MINUTES OF THE PARISH COUNCIL MEETING AT THE SIWARD JAMES CENTRE AT 7.30 PM ON MONDAY, 7th JULY 2014

Present: Cllr Alex Avery, Cllr Bob Clarke, Cllr Stan Davis, Cllr Dennis Jackson, Cllr Pam James-Moore, Cllr Tony Mitcheson (Chair), Cllr Jeff Pollard, Cllr Rhian Powell.

17 members of the public were present at the start of the Meeting.

Introduction

Cllr Mitcheson said that he wished to place on record Bodenham Parish Council's condolences to the family of the late Mr Derek Knott, who had served on Bodenham Parish Council for 43 years - from 1955 to 1998. A lectern - now in the Parish Hall – had been presented to mark his public service when he left the Council. Mr Knott had also served as a District Councillor on the former Leominster and Wigmore District Council for some 30 years, as well as being a long serving Governor of St. Michael's Primary School as the Parish Council representative. Cllr Davis added that Mr Knott had been on the board of the Bodenham Community Charity for many years.

- Apologies for Absence. Apologies for absence were received from Cllr Roger Austin and 1. District Cllr Jeremy Millar.
- Declarations of Interest. Cllrs James-Moore, Powell and Mitcheson declared an interest in 2. Item 11.
- Minutes of the Previous Meeting. The Minutes of the previous Meeting were accepted as a 3. correct record (Proposer; Cllr Clarke: Seconder; Cllr Pollard).

Matters Arising from the Minutes. 4.

Minute 4.1: Repairs to the Mounting Block. Cllr Pollard reported that the 4.1 mounting block had now been repaired and that an invoice for the repairs would be presented under Item 11 on the Agenda.

Minute 4.3: Obscured Sign on the A417. The Clerk reported that visibility of the 4.2 sign had been partially improved. The Clerk was instructed to report the matter to the Locality Steward for further action. ACTION: CS

Minute 4.5: Vacancy for Footpaths Officer. The Clerk reported that he had 4.3passed on details of the post of Footpaths Officer to one person, but had heard nothing in reply. The Clerk was instructed to ring the individual concerned and also to place an item in the September *Newsletter* about the post. **ACTION: CS**

Minute 4.6: Communications. Cllr Mitcheson said that he had not yet taken action 4.4 to find a successor to Mr Richard Horlock to maintain the website. **ACTION: TM**

Minute 4.7: Reinstatement of the Bridleway. Cllr Powell said that she, Mr Tony 4.5 Clark and the Clerk had walked part of the section of the bridleway between Holbatch Lane and Preston Wynne which had yet to be reinstated. The Clerk said that he would contact Marden Parish Council to ask what representations they had made to Herefordshire Council about the bridleway. The Clerk was also instructed to contact the Locality Steward about the matter. **ACTION: CS**

Minute 5.3: Chapel Lane Bus Shelter Path. The Clerk said that he had contacted 4.6 Herefordshire Council and Balfour Beatty in February about the installation of a path to the Chapel Lane bus shelter and had been told that the matter was being considered. After making an enquiry following the last Meeting, as instructed, he was told in an email which he read to the Meeting that "there are some ongoing issues with this bus shelter that our engineers are addressing with Herefordshire Council's transportation team. Until these issues have been clarify (sic) we're unable to advise on the possibility of installing a footpath". The Clerk was instructed to take the matter up with the locality steward. **ACTION: CS**

Minute 6.1: Road Safety. The Clerk reported that he had contacted Mrs Justine 4.7Heath at Balfour Beatty, as instructed, to ask for an update on the matters discussed at a meeting between Cllr Clarke, Mrs Gwen Bowden and himself. Mrs Heath had replied that preliminary results from a speed measuring device installed at the bridge on the C1125 over the Moor Brook indicated that speed levels were sufficiently high to warrant action being taken and that she would report more fully in due course.

Minute 7.1: Vacancy on the Parish Council. The Clerk reported that 4.8 Herefordshire Council had advised that the Parish Council could co-opt to fill the vacancy. Cllr Mitcheson asked whether any potential candidates had emerged. Cllr Powell said that she and the Clerk had one person in mind. Cllr Mitcheson asked Cllr Powell and the Clerk to contact this person. He went on to suggest that Paragraphs 6.1 and 6.2 of the Parish Council's Standing Orders about co-option needed to be amended since they were factually incorrect. His suggested amendments, which he had circulated to Councillors before the Meeting, were accepted unanimously. (Proposer; Cllr Clarke: Seconder; Cllr Davis). **ACTION RP and CS** Minute 9.1: First World War Commemoration. The Clerk reported that he had 4.9 placed an item in the *Newsletter* about commemorating the First World War. Cllr Powell said that, in her opinion, any commemoration should cover the whole of the War and she suggested the planting of a tree in the field East of the War Memorial, which was thought to be owned by the Hampton Court estate. Mr David Tilford said that a commemorative tree had been planted in the field at the time of the Queen's Golden Jubilee. Mrs Babs Mitcheson said that she had contacted the nearest branch of the Royal British Legion at Canon Pyon about growing poppies widely in Bodenham. She would be able to provide poppy seeds and proposed selling them to raise funds for the Legion. Cllr Clarke supported this. Cllr Mitcheson remarked that it would be possible to adopt both Cllr Powell's suggestion and Mrs Mitcheson's proposal, if that was felt appropriate. Cllr Avery asked whether Bodenham School could be asked to plant poppies. Cllr Clarke agreed to contact the School. **ACTION: BC**

4.10 **Minute 11.2: Planning.** Cllr Mitcheson noted that an incorrect version of the Parish Council's response to the Gritt Farm planning application had appeared on the Herefordshire Council website and in the *Newsletter.*, although the correct version was now on the Council website. Cllr Powell said that, when she was a councillor in a parish in Lancashire, that Council had created a limited set of responses, from which a response appropriate for any given application could be selected. Cllr Mitcheson said that for the time being the Clerk and Mr David Tilford should agree on a form of words for responses to planning applications.

4.11 **Minute 13.2: Land opposite England's Gate.** Cllr James-Moore confirmed that she had spoken to Hughes Architects, as requested.

5. **Opportunity for Members of the Public to Address the Parish Council.**

5.1 Mrs Liz Davies asked whether the weeds in gutters around the Village could be sprayed. The Clerk said that he had already asked the Lengthsman to do this.

5.2 Mr Tony Clark reported that the missing kissing gate had been replaced with barbed wire so that the entrance to footpath BM11 was now impassable. The Clerk was instructed to report the matter to the Locality Steward, Balfour Beatty and to Herefordshire Council.

ACTION: CS

5.3 Mr Tony Clark asked about the missing granite setts near The Forge. Cllr Pollard said that he still had the setts, but replacing them, as he had hoped to do, was more difficult than anticipated. The question of whether private individuals, even those acting for the Parish Council, should be undertaking work of this kind on the public highway was also raised. The Clerk was instructed to report the matter to the Locality Steward. **ACTION: CS**

5.4 Mr Tony Clark asked whether the grass on the verge along Millcroft Brook could be strimmed, as it had been earlier in the summer. The Clerk was instructed to ask the Lengthsman to do this. **ACTION: CS**

5.5 Mrs Babs Mitcheson reported that 46 letters had been sent supporting the outline planning application for the development of the land opposite England's Gate. Cllr Powell said that it was not appropriate for councillors to sign the letter and this was agreed; the letters sent had all been from private individuals. Mrs Mitcheson said that many residents felt that the development of the site opposite England's Gate was the least-worst option for the future of Bodenham Moor and that supporting it was a way of saying to Herefordshire Council that its requirements for new housing over the period up to 2031 have been met by the application. Cllr Powell said that she doubted that that was the view Herefordshire Council would take. Mr David Tilford said that both Bovis Homes and Hughes Architects were fulfilling the

requirements for public consultation. Cllr Jackson commented that it was better to do something rather than nothing. Cllr Mitcheson noted that the differences between the two sites are clearly set out in the evidence supporting the draft Neighbourhood Plan.

6. **Councillors' Reports on the Parish Plan.**

6.1 **Road Safety**. See Minute 4.7.

6.2 **Communications**. See Minute 4.4.

6.3 **Health.** Cllr Powell reported than an application for two defibrillators would be submitted shortly. She further reported that a Carers Group quiz had raised £150 towards the project.

7. Vacancy on the Parish Council.

7.1 This item was covered earlier. See Minute 4.8.

8. **Bodenham Lake**.

8.1 Mrs Joannah Weightman spoke to this item. She said that the 'Friends of Bodenham Lake' group were seeking the support of the Parish Council in safeguarding the Lake. She went on to list the Group's aims, which are at Annex A.

8.2. Responding to her statement, Cllr Mitcheson listed the existing protections for the Lake, including that it is designated as a Special Wildlife Site (SWS) and site of Importance for Nature Conservation (SINC) and is covered by emerging Core Strategy Policy LD2. In addition the River Lugg and the land corridor adjoining the river is a designated a Site of Special Scientific Interest (SSSI) and covered by Core Strategy policies LD2 & SD4. Cllr Powell commented that some of the protections do not cover the whole of the Lake. However, Cllr James-Moore pointed out that most of the protections are included in the New Leaf/ Herefordshire Nature Trust proposals. She suggested that the Parish Council should wait until the proposals are published before responding to the Friends' request.

8.3 Mrs Weightman said that the freehold of the Lake should not be transferred and requested that the Parish Council support both the Friends' application for the Lake to become an Asset of Community Value and the renewal of the covenant between Redlands and Herefordshire Council. Cllr Mitcheson said that that any agreement between Herefordshire Council and New Leaf and Hereford Nature Trust was likely to include renewal of the important terms of the covenant. He suggested that the Friends should approach Herefordshire Council on the subject, but cautioned that the Council would be likely to require that any agreement or arrangements should cover both Bodenham Lake and Queenswood, rather than Bodenham Lake by itself.

8.4 Mr David Tilford recalled that Queenswood was bought by public subscription in 1935 for public use in perpetuity. He added that both Queenswood and Bodenham Lake are protected in Herefordshire Council's emerging Core Strategy, and that the covenant had, in fact, been between Redland and Leominster and Wigmore District Council. Cllr Mitcheson suggested that the Clerk speak to Cllr Millar to seek clarity about the situation - in particular about the details of the covenant and whether it needed to be renewed, and about whether details of the New Leaf proposals could be made public, if only in redacted form. He added that he would be more comfortable in dealing with the Friends Group, if it were properly constituted, rather than simply a collection of individuals. Mrs Weightman said that the Group was in the process of drawing up a constitution. **ACTION: CS**

9. **Playground Repainting.**

9.1 Cllr Mitcheson asked for a progress report on the repainting of the playground. Cllr Pollard and Cllr Jackson said that the work would be done fairly soon. ACTION: JP/DJ
9.2 Cllr Powell reported that a bolt was loose on the swing at the playground. Cllr Pollard said that he would rectify this. ACTION: JP

10. **First World War Commemoration.** See Minute 4.9.

11. Finance.

11.1 Approval of Audit and Governance Statement. The Audit and the Governance Statements were approved (Proposer; Cllr Clarke: Seconder; Cllr Avery).

11.2 **Monthly Accounts Statements.** The monthly accounts statements were approved (Proposer; Cllr Clarke: Seconder; Cllr Davis) and are attached as Annex B.

11.3 **Outstanding invoices**. It was agreed that the following outstanding invoices should be paid (Proposer; Cllr Clarke: Seconder; Cllr Avery):

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- DC Gardening Services (Lengthsman's invoice)	£290.00
- Herefordshire Council (School Hall hire)	£37.50
- Clerk's expenses (Cartridges, stamps, printer paper)	£44.69
- Siward James and Arkwright Trust (Room hire)	£67.50
- Mrs Babs Mitcheson (BFPG 'Get Well' gift)	£20. 56
 Andrew Alexander Outdoors (Mounting block repair) 	£180.00
- Leominster Community Resource Centre (July/August <i>Newsletter</i>)	£177.50

12. Planning.

12.1 **141558: Bodenham Grain Store, Pool Head – Replacement Agri. Office, Store, and Workshop**. The Clerk reported that he had asked Herefordshire Council to amend the incorrect Parish Council response to this application on the Council's website. The amendment had been made and the planning application had been approved subject to the conditions requested by the Parish Council.

12.2 141712/O: Land Opposite England's Gate Inn: Outline Application with all matters reserved for residential development. Cllr Clarke said that it was important to distinguish between the current and proposed settlement boundaries, in that the site is outside the current settlement boundary. Cllr Mitcheson replied that the site is within the boundary set out in the emerging Neighbourhood Plan. Mr David Tilford said that he had provided advice on the application and that technically, in the present hiatus before approval of the Core Strategy, no settlement boundary exists. He added that the Secretary of State had recently reinforced the notion that due weight should be given to emerging neighbourhood plans. Cllr Mitcheson suggested that the Parish Council's response should be that it has no objection to the application in principle, because it accords with the emerging Neighbourhood Plan. Cllr Clarke asked whether the response could include a statement that the Parish Council is being forced to accept a policy for extra housing which it does not want and that it wishes to reserve its position until the full application is available. It was agreed that Mr David Tilford would provide a draft response for circulation and comment.

13. Updates.

13.1 **Bodenham Flood Protection Group**. Cllr Mitcheson gave a report, which is attached as Annex C.

13.2 **Parish Hall**. Cllr Powell reported that the July meeting of the Parish Hall Management Committee had been postponed because of the death of Mr Derek Knott. Cllr Jackson said that he had booked an Arts Alive event for October.

- 13.3 Lengthsman. The Clerk reported that the Lengthsman had:
 - carried out his regular schedule;
 - been asked to spray weeds in gutters;
 - attended a training scheme for lengthsmen to fill small potholes.

13.4 Cllr Clarke requested that the Lengthsman should strim the old canoe-landing site on the riverbank next to The Forge. The Clerk was instructed to ask the Lengthsman to do this and also to report to Balfour Beatty and the Locality Steward the removal of a drain cover alongside Eastfields Farm. ACTION: CS

13.5 **Neighbourhood Plan.** Cllr Mitcheson gave a report, which is attached as Annex D.

14. Correspondence not Previously Circulated.

14.1 The Clerk confirmed that there was no correspondence which had not been circulated previously.

15. Other Business (including District Councillor's Comments).

15.1 Cllr Davis reported that an inspection cover on the C1125 between the Post Office and the Village Green is loose and needs attention. The Clerk was instructed to report this.

15.2 The Clerk reported that Ms Donna Tregenza, the newly appointed Balfour Beatty Locality Steward for the Leominster area, was willing to hold a parish walk. The Clerk was instructed to invite her to a meeting of the Parish Council to discuss this and other issues

ACTION: CS

15.3 Cllr Davis reported that large lorries had been seen in Chapel Lane. The Clerk said that, if times and dates were given to him, he would contact S&A Davies, who were usually very helpful in identifying the driver concerned and making sure he did not use the Lane again.

15.4 Cllr Avery reported that the hounds from the North Herefordshire Hunt had been seen in the Village and had made messes in many places. The Clerk was instructed to contact the Hunt to request a timetable for the exercising of the hounds and to ask that cleaning up after the hounds should take place every time they were walked. **ACTION: CS**

15.5 Cllr Avery reported that there were blocked drains on the C1125. The Clerk said that the Locality Steward had told him that all drains in Bodenham were to be jetted in the week beginning 7th July.

15.6 Cllr Avery reported that there was debris in the Moor Brook where it passes under the C1121 close to the junction with Smeadal's Lane. Cllr Mitcheson said that he would talk to the BFPG's Operations Manager about this. **ACTION: TM**

15.7 Cllr Clarke suggested planting perennial plants around the War Memorial, because there are no plants around the Memorial after the summer bedding plants are removed. He agreed to seek advice on what perennials would be most suitable **ACTION: BC**

16. **Date of Next Meeting**.

16.1 The next Meetings will be held on 4th August, 1st September and 6 October.

16.2 There being no other business, the Meeting closed at 9.15pm.

Aims of the 'Friends of Bodenham Lake'

1. The Friends' aim to play an active role in the conservation and development of Bodenham Lake, ensuring the lake remains a nature reserve with public access in perpetuity for wildlife conservation and human wellbeing, as a beautiful, peaceful place where people can exercise and enjoy relaxing activities.

2. Ongoing management of the Lake to be entirely in keeping with wildlife and community interests as advocated by the Friends of Bodenham Lake.

3. There being direct, ongoing, representation of the Friends of Bodenham Lake in the management of the Lake, with close regular consultation with the wider public, in pursuance of the Council's objective for the local community to play a greater role in the management of our countryside.

4. Bodenham Lake remaining in public ownership (with the Council retaining the Freehold of the Lake) and is registered as an asset of community value.

5. Given that the original 10 year covenant appears to have run out in 2004, an updated covenant to be placed on the lake, to preserve it as a nature reserve and wildlife conservation area forever, with no more housing to be built within the area or on its boundaries.

Bodenham Parish Council 14/15

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Income												
PC Opening Balance	12514.2	19411.54	18336.94	16834.43	16044.12	16277.71	15399.39	23464.68	22836.48	20349.76	13630.68	13071.12
Newsletter	209.5	325.00	165.00	197.50	190.00	77.50	180.00	180.6	238	0	230	470
VAT Refund			103.53									
Car Park Loan			374.92						374.91			
Lengthsman					778.25		778.25			778.25		
Neighbourhood Plan												
Precept	7875.75						7875.75					
TOTAL	20599.45	19736.54	18980.39	17031.93	17012.37	16355.21	24233.39	23645.28	23449.39	21128.01	13860.68	13541.12
Expenditure												
Miscellaneous		28.00	488.16									
Car Park Loan			749.83						749.83			
Church Grant									1000			
Clerk Salary	431.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29
Clerk Expenses		16.92	6.36	19.00	283.00	33.36	13.00	127.19	52.00	26.47	27.95	36.00
HMRC	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32
Insurance		503.98										
Neighbourhood Plan		77.59										
Website									200			
Newsletter		336.50	185.00	186.60	159.85	250.00	169.10	250	381.19	191.25	250	26.00
Playground repairs							200.00		400			200
Room Hire		15.00				65.25		15		63		55
Lengthsman	463.4	270.00	565.00	594.60	140.20	245.00	235.00	265	115	365	360	
Playground Inspection						40.60						
Audit						170.00						
Parish Hall Grant										1200		
Parish Plan	114											
Telemetry System				36.00								
Speeding initiatives	148.9									5000		
C C Recharge										500		
British Legion Grant									50			
TOTAL PC Expenditure	1187.91	1399.6	2145.96	987.81	734.66	955.82	768.71	808.8	3099.63	7497.33	789.56	468.61
PC closing												
Balance	19411.54	18336.94	16834.43	16044.12	16277.71	15399.39	23464.68	22836.48	20349.76	13630.68	13071.12	13072.51
BFPG Open Balance	2815.07	2815.07	2827.07	2734.37	2743.81	2743.81	2743.81	2743.81	2743.81	2743.81	2743.81	2743.81
Balance BFPG Inc		30.00		30.00								
BFPG Ex		18.00		20.56								
BFPG Closing	2815.07			2743.81	2743.81	2743.81	2743.81	2743.81	2743.81	2743.81	2743.81	2743.81
Balance N Plan Open	3982									. 10		
Balance	3962	3902.00	JUU2.41									

9	17
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	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
N Plan Income												
N Plan Expenditure		276.25	11.92									
N Plan Closing Balance		3802.41										
LADY Close Orchard	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00
BLHG	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00
Tot Closing Balance	22574.61	21512.01	19916.80	19135.93	19369.52	18491.20	26556.49	25928.29	23441.57	16722.49	16162.93	16164.32

Annex C

BODENHAM FLOOD PROTECTION GROUP REPORT (7 JULY 2014)

1. <u>Summary of the Past Month</u>. With fine weather and very little rain, the level of the Millcroft Brook and other watercourses has remained very low throughout the month.

