N Chatten, J Black, K Wagstaff, S Atwell, P Bennett (from 8pm), County Councillor Mrs L Hodgson (from 8.20pm)

**Apologies for absence:** Councillors Mrs H Burrage, N Johnson and J Wagstaff

**In attendance:** David Taverner (Clerk and Responsible Finance Officer)

### **56/16      Declarations of Interest**

**a) Register of Interests: Councillors were reminded of the need to update their register of interests:** No changes were necessary.

**b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature:** None were declared.

**c) To declare any Other Disclosable Interests in items on the agenda and their nature:** None were declared.

### **57/16      To Consider Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011):** There were none.

### **58/16      Minutes of the Parish Council Meeting held on 24<sup>th</sup> June, 2015,**

The minutes of the Parish Council Meeting, held on 24<sup>th</sup> June, had been previously circulated. The minutes were **unanimously approved** as a correct record of that meeting and were signed by the Chairman.

### **59/16      Matters arising from the Parish Council minutes of 24<sup>th</sup> June.** There were none

### **60/16      Three Counties Showground (TCAS) Liaison –report from Mr Ken Nottage Chief Executive TCAS**

The Chairman welcomed Mr Nottage to the meeting who then outlined his role as Chief Executive of the Three Counties Agricultural Society

Mr Nottage explained that TCAS **is** a registered charity working for rural industry, the environment and countryside life. It is committed to supporting farmers, growers and horticulturists in the region and developing understanding between urban and rural communities. It has a substantial membership, enjoying good

relations with media and sponsors, and actively cultivating partnerships with the local and regional business community.

It aims to provide vibrant, innovative events throughout the year, and hosts a full range of trade and business exhibitions, equestrian and canine shows, sales, fairs and rallies. TCAS events are attended by more than a million visitors each year.

Mr Nottage apologised for the noise disturbances to local residents which had arisen from the recent "Truck Fest Event"- following which the operators of that particular event had been warned that any future repetition of the excessive noise levels that had occurred would not be tolerated. The operators of that contract with TCAS had been warned that it would be cancelled if similar problems occurred in the future.

New noise monitoring procedure had recently been implemented and TCAS staff had received specific training in the use of the new equipment and a more proactive and hopefully effective approach was being instituted to deal with the resolution of any noise disturbance complaints that were received.

Members had also raised concerns regarding the proliferation of temporary event signage, which looked unsightly on occasions, and was not removed quickly enough following the conclusion of showground events.

Mr Nottage advised that he would discuss all the issues that had been raised with his staff and it was hoped that the recent improvements that had been made by investment in staff training and monitoring procedures would help to resolve the problems which had been identified.

## **61/16      Reports from Council Committees**

- (a)**      The Clerk presented the previously circulated report of the **Environment Committee** which had been held on 9th July 2015. The report was **noted and accepted** by the Council
- (b)**      Cllr Chatten presented the previously circulated report of the **Planning Committee** which had been held on 22<sup>nd</sup> July. **The report was noted and accepted** by the Council
- (c)**      Cllr Victory presented the report of the **Finance & General Purposes Committee** meeting which had been held on 22<sup>nd</sup> July. The report and the recommendations contained therein were **noted and approved** by the Council
- (d)**      **Review of Working Groups terms of reference and scope**
  - i) **Gas lamps working group.** Cllr Freeman presented the details of the previously circulated draft terms of reference and scope for the Gas lamps working group. The Group had agreed to recommend the draft documents, and the following amendments, to the scope of their work to the Council for acceptance:-

*"To review the future provision, management and maintenance of Gas Lamp footway lighting, working with all appropriate legislation and make specific recommendations on action to the Parish Council and also to support the Clerk in the operational supervision of the Gas Lamps maintenance contract and the Contractor*

These amendments were **unanimously approved** by the Council

(ii) **Open Spaces working group.** Cllr Atwell presented the details of the previously circulated draft terms of reference and scope for the Open spaces working group. The Group had agreed to recommend the draft documents, and the following amendments, to the scope of their work to the Council for acceptance:-

*"To support the Clerk in the operational management of the outdoor amenity spaces and play facilities"*

As part of the review of the group's terms of reference it was also agreed to recommend to council that not more than three non – councillors may be co-opted to the group.

