

## Sutton St. Nicholas Parish Council

**Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, held at Sutton St. Nicholas Village Hall, Bayley Way, Sutton St. Nicholas, Hereford HR1 3SZ on Monday 6<sup>th</sup> September 2021 at 7.15 pm (SPC/TF/190)**

### Councillors Present

Cllr Ron Gow  
Cllr Richard Andrews  
Cllr Ann Burke  
Cllr Sharron Haworth  
Cllr Ian Nicholas

### In attendance

Tony Ford – Parish Clerk

### Members of the Public - One

#### 1. Apologies for Absence

The Parish Council considered and approved apologies for absence for Cllr Katie Bauress

#### 2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/188) held on Monday 2<sup>nd</sup> August 2021.

The minutes were signed by the Chairman as a true record of the meeting

#### 3. Receive approve and sign the confidential minutes of the Parish Council Meeting (no SPC/TF/189) held on Monday 2<sup>nd</sup> August 2021.

The minutes were signed by the Chairman as a true record of the meeting

#### 4. Disclosable Pecuniary Interest Dispensations

There were no requests for dispensation.

#### 5. Declarations of Interest

To receive declarations of interest by members in respect of items on the agenda.

| Councillor           | Y<br>e<br>s | N<br>o | Agenda<br>Item |                                            | DPI or NPI                        |
|----------------------|-------------|--------|----------------|--------------------------------------------|-----------------------------------|
| Cllr Ron Gow         |             | √      |                |                                            |                                   |
| Cllr Richard Andrews |             | √      |                |                                            |                                   |
| Cllr Ann Burke       |             | √      |                |                                            |                                   |
| Cllr Sharron Haworth | √           |        | 7              | Personal<br>association with<br>applicant. | Disclosable Pecuniary<br>Interest |
| Cllr Ian Nicholas    |             | √      |                |                                            |                                   |

#### 6. Questions /Issues, from members of the public present

##### 6.1 Ward Councillors Report

Having sent her apologies for not attending the written Ward Councillor Report (Appendix 1) was noted.

##### 6.2 Questions from other members of the public

The Parish Council noted the following questions from the. public,

## **Sutton St. Nicholas Parish Council**

- Cllr Sharron Haworth informed the Parish Council that she had received several complaints regarding access to the Bridal Path St 6 leading to the old quarry the Parish Council also noted that in the past this was done by the Footpath Officer, as Herefordshire Council had not carried out any work in the past. There was a general discussion on responsibility for maintenance, and it was agreed that the Clerk would report back.

**Action** Clerk to report back on responsibilities.

- The Clerk informed the Parish Council that he had again received several complaints regarding the weeds in the gutters a cross the Parish. The Clerk informed the Parish Council that he had raised the matter with Balfour Beatty and had a call from their Stakeholder Manager, who indicated that they did not have the budget resources to clear the gutters, however the Clerk was waiting for written confirmation, which the Clerk would chase.

**Action** Clerk to chase the Balfour Beatty Stakeholder Manager for a formal reply.

### **7. Planning Application P174419/PA7- Proposed polytunnel**

The Parish Council noted the following correspondence from Herefordshire Council regarding the Parish Councils request for enforcement action.

*I'm not sure what enforcement action the parish council are requesting.*

*The polytunnel is sited lawfully as it has prior approval. The closed enforcement case related to its use, which again was covered by planning regulations.*

*The owner stated to me they were going to dismantle and remove it, but this is not a planning requirement as it is there lawfully. I believe the family are moving out and relocating to another family farm some distance away.*

*I have spoken with the owners daughter today, who is the person involved in the sheep farming in the field and she states it is still their intention to dismantle and remove the tunnel, she states there are no sheep kept in the tunnel.*

*Do you have evidence of the owners keeping livestock in the tunnel that you can forward to me, the last time I went out it was because a few sheep had squeezed through the gates at the end of the tunnel and were sat just inside the door.*

The Parish Council noted that legal action was being taken by neighbours and agreed to keep a watching brief on the matter.

### **8. Planning Application Little Oast 2 Pantalls Farm HR1 3BB (212949) Replacement of 2 single-glazed casement windows at back of property with like-for-like double-glazed casement windows, specification to match that of windows replaced at front of property in 2019 (P193786/XA2).**

Having considered the application, the Parish Council resolved to support the application.

**Action** Clerk to inform Herefordshire Council of Parish Councils decision

### **9. Planning Application – 6 Orchard Close, Sutton St. Nicholas, HR1 3AU (212651) Proposed rear loft conversion to add two bedrooms and an en-suite, converting existing smallest bedroom into new stairwell to the loft conversion**

## Sutton St. Nicholas Parish Council

Having considered the application, the Parish Council resolved to support the application.

**Action** Clerk to inform Herefordshire Council of Parish Councils decision

### 10. Report from the Clerk on Actions from the last meeting

There were 18 actions requiring completion, one was closed, ten were completed, seven were work in progress (Appendix 2 refers) Noted.

### 11. Financial Report

- 11.1 Invoices for Payment

|   | Payee                  | Amount<br>£ | VAT   |                                                                                         |
|---|------------------------|-------------|-------|-----------------------------------------------------------------------------------------|
| 1 | Cole & Co              | 90.00       | 15.00 | 03/08/21 (4217) Internal Audit _ Annual Governance and Accountability Report 2020/21    |
| 2 | Richard Morgan         | 470.00      | n/a   | Invoice nos.1282,1287,1289,1293,1295,1303, 1305,1311Grass cutting and Lengthsman duties |
| 3 | Fran White             | 63.40       | n/a   | 25/08/21 (00425) Annual Inspection - Sutton Playing Field.                              |
| 4 | Eyelid Productions Ltd | 100.00      | N/a   | 01/09/21 (2710) Annual Website support fee                                              |
| 5 | Mike Darley            | 210.00      | N/a   | 31/08/21(100). Playing Field inspection/sanitise, footpath work.                        |

Authorised for payments and cheques to be signed

- 11.2 Receipts - none
- 11.3 Confirmation of Balance as of 6<sup>th</sup> September 2021 was £38,726.84 (Appendix 3 refers)

### 12. Budget Monitoring Report

The Parish Council consider and noted the Budget Monitoring Report as of 28<sup>th</sup> June 2021. (Appendix 4 refers)

### 13. Risk Register

The Clerk gave a summary of the Risk Register. and the associated Task Log and highlighted the task relating to Bank Reconciliation Sign off, it was agreed that Cllr Ian Nicholas would check and sign of the Bank Reconciliation as of 28<sup>th</sup> June 2021.Following further discussion the Risk Register review was completed and agreed.

**Action** Cllr Ian Nicholas to check and sign off the Bank Reconciliation as of 28<sup>th</sup> June 2021.

**Action** The Chairman was authorised to sign the Risk Register

### 14. Neighbourhood Development Plan Review

The Parish Council noted the schedule (Appendix 5) on policies (nine current polices and seven new ones) to be considered by the Neighbourhood Plan Review Working Group, and looked forward to receiving the final agreed list of policies for consideration

### 15. Sutton Playing Field

The Parish Council considered the Annual Inspection Report and noted that it represented good value for money, The Parish Council delegated to the Clerk to carry out action as necessary.

**Action** Clerk to carry out actions as required.

## **Sutton St. Nicholas Parish Council**

### **16. Community Garden Bench**

The Parish Council considered a request for a replacement bench and agreed subject to cost to replace the wooden bench with one made from recycled plastic.

**Action** Clerk to get prices for the Parish Council to consider.

### **17. Matters relayed to the Clerk for the Agenda of the next meeting**

- Bench/seats in Community Garden

### **18. Items for Information**

The Parish Council noted Items for Information (Appendix 6 refers)

### **19. Confirmation of the date, time, and venue of the next meeting,**

Parish Council Monday 4<sup>th</sup> October 2021 at 7.15pm

### **20. Clerks Salary**

The Parish Council authorised the payment of the Clerks Salary.

The meeting closed at 7.50pm

Ward Councillors Report

**Re: Highways Matters**

**Re: Road Sweeping Request**

I contacted our Locality Steward who has inspected the village roads and raised a reactive sweeping job during the autumn leaf fall.

**Re: Laystone Bridge Repairs**

Works are taking place under a full road closure, which started on Wednesday, 25<sup>th</sup> August 2021 to (and including) Monday, 20<sup>th</sup> September 2021. The type of work being carried out (repairs to a parapet) will require Balfour Beatty to fully close the road for the duration of the project.

**Re: Parish Council Traffic Plans**

I am following matters up regarding Sutton's Traffic Regulation Order and traffic plans.

**Re: Free weekend bus travel in Herefordshire**

This began on Saturday 4<sup>th</sup> September, the Council has announced that all bus travel within Herefordshire will be free at weekends.

This is due to investment as part of the Covid-19 Recovery Fund, anybody and everybody will be able to hop on and off any bus in the county, as many times as they like. No fares. The only condition is that the journey must be entirely within the county.

To help people make the most of the scheme, there will also be additional services on Sundays, serving several locations including Bromyard, Ledbury, Leominster, Kington and Colwall.

Bus travel will remain free to residents of pensionable age, and those with a qualifying disability through the English National Concessionary Travel Scheme (ENCTS).

To help keep everybody safe, it is recommended that you continue to wear a mask when travelling by bus.

For more information, visit [herefordshire.gov.uk/bus-it](https://www.herefordshire.gov.uk/bus-it)

**Re: Consultation on the Budget and Council Tax proposals**

Herefordshire Council is consulting on its budget and Council Tax proposals for 2022/23 and is asking residents to participate and have their say.

This year, the budget consultation is focused on how the council can best support post-covid recovery in Herefordshire and informing how the council can transform its services to ensure they are delivered in a way that is effective, affordable and environmentally friendly.

The council is also consulting on the proposed council tax reduction scheme for 2022/23. The council tax reduction scheme reduces council tax payable by working age households on a low income.

You can take part in the budget consultation on the council's website: [www.herefordshire.gov.uk/budget-consultation](https://www.herefordshire.gov.uk/budget-consultation)

**The budget consultation will run until Monday 4<sup>th</sup> October 2021.**

Report by Kema Guthrie 06/09/2021

COUNCILLOR KEMA GUTHRIE

Tel: 01432 830577

Email: [kguthrie@herefordshire.gov.uk](mailto:kguthrie@herefordshire.gov.uk)

# Sutton St. Nicholas Parish Council

## Appendix 2

### Status of Actions from last meeting 02/08/21

| Meeting Ref | Date of Meeting | Agenda Item | Reference                                                                                   | Action                                                                                                       | Action Owner | Action Taken                                                                                                 | Status           |
|-------------|-----------------|-------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------|------------------|
| 09/01       | 07/10/19        | 22          | Tree Planting 30 <sup>th</sup> November 2019                                                | Clerk to take action as required.                                                                            | Clerk        | Agenda item 15                                                                                               | Closed           |
| 09/02       | 31/07/20        | 8           | Planning Application Sutton Primary Academy – Retention of existing double mobile classroom | Cllr Ron Gow to raise the issue of the Travel Plan with Keith Lawton                                         | Cllr Ron Gow |                                                                                                              | Work in progress |
| 09/03       | 02/11/20        | 8           | Vacant Parish Councillor positions                                                          | Clerk to put a notice in a future edition of Sutton News                                                     | Clerk        |                                                                                                              | Work In progress |
| 09/04       | 06/04/21        | 15          | Sutton Playing Field                                                                        | Clerk and Cllr Katie Bauress to report back to the Parish Council meeting                                    | Clerk        | Site Visit with a supplier for a free quote arranged for 8 <sup>th</sup> September                           | Work in progress |
| 09/05       | 06/04/21        | 15          | Sutton Playing Field                                                                        | Clerk to get costs to remove the hedge (facing the road), to improve visibility                              | Clerk        | Request for quotes sent. Agenda Item for September to see what can be planted to compensate for the removal. | Work in progress |
| 09/06       | 28/06/21        | 20          | Cycle Route                                                                                 | Clerk to liaise with Cllr Kema Guthrie on the matter                                                         | Clerk        |                                                                                                              | Work In progress |
| 09/07       | 02/08/21        | 7           | Planning Application P174419/PA7- Proposed polytunnel                                       | Clerk to liaise with Cllr Kema Guthrie and ask that Herefordshire take action to have the polytunnel removed | Clerk        | Emailed Officer at Herefordshire Council. CC Councillor Kema Guthrie                                         | Completed        |
| 09/08       | 02/08/21        | 9           | Planning Application - Green Bank, Sutton St. Nicholas, HR1 3AX (212417)                    | Clerk to inform Herefordshire Council of the Parish Council decision                                         | Clerk        |                                                                                                              | Completed        |
| 09/09       | 02/08/21        | 10          | Planning Application – 13 The Craft, Sutton St. Nicholas HR1 3BZ (212656)                   | Clerk to inform Herefordshire Council of the Parish Council decision                                         | Clerk        |                                                                                                              | Completed        |
| 09/10       | 02/08/21        | 11          | Planning Application – 2                                                                    | Clerk to inform Herefordshire                                                                                | Clerk        |                                                                                                              | Completed        |

### Sutton St. Nicholas Parish Council

| Meeting Ref | Date of Meeting | Agenda Item | Reference                                           | Action                                                                                       | Action Owner | Action Taken | Status           |
|-------------|-----------------|-------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------|--------------|--------------|------------------|
|             |                 |             | Orchard Close, Sutton St. Nicholas HR1 3AU (212658) | Council of the Parish Council decision                                                       |              |              |                  |
| 09/11       | 02/08/21        | 14          | Neighbourhood Development Plan Review               | Clerk to inform the Neighbourhood Development Plan Project Group Chairman and the Consultant | Clerk        |              | Completed        |
| 09/12       | 02/08/21        | 15          | Queens Jubilee – Plant a Tree/s                     | Clerk to progress the matter.                                                                | Clerk        |              | Work in progress |
| 09/13       | 02/08/21        | 17          | West Mercia Police Neighbourhood Matters            | Clerk to put notice in Sutton News and Parish Council Website.                               | Clerk        |              | Work in progress |
| 09/14       | 02/08/21        | 17          | West Mercia Police Neighbourhood Matters            | Clerk to send the notice with the link to Councillors                                        | Clerk        |              | Completed        |
| 09/15       | 02/08/21        | 18          | Road Closure-U72615 Burmarsh Road                   | Clerk to put the notice on the Parish Council Website                                        | Clerk        |              | Completed        |
| 09/16       | 02/08/21        | 20          | Gutter Clearing – in the Parish                     | Clerk to raise the matter with Balfour Beatty                                                | Clerk        |              | Completed        |
| 09/17       | 02/08/21        | 21          | Bus Service Improvement Plan                        | Clerk to put notice on the Parish Council Website.                                           | Clerk        |              | Completed        |
| 09/18       | 02/08/21        | 21          | Bus Service Improvement Plan                        | Clerk to send link to all councillors                                                        | Clerk        |              | Completed        |

#### Summary

|                  |           |
|------------------|-----------|
| Closed           | 1         |
| Completed        | 10        |
| Work In progress | 7         |
| <b>TOTAL</b>     | <b>18</b> |

## Bank reconciliation as at 06/09/21

|                  |                  |
|------------------|------------------|
| Opening 01/04/21 | 26,133.97        |
| Receipts         | 25,000.00        |
|                  | <b>51,133.97</b> |
| Expenditure      | 12,407.13        |
| Balance          | <b>38,726.84</b> |

Bank balance                    **15/07/2021**    40,273.64

## os cheques

|      |        |
|------|--------|
| 1337 | 217.00 |
| 1342 | 90.00  |
| 1343 | 470.00 |
| 1344 | 63.40  |
| 1345 | 100.00 |
| 1346 | 210.00 |
| 1347 | 158.40 |
| 1348 | 238.00 |

1,546.80

Balance as at 006/09/21                    **38,726.84**

# Sutton St. Nicholas Parish Council

## Appendix 4

|                          | Actual to<br>2018/19 | Budget<br>2019/20 | Actual<br>2019/20 | Budget<br>2020/21 | Actual<br>31/03/21 | Budget<br>2021/22 | Actual<br>28/06/21 | Variance          |                                             |
|--------------------------|----------------------|-------------------|-------------------|-------------------|--------------------|-------------------|--------------------|-------------------|---------------------------------------------|
| <b>Income</b>            |                      |                   |                   |                   |                    |                   |                    |                   |                                             |
| Precept                  | 28,577.00            | 28,577.00         | 28,577.00         | 28,577.00         | 28,577.00          | 30,000.00         | 15,000.00          | -15,000.00        | 2 <sup>nd</sup> instalment due in September |
| Other -                  | 30.23                | 31.00             | 32.23             | 30.00             | 30.00              | 30.00             | 0.00               | -30.00            | receipt due later in year                   |
| New Lengthsman Scheme    | 37.37                | 0.00              |                   | 0.00              | 0.00               | 0.00              | 0.00               | 0.00              |                                             |
| Donations                | 0.00                 | 0.00              | 2,835.32          | 0.00              | 250.00             | 0.00              | 0.00               | 0.00              |                                             |
| VAT recovered / estimate | 1,877.59             | 300.00            |                   | 0.00              | 1,401.98           | 800.00            | 0.00               | -800.00           | Vat return due                              |
| Neighbourhood Plan Grant | 0.00                 | 0.00              |                   | 0.00              | 0.00               | 0.00              | 0.00               | 0.00              |                                             |
| P3 Scheme                | 670.77               | 0.00              | 115.38            | 300.00            | 0.00               | 0.00              | 0.00               | 0.00              |                                             |
| Lottery Grant            | 0.00                 | 0.00              |                   | 0.00              | 0.00               | 0.00              | 0.00               | 0.00              |                                             |
| Section 106 monies       | 0.00                 | 0.00              |                   | 0.00              | 0.00               | 0.00              | 0.00               | 0.00              |                                             |
| <b>Total Income</b>      | <b>31,192.96</b>     | <b>28,908.00</b>  | <b>31,559.93</b>  | <b>28,907.00</b>  | <b>30,258.98</b>   | <b>30,830.00</b>  | <b>15,000.00</b>   | <b>-15,830.00</b> |                                             |
| <b>Expenditure</b>       |                      |                   |                   |                   |                    |                   |                    |                   |                                             |
| Clerks Salary            | 4,536.12             | 5,000.00          | 4,734.03          | 5,100.00          | 3,877.97           | 5,100.00          | 1,523.68           | 3,576.32          |                                             |
| Admin/Office Expenses    | 364.96               | 400.00            | 598.30            | 500.00            | 588.40             | 500.00            | 18.12              | 481.88            |                                             |
| Training                 | 0.00                 | 130.00            | 0.00              | 130.00            | 0.00               | 200.00            | 0.00               | 200.00            |                                             |
| Subsidy to Village Hall  | 3,592.00             | 0.00              | 1,836.20          | 0.00              | 0.00               |                   | 0.00               | 0.00              |                                             |
| Insurance                | 489.05               | 500.00            | 507.63            | 600.00            | 639.62             | 650.00            | 646.65             | 3.35              |                                             |
| Membership Subs          | 551.20               | 550.00            | 601.38            | 600.00            | 592.39             | 650.00            | 0.00               | 650.00            |                                             |
| Auditors                 | 260.00               | 300.00            | 260.00            | 300.00            | 260.00             | 300.00            | 0.00               | 300.00            |                                             |

## Sutton St. Nicholas Parish Council

[illegible]

**Sutton St. Nicholas Parish Council**

|                                                | <b>Actual to<br/>2018/19</b> | <b>Budget<br/>2019/20</b> | <b>Actual<br/>2019/20</b> | <b>Budget<br/>2020/21</b> | <b>Actual<br/>31/03/21</b> | <b>Budget<br/>2021/22</b> | <b>Actual<br/>28/06/21</b> | <b>Variance</b>  |
|------------------------------------------------|------------------------------|---------------------------|---------------------------|---------------------------|----------------------------|---------------------------|----------------------------|------------------|
| Litter pickers                                 | 0.00                         | 0.00                      | 0.00                      | 0.00                      | 0.00                       | 0.00                      | 0.00                       | 0.00             |
| Consultancy -<br>Rural Area Site<br>Allocation | 0.00                         | 0.00                      | 0.00                      | 0.00                      | 0.00                       | 0.00                      | 0.00                       | 0.00             |
| Swing Seat &<br>Anti Climb<br>Frame            | 0.00                         | 0.00                      | 0.00                      | 0.00                      | 271.40                     | 0.00                      | 0.00                       | 0.00             |
| Consultancy -<br>Mast                          | 0.00                         | 0.00                      | 0.00                      | 0.00                      | 0.00                       | 0.00                      | 0.00                       | 0.00             |
| Data protection<br>Compliance                  | 0.00                         | 500.00                    | 0.00                      | 500.00                    | 0.00                       | 500.00                    | 0.00                       | 500.00           |
| Reserves                                       | 500.00                       | 2,652.26                  | 4,200.00                  | 0.00                      | 0.00                       | 1,082.00                  | 0.00                       | 1,082.00         |
| <b>Total<br/>Expenditure</b>                   | <b>26,282.52</b>             | <b>28,908.00</b>          | <b>32,376.26</b>          | <b>28,907.00</b>          | <b>27,295.45</b>           | <b>30,830.00</b>          | <b>4,873.40</b>            | <b>25,956.60</b> |

Hi both

Following the decision to skip the Call for Sites process and proceed directly to reviewing the NDP's policies, I've prepared the attached "policy set" for the review as a starter for ten. This lists potential revisions to the current nine policies, and seven potential new ones.

Of the new policies, I would definitely suggest progressing those on housing mix, landscape views, agricultural and forestry development and heritage. I feel the justification for the others (renewable energy, householder development and communications) is more marginal. I'd welcome any thoughts on this from the Group, as to whether these have recently been local planning issues where a specific NDP policy would be merited.

As well as the suggested policy changes, the review will also overhaul the general look and feel of the NDP, including by:

- Adding a policies list at the start
- Adding photographs of the Neighbourhood Area
- Revising presentation of policies and supporting text
- Identifying Community Actions more explicitly

I think it would be good to have a short Group meeting to look over and agree the scope of my proposed changes before I put pen to paper and look forward to hearing from you.

Regards

David

Sutton St Nicholas NDP Review – revisions to made policies and proposed new policies

| Ref in made NDP | Policy title                         | Change needed/recommended (and Keith's views in red font)                                                                                                                                                                                                                                                                                                                               |
|-----------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Key issues      | -                                    | Retain, review and update as necessary.<br>Agreed. Perhaps it would be best to include the NDP as a Standing Agenda Item at each Annual Parish Council Meeting, so it is automatically kept up to date in line with HC's policy changes.                                                                                                                                                |
| Vision          | -                                    | Ensure alignment of vision with the key issues.<br>Agreed. How would this be done each year?                                                                                                                                                                                                                                                                                            |
| Objectives      | -                                    | Retain, review and update as necessary. Ensure all objectives are supported by policies, and that all policies contribute to objectives.<br>As per my comment above in Key issues.                                                                                                                                                                                                      |
| Policy 1        | Settlement boundary                  | Retain, review and update as necessary – to include any new development and planning permissions.<br>Agreed.                                                                                                                                                                                                                                                                            |
| Policy 2        | Delivering new housing               | Retain and update in line with HC informal comments. Consider replacing these two policies with separate policies for the two allocated sites.<br>Agreed. 2 policies can be specific rather than one long policy.                                                                                                                                                                       |
| Policy 3        | Criteria for new housing development |                                                                                                                                                                                                                                                                                                                                                                                         |
| Policy 4        | Small-scale employment               | Retain and update in line with HC informal comments including by adding detail on agricultural development (or deal with this issue in a separate, new policy – see below).<br>Agreed in principle. I am inclined to go with a new policy. Consultation with existing village employers would be beneficial in terms of their long term plans (3 to 5 years) for their business growth. |
| Policy 5        | Local community facilities           | Retain and update in line with HC informal comments and to identify specific facilities, to add local detail to Core Strategy policy SC1. Are there any Assets of Community Value in the Neighbourhood Area?<br>Agreed. The Working Party and the Parish Council will need to have a clear picture of this especially with the Village Hall being a shared resource.                    |
| Policy 6        | Landscape                            | Retain and update in line with HC informal comments including by adding further local detail.<br>Agreed. The WP would ask the village to identify existing and potential landscapes versus the impact on local businesses especially farming and industrial.                                                                                                                            |

## Sutton St. Nicholas Parish Council

|          |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy 7 | Building design                       | Retain and update in line with HC informal comments including by referring to residential amenity issues arising from dwelling extensions. <b>Agreed. Who identifies the issues against which criteria?</b>                                                                                                                                                                                                                                                                                                                                                                           |
| Policy 8 | Open spaces                           | This policy is best left unchanged unless there are additional Local Green Spaces arising (to be discussed with the Group). HC had no informal comments.<br><b>Agreed.</b>                                                                                                                                                                                                                                                                                                                                                                                                            |
| Policy 9 | Green infrastructure                  | Retain and update in line with HC informal comments.<br><b>Agreed.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| NEW      | Renewable energy                      | This topic is referred to in the existing NDP at para. 6.18 although there is no policy. For discussion – is this a topic the Group would like to be addressed at policy level?<br><b>I think so. For example, what ii in the Parish Council's NDP on solar panels in fields? How near to housing developments should they be etc?</b>                                                                                                                                                                                                                                                |
| NEW      | Housing mix                           | New policy to ensure housing proposals address provide an appropriate proportion of smaller dwellings (2 and 3 bedrooms). Adds local detail to Core Strategy policy H3.<br><b>Agreed.</b>                                                                                                                                                                                                                                                                                                                                                                                             |
| NEW      | Landscape views                       | New policy to identify important landscape views.<br><b>See my comments under Policy 6.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| NEW      | Householder development               | Suggested by HC.<br><b>Agreed. The WP would need help on defining the contents of this.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| NEW      | Agricultural and forestry development | Suggested by HC (also referred to in their comments on made policy 4). Consider with the Group - having regard to issues in the parish, can this topic be satisfactorily addressed in a revised policy 4, or does it merit a separate policy?<br><b>To decide whether it is a new policy or not, I suggest the WP meets local farmers, owners of woods and any forests in Sutton and adjacent to the settlement boundary and the Sutton Walls Conservation Trust to understand their views. This should then guide the WP into either a new policy or modifying the existing one.</b> |
| NEW      | Communications                        | Suggested by HC – this could link to support for homeworking and for small-scale rural businesses.<br><b>Agreed. Does this cover items such as 5G Mobile Phone and TV masts, and FTTH infrastructure?</b>                                                                                                                                                                                                                                                                                                                                                                             |
| NEW      | Heritage                              | New policy on development in the Conservation Area and identifying views and unlisted buildings of local interest, informed by an Appraisal of the Conservation Area undertaken in 2006 by Herefordshire Council. There is also an Unregistered Park and Garden at Sutton Court which could usefully be identified for protection. <b>Agreed. The WP should approach the current owners for their views and potential cost implications.</b>                                                                                                                                          |

## Items For Information

## By Email

| From                  | Ref                                         |
|-----------------------|---------------------------------------------|
| Herefordshire Council | Road Closure -C1126                         |
| Herefordshire Council | Talk Community Newsletter                   |
| Herefordshire Council | Leaders Newsletter                          |
| Herefordshire Council | Hereford Veterans Dementia meeting Centre   |
| West Mercia Police    | Hello from your Hereford Rural team         |
| West Mercia Police    | Neighbourhood Matters                       |
| West Mercia Police    | PCC newsletter                              |
| Herefordshire Council | Bus Survey                                  |
| Herefordshire Council | Road Closure- September                     |
| Herefordshire Council | Highways Questions Complaints & Compliments |
|                       |                                             |