2. **Monthly Meeting**. Our sixth Meeting of the year on Tuesday, 24 June was attended by 40 members.

3. <u>External Contacts</u>.

a. <u>**Herefordshire Council**</u>. We continue to await a response about the Ketch Lane and Pugh's Field culverts and about our offer to help Herefordshire Council and Balfour Beatty with monitoring and signing road closures when the Ketch Lane junction is flooded.

b. <u>Environment Agency Visit to Survey the Relief Channel</u>. As reported at previous Meetings, the Environment Agency have agreed to carry out a survey of the relief channel. The survey was originally planned for 22 May, but had to be postponed because of the forecast of bad weather for that day and subsequently because the Agency had problems with their equipment. It is now due to take place in the last half of this month.

c. <u>**Convergent Volunteers Project**</u>. As reported at previous Meetings, a researcher from Warwick University's Business School has been using the BFPG as a case study in a DEFRA-funded project on how best use can be made of 'convergent volunteers', *i.e.* those volunteers who turn up without prior warning to offer their help during a flooding emergency. He and a colleague visited the Group's working party session on 27 June and they both took on the role of convergent volunteers themselves by helping in the task of clearing silt and vegetation from the bed of the Millcroft Brook. They then joined the Group for refreshments afterwards which gave them the chance to talk to individual members about their experiences and motivation in volunteering.

d. **<u>Balfour Beatty Locality Steward</u>**. Balfour Beatty have now appointed Ms Donna Tregenza as their Locality Steward for Leominster, a very large area which covers Brimfield in the North through Leominster itself to Bodenham in the South. The Group's Secretary was able to meet Ms Tregenza on 3 July and to discuss with her ways in which the BFPG could offer help to Balfour Beatty and *vice versa*.

4. **Sandbags**. The annual check of sandbags has now been completed. All residents who are known to have sandbags on their premises have been contacted and, where necessary, sandbags have been repaired or replaced. In her meeting with Ms Tregenza the Secretary explained that in this process the central reserve of sandbags at the Parish Hall had been exhausted and needed to be replenished with about 300 sandbags. Ms Tregenza promised to arrange an initial delivery of some 150 sandbags and further amounts thereafter.

5. <u>Proposed Development of Shuker's Field</u>.

a. There are a number of reasons why the emerging Neighbourhood Plan has rejected Shuker's Field as unsuitable for the up to 50 houses that Bovis Homes are proposing to put on it. Perhaps the greatest concern is that the new development would increase the already significant flood risk to neighbouring properties in Chapel Lane and Orchard Close. On 12 June the Chairman, Secretary and Mr David Tilford met the civil engineer contracted by Bovis Homes to carry out a flood risk assessment for their proposed development. They walked the entire area with him, including the drainage system West of Orchard Close, explained the history of flooding in the vicinity and highlighted local concerns and the very real reasons for them.

b. On Wednesday, 25 June Bovis Homes held an Exhibition at Brockington Golf Club Tea Rooms to showcase their proposals. This gave members of the Group the opportunity to question Mr Paul Tinley of THDA Ltd Consulting Engineers who are advising Bovis Homes on the flood risk aspects of their plans. The Group has not yet had a meeting at which members' reactions to this event can be discussed, but initial indications are that the measures being offered to mitigate the flood risk to the surrounding area are generally felt to be inadequate and unconvincing.

6. <u>Working Parties</u>.

a. On Friday, 13 June 16 members attended a working party session on a warm and sunny evening. A further section of the lower Millcroft Brook was cleared. This was heavily silted and overgrown and therefore rather hard work. Refreshments were again on offer afterwards. Unfortunately, the Group suffered its first ever health and safety incident when a member briefly fainted. The person concerned was promptly helped out of the watercourse, recovered very quickly and has confirmed that they have seen a doctor and have suffered no further after-effects. The incident was not reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), but was reported to the Parish Safety Officer and has been recorded in the BFPG's Health & Safety Incident Log.

b. On Friday, 27 June the Millcroft Brook was tackled again and a further section cleared. Some 15 members took part in this and, as already mentioned, were helped by the two researchers from Warwick University.

c. The next working parties are planned for Friday, 11 July and Friday, 25 July when it should be possible both to complete the clearance of the lower Millcroft Brook and to move on to other tasks.

7. **Annual Barbecue**. The Group's Annual Barbecue was held on Saturday, 28 June at Willow Cottage, Maund Bryan by kind invitation of Mr and Mrs Schwartz. Although cloudy there was no rain; Canadian style spare ribs and other barbecue fare were on offer; and about 40 members and guests had a most enjoyable evening in very pleasant surroundings. The next BFPG social event will be the Annual Bonfire Party at Millcroft Farm on Saturday, 27 September 2014.

K.A.M.

Annex D

NEIGHBOURHOOD PLAN UPDATE

On 5 June members of the Steering Group met Ms Claire Rawlings, the independent planning consultant who is helping us with our Neighbourhood Plan. She provided us with her views on the draft Plan, on the process we had followed so far, and on our intended programme for the future.

Noting that our start point for the project had been the Parish Plan, she asked to see all the details on this that we could provide. Having studied these, she has said that she regards the Parish Plan as a good document which will provide much of the essential evidence underpinning our new Neighbourhood Plan. However, her advice is that this evidence needs to be put in the public domain and so not only the Parish Plan itself, but also the detailed analysis of the questionnaire survey on which the Parish Plan was based should be posted on the Parish Website. This is now in hand, but will take a little time to achieve.

Ms Rawlings provided a lot of other comments and guidance on how the Neighbourhood Plan should be structured and worded and she has given us two particular pieces of advice. The first is that, by confining the draft Plan to the consideration of housing development issues, we have so far taken too narrow a view of the purpose of neighbourhood planning. In doing so she believes that we have been missing the opportunity to use our Plan to cover several other important issues raised by the earlier Parish Plan.

Her second piece of advice is that, when our Plan is eventually subjected to formal examination, we will have to satisfy the inspector that our public consultation process has been extremely rigorous. This means that, even though a very full survey of local opinion was conducted as recently as October 2010 during the development of the Parish Plan, we will now need to carry out another survey to bring our 'evidence base' up to date and to focus more closely on the specific issues in the Neighbourhood Plan.

Work on drafting the questionnaire for the new survey has started and, although we are not yet certain when the survey will be conducted, we shall be appealing in due course for help in distributing the questionnaires and collecting them once completed.

We had been hoping to complete the Neighbourhood Plan project by next Spring, but the additional work entailed in expanding and redrafting the Plan, as well as conducting the survey, analysing its results and incorporating them into the Plan, means that the project's completion date is now likely to be towards the end of 2015, if not in Spring 2016. Even this will not be possible if all the work continues to fall entirely on the shoulders of the very small group of volunteers who form the present Steering Group. We have therefore been seeking to recruit additional members to the Group and are delighted that Mr Peter Tomlinson and Mr Jim Crane have agreed to join it. Cllr Rhian Powell has also kindly volunteered to work on formulating the planning and design criteria which are likely to form a very important part of the Plan.

Finally, on 3 July Mr David Tilford and Cllr Tony Mitcheson attended a Training Session on English Heritage, Historic Environmental Records, Archaeology and Historic Buildings organized by Herefordshire Council in Hereford Town Hall. Mr Tilford will also be attending a further session on Affordable Housing on 10 July.

K.A.M.