These amendments were **unanimously approved** by the Council

**62/16**

**Reports from Council Working Groups**

i) **Gas lamps working group.** Cllr Freeman presented the report of the gas lamps working group which had been held on 29<sup>th</sup> June

Malvern Hills Conservators had approved the council's application to erect new lanterns to fill the identified gaps along the Wells Road. A further meeting with David Armitage of the Malvern Hills AONB unit had been arranged to discuss the next stage in the relevant planning application process. It had been ascertained that the "redundant" lamp in Upper Welland Road was available for relocation as part of the intended replacement

The report and the recommendations contained therein were **noted and unanimously approved** by the Council.

ii) **Open spaces working group.** Cllr Atwell presented the report of the Open Spaces Group which had been held on 17<sup>th</sup> July.

**Land for play project**

There had been an update on alternative play space near to the Fruitlands estate. As the Conservators response to previous parish council proposals has been so negative it was agreed to refocus efforts to research the ownership of

certain plots of land near to the Fruitlands estate which the Parish Council could potentially acquire for the construction of a suitable play area.

**Jubilee Fountain garden-** Work on the progress of the Christmas illumination scheme was proceeding well. Quotations were being sought for a suitable cut tree and the necessary electrical works were being commissioned.

**Assarts Road play area.** It was agreed to recommend to Council that the quotation from Wicksteed PLC in the sum of £25,289.70 for the three pieces of new equipment which had been identified should be accepted.

The Clerk was continuing to pursue the release of section 106 funding from MHDC to support the project

Some minor maintenance works were necessary to some of the existing play area equipment and this would be undertaken in the early Autumn

**Scout Hut – Assarts Road** the Council had previously resolved to grant a 15 years lease, backdated 5 years. There were issues with the existing legal covenants covering Assarts Road which would need to be rectified before a new lease was signed

### **St Wulstan's Village Green**

It was agreed that the management plan for St Wulstans green should be reviewed and that the defined mixed natural grassland area should not be cut in any year before the last week of July.

The report and the recommendations contained therein were **noted and unanimously approved** by the Council.

**63/16 (a) Payment of Accounts:** - the following accounts were approved for payment:-

Chq	Payee	For:	NET £	VAT £	GROSS £
3253	Steve Maund	Outdoor Work July	972.40	-	972.40
3254	Steve Maund	cemetery materials	28.27	5.66	33.93
		Gas lamps Consumption - June Qtr.			
3255	British Gas Trading		1,283.88	256.78	1,540.66
3256	Malvern Wells Village Hall	Room Hire- June qtr	58.00	-	58.00
3257	Worcestershire CALC	Clerk & Cllr Training	50.00	10.00	60.00
3258	PCC Malvern Wells & The Wyche	Room Hire- June qtr	30.00	-	30.00
3259	Grant Thornton	External Audit fee	300.00	60.00	360.00
3260	Arkell & Hurcombe	Remembrance plaque- M Bass	90.25	18.05	108.30
3261	Print Plus	Wells news Printing	1,166.00	-	1,166.00
3262	Martin Thomas	Outdoor Work June & July	527.21	-	527.21
3263	Martin Thomas	Outdoor Work August	268.18	-	268.18
3264	D M Taverner	Salary adjustment - June	243.87	-	243.87
3265	D M Taverner	Salary adjustment - July	125.07	-	125.07
3266	HMRC	PAYE & NAT Insurance - June qtr	1,007.24	-	1,007.24
3267	D M Taverner	Admin expenses - June and July	319.52	40.70	360.22
<b>TOTALS</b>			<b>6,469.89</b>	<b>391.19</b>	<b>6,861.08</b>

**(b) Community grants.** It was unanimously agreed to make a contribution of up to £250 from the Council's Community grants budget to fund a community social event being held for residents at Assarts Road playing field on 1<sup>st</sup> August.

#### **64/16 Review of Council Standing Orders and Financial regulations**

The Council's Standing orders were being updated to reflect the right to record, film and to broadcast meetings of the council, its committees, sub committees and working groups.

This right is established under the *Openness of Local Government Regulations 2014*. The revised standing orders, which Council were required to review and adopt were presented to Members for their consideration

Following a detailed review no further changes were needed to the Council's existing Financial Regulations which had been formally adopted in July 2014.

The Council unanimously resolved to approve and adopt the updated Standing orders. It was noted that the Council's Financial regulations would continue to be the subject of ongoing review by the Council's Finance and General Purposes Committee.

## **65/16 – Chairman’s Communications**

### **South Worcestershire Development plan – confirmation of the content of a letter of reply sent to J Hegarty –Chief Executive of Malvern Hills District Council (MHDC) - regarding future planning developments within the Parish.**

The Clerk advised that a letter had been sent to the Chief Executive of MHDC in response to comments that had been made in his letter to Harriet Baldwin MP, regarding the SWDP and the future of potential planning developments within the Parish. The letter is reproduced at **Appendix A** to these minutes.

It was agreed that once a reply was received, to the Parish Council’s letter, and copies of the correspondence would then be sent to Harriet Baldwin for her information.

During a general discussion on the very slow progress of the of the SWDP process the Clerk was asked to ensure that the Parish Council was represented at any future consultation on the SWDP proposals in respect of its likely impact on the Parish.

### **66/16 Report from the Clerk on actions undertaken since the previous meeting**

#### **(a) Assarts road play area – new play equipment**

Quotations for the new equipment, which had been selected for purchase by the Open spaces working group, had now been received from Playdale Ltd, HAGS SMP Ltd and Wicksteed Ltd in the sums of £25,452, £25,983 and £25,290 respectively.

The Open spaces working group had met to consider the quotations and had agreed to recommend to Council that the Wicksteed quotation should be accepted

The Council **unanimously resolved** that the quotation from Wicksteed Ltd in the sum of £25,290 should be accepted and that an order for the equipment should be placed with them. The work would be scheduled to start in the early Autumn.

The Clerk advised that he was pursuing the release of section 106 funding from Malvern Hills District Council to support the project.

#### **(b) Jubilee Fountain update on Christmas illumination scheme**

Prysmian Ltd had been asked to install an electricity connection point at the Jubilee Fountain Garden. A cut tree of around 10metres in height was being sourced to which illuminations could be connected during the Christmas 2015 period.

#### **(c) Britain in Bloom competition 2015 entry**

The Clerk advised that he and Cllr Burrage had met RHS Britain in Bloom assessor at the Jubilee Fountain garden and the results of the judging were now awaited.

Further investigatory work would now be undertaken to see if it was possible to re-establish a water supply to the Jubilee Fountain spout

- (d) **Wells news summer edition.** The final deliveries of the Summer edition of the wells news were being completed and a link to the magazine had also been posted on the Council's Website.
- (e) **Community access Defibrillators.** Agreement had been reached with the Head of the Wells Primary School for the location of a cabinet and defibrillator at the school and an electrician had been appointed to undertake the work. The scheme was being held up by the fact that the electrician needed access to the school to fit the cabinet. A second cabinet had been ordered to house a similar defibrillator at the Wyche Institute.
- (f) **Summer fete- Sunday 6<sup>th</sup> September.** The organisation of the event was continuing to progress well and the clerk advised that Harriett Baldwin MP had agreed to open the fete. Further advertising for the event was now underway.

The events organising group would be meeting again on 24th August to finalise the planning of the fete. The Clerk appealed for any additional offers of help with running the various stalls and events on the day.

### **67/16 Report of District Councillor - Mrs C O'Donnell**

Cllr O' Donnell had submitted the following written report:-

#### **Council calls on government to review funding for refugee scheme**

The Government is being asked to reconsider its position on funding for hosting some of the most vulnerable Syrian refugees, by Malvern Hills District Council. Councillors voted at a meeting on Tuesday, 14 July not to proceed with a formal bid to the Home Office for the council to take part in the Syrian Vulnerable Persons Relocation Scheme. The councillors voted by 22 to 15 with one abstention not to submit a bid under the Syrian Vulnerable Persons Relocation Scheme.

The move follows a similar decision by Worcestershire County Council not to participate in the scheme due to the financial risk involved. It is estimated it would cost between £100,000 to £150,000 a year to meet the health, education, social care and other needs of any refugees.

However the Government scheme only provides funding for 12 months when it is expected refugees would stay for at least five years. Worcestershire NHS organisations also expressed concerns about the additional financial pressure hosting refugees would put on their budgets. Cllr Melanie Baker, portfolio holder for housing on Malvern Hills District Council, said: "It is disappointing we have had to take this decision, we would still wish to play a part in the Syrian Vulnerable Persons Relocation Scheme, but cannot do so without funding from the Government, the county council and other key organisations. "However I want to make it clear we are not closing the door on the idea of Malvern Hills District Council playing a part in this scheme, only that we are unable to submit a bid at this stage, under these conditions.

"That is why I have written to James Brokenshire MP at the Home Office, to ask the Government to reconsider their position with regards funding for this scheme. "If the situation changes we will revisit the decision."

### **Chairman supports Upton in Bloom**

Upton upon Severn was blooming' with pride as residents showed off their floral displays to the judges for the annual RHS Heart of England in Bloom competition.

Barbara Williams, Chairman of Malvern Hills District Council, attended the event on Tuesday, 14 July to show her support as the judges cast their eye over the array of colour welcoming people to the popular riverside town. Cllr Williams said: "The displays were so beautiful and vibrant. There is such a wonderful community spirit here in Upton and I really hope they do well. I send them all the very best of luck."

The event took place outside the Pepperpot, a medieval church tower which dates back to the 13<sup>th</sup> century and houses the Upton Tourist Information and Heritage Centre.

Upton in Bloom is run by volunteers and last year the town won the gold award in the large village category. They have won gold in this category since 2004 and in 2008 were overall winners. The results will be announced in September.

### **Online ordering service launched for garden waste**

Grass cuttings, leaves and dead plants can now be disposed of more easily with the launch of a new online ordering service for garden waste collections.

Residents across the district can now order a 240 litre brown bin from Malvern Hills District Council at the click of a button via their PC, tablet or mobile phone. So far 3,900 people are signed up for the service, which costs just £65 a year. Bins will be collected fortnightly from residents' doorsteps in the same way their rubbish or recycling is.

All garden waste will be taken away and composted to be used again by farmers, allotment owners or in the soil industry.

Residents can order as many additional bins as they want, at a cost of £55.

Ivor Pumfrey, head of Community Services at Malvern Hills District Council, said: "We know our garden waste collections are popular with residents and we are delighted to be able to make it even easier for people to order this convenient service, which will save both time and effort."

Visit [www.malvernhills.gov.uk/garden-waste](http://www.malvernhills.gov.uk/garden-waste) to order the service.

### **68/16 Report of County Councillor - Mrs Lucy Hodgson**

Councillor Hodgson had submitted the following written report

#### **Syrian Refugee Update**

As I am sure you have read in the press the Council's position on providing refuge for a number of families of Syrian Refugee's was discussed. The recent decision of Cabinet to not to support the proposals went back to Full Council where the original motion had originated from and after a vigorous debate on the cabinet decision council decided to support the cabinet's decision not to support the proposal.

#### **Pavement Repairs**

It is that time of year when I am advised on which areas of damaged pavements will be prepared. This year I have around £40,000 to spend over the whole of the Chase Division. On officer advice we have decided to do Pear Tree Close, a small

part of Wells Road and some patching on Benbow Close, They are also going to doing some work on Teme Avenue as well. As I have said previously I have been told by officers I have around £150k of pavements which need repairing.

**Council's agrees to provide additional primary school places in Malvern**  
Worcestershire County Council's Cabinet have agreed to expand Somers Park Primary School by building the equivalent of a one form entry primary school at Malvern Vale.

These extra places will be provided so that the County Council can meet its statutory responsibility to ensure the provision of sufficient school places.

Following public consultations in November 2014, a report went to Cabinet in February 2015 with recommendations for both short and long term options to address the need for school places in Malvern. It was agreed that expansions could progress for Callow End CE Primary School and Leigh and Bransford Primary School which would provide an additional 18 school places. However, this would still leave a need for 40 school places in the area.

Officers have proposed three options for Cabinet to consider. These are for the local authority to commission a stand-alone 1 form entry primary school on the Malvern Vale site. The process to open a stand-alone school would take a year to complete and cost the local authority just over £4million. The second option is to expand Somers Park Primary School in to a 3 form entry school. This would be done in a way that would keep the current 2 form entry school on the current site and build a new, 1 form entry school building on the Malvern Vale site.

The third option for the Cabinet to consider is for Northleigh Primary School to expand from a 1.5 form entry school to a 2 or 3 form entry school operating on a split site similar to the proposal for Somers Park Primary.

Following consultation with both schools, discussions on potential new housing with the District Council and examining the options against key criteria, the recommendation is to progress the expansion of Somers Park Primary School. This decision is based on the key factors of Somers Park is an 'outstanding' school rated by Ofsted it has high levels of parental preference and will provide a cost effective option. Early indications are that the next phase of housing development proposed in the Newlands area of Malvern is closer to Somers Park than Northleigh.

### **Cathedral Square Scheme works latest**

The public exhibition for the Cathedral Square Enhancement Scheme, is currently taking place at the Guildhall, Worcester until the end of July which had been very well attended.

Pre-works to fill in the archaeological works commenced last week on site. The wider highways elements of the scheme will start to be delivered from next Monday. In advance of the main works, site health and safety barriers and traffic management (coning off a safety zone), will be established during the evening/night this Sunday, which will require a short night road closure to put in place.

Traffic management will be in place during delivery and will be altered as the phasing of the works progress to ensure there is a two way flow of traffic. A number of night road closures will be required, but will be kept to the minimum practicable. Further updates will be made available regarding future traffic management arrangements as the scheme progresses, these will also be available on the above website.

Initially the roundabout will be closed to traffic this Sunday (July 26<sup>th</sup>) from 6:00 pm until 11:00pm. This will enable barriers to be installed around the construction area.

The main night road closures planned are from Tuesday 11th August, 2015 until Friday 14th August, 2015 (4 nights). These night closures will be in operation between 7 p.m. to 6 a.m. and will extend from College Street to Deansway. Access to Friar Street will be maintained during the road closures. Works will be programmed in order to ensure that any noise and disruption is kept to a minimum where practicable.

### **Chance to have your say on minerals plan for county**

Residents are being encouraged to help shape Worcestershire's plan for minerals development in the future.

Worcestershire County Council is asking landowners, agents and minerals operators to suggest sites for possible new mineral workings to be considered for inclusion in the next stage of the Minerals Local Plan.

The council also wants to know if there are mineral resources it is not aware of and what kind of essential infrastructure should be safeguarded in the plan to support mineral working.

Details of potential sites, resources and essential infrastructure should be submitted between now and 25 September this year (2015).

Minerals are an essential raw material of daily life. Without them houses, schools, hospitals, roads and railway lines could not be built and they are also needed for fuel, chemicals and industrial applications.

They occur naturally due to variations in geology, meaning they are not evenly distributed.

In Worcestershire we have sand and gravel, some types of rock, building stone, brick clay, silica sand, coal and salt. There is no evidence that we have minerals suitable for fracking or any other deposits of oil or gas, and no licences have been granted under the Government's current system to explore for any of these in the county.

The new Minerals Local Plan will guide how much and what minerals are required, where they should be extracted, how sites should be restored when working has finished, and how minerals development should protect and enhance Worcestershire's people and places.

It will replace the former document which was adopted in 1997 and it will be used to make decisions about planning applications for mineral extraction, processing and restoration in the county.

Details of the information people would need to make submissions to help planners assess the sites put forward is available on the County Council's website at <http://www.worcestershire.gov.uk//minerals>. All submissions will be in the public domain.

As part of the consultation people can also comment on the background evidence developed to inform the development of the Minerals Local Plan, which covers:

- Analysis of Mineral Resources (updated)
- Sand and Gravel in Worcestershire (new)
- Crushed rock in Worcestershire (new)
- Clay in Worcestershire (updated)
- Building stone in Worcestershire
- Silica sand in Worcestershire (new)
- Salt and brine in Worcestershire
- Coal in Worcestershire (updated)
- Oil and Gas in Worcestershire (new)
- Batching plant in Worcestershire (new)
- Local Aggregates Assessment (updated)

- Supply of industrial and energy minerals
- Biodiversity and mineral sites in Worcestershire: Guidance for the sustainable management of biodiversity action plan habitats at Worcestershire mineral sites
- Contributing towards Worcestershire’s priorities
- Minerals and Climate Change
- The Malvern Hills Acts and quarrying
- Profile documents for the Environmental Character Areas in the Plan.

Cllrs raised the issue of the dangerous state of the pavements on near to the Wells School and on the Fruitlands Estate. Whilst Cllr Hodgson advised that reports of dangerous footpaths should be logged on the County Council’s “report it” system which can be found at the following web link  
[http://www.worcestershire.gov.uk/homepage/98/report\\_it](http://www.worcestershire.gov.uk/homepage/98/report_it)

**69/16 Report of Elected Conservator – Cllr S Freeman**

Cllr Freeman reported that there were some managerial changes taking place at MH Conservators, with the current Director, Steve Bound, due to leave at the end of October. The Board Chairman and Vice- Chairman had also decided to stand down. Cllr Freeman had been nominated to stand for the post of Vice-Chairman. The Election for new board members was due to be held in October.

There being no other business the meeting the Chairman closed the meeting at 9.30pm.

Minutes approved Wednesday 30<sup>th</sup> September, 2015

Signed ...*Simon Freeman*.....

Cllr Simon Freeman – Vice- Chairman of the Council



# Malvern Wells Parish Council

[www.malvernwells-pc.gov.uk](http://www.malvernwells-pc.gov.uk)

Clerk: **David Taverner** MAAT Dip BA  
Parish Office  
1 Dockeray Avenue  
Worcester WR4 0RX  
Telephone: 01905 724486  
<mailto:clerk@malvernwells-pc.gov.uk>  
Your reference: - CE/0515/84

12<sup>th</sup> July, 2015

Dear Jack,

## **South Worcestershire Development Plan- (SWDP)**

I have recently been sent a copy of your letter, dated 10<sup>th</sup> June, which was sent to Harriett Baldwin in response to various queries raised by one of her constituents regarding the SWDP proposals.

At no stage has the PC ever expressed any desire for any large scale development on the Green Lane/ Rothwell Road site. Members are thus somewhat perturbed by the content outlined in **paragraph d of page 3** of your letter which infers that the Parish Council (PC) has given tacit approval for such a development. This is absolutely not the case as is further witnessed by the strong objections which the PC made against the recent planning application for 46 dwellings on the site (planning application 14/00262 refers).

I have been asked to make it very clear that the Parish Council (PC) continues to be very strongly opposed to the promotion of any large scale developments which might prove harmful to the unique character and flavour of the Malvern Hills AONB and Conservation Area, particularly within Malvern Wells Parish, and I have attached a copy of the PC response to the original SWDP site allocations which were sent to Gary Williams, Head of Planning, on 18<sup>th</sup> November, 2011.

You will note from that response that the Parish Council strongly objected to the inclusion of two proposed development sites in the SWDP which are within the Malvern Wells parish:-

SWDP 13/3 Land at Upper Welland Road- 24 units

SWDP 13/4 Former playing field – Green Lane/Rothwell Road – 35 units

Whilst the PC was pleased when site SWDP 13/3 was eventually deleted from the list of preferred option sites, due to its prominence within AONB and the Conservation Area, it remained concerned that the site referenced SWDP 13/4 at Rothwell Road/ Green Lane was still being promoted for inclusion in the SWDP proposals.

I have also attached a copy of the PC's presentation, to the special MHDC Planning committee, held on 12<sup>th</sup> July, 2012, from which you will note that it is the PC's contention that the inclusion of this site in the SWDP would directly conflict with the Government's overarching, and clearly stated, intention to secure the protection of the AONB, and it also remains diametrically at odds with many of the reasoned justifications made by planning officers at the time for the deletion of the Upper Welland site.

Members are very concerned that very misleading information appears to be being presented to the SWDP Inspector as evidence of the PC's supposed acquiescence to the development of the site and I should be grateful if you would arrange to make it clear to the Inspector that the PC's very strong objections to the inclusion of site SWDP 13/4 still stand.

Yours sincerely,

**DAVID TAVERNER**  
**Clerk and Responsible Finance Officer**

871

Cc Gary Williams - Head of Housing and Planning  
Cc Melanie Baker – Planning Portfolio Holder for Housing and Planning

