

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Steering Group held on Thursday 17 September 2015 at 7.15pm at The Larruperz Centre, Ross-on-Wye, HR9 7QD

Present: Melvin Reynolds – Chairman
Caroline Bennett, Dennis Humble, Jane Roberts, James Weatherhead
(Chris Bartrum – at end of meeting)

In attendance: Amanda Smith – Assistant Town Clerk

NP15/09 16 Welcome, introductions and apologies

The Chairperson, Melvin Reynolds, welcomed and introduced the members of the steering group present at the meeting. Apologies for absence had been received from Chris Bartrum, Hannah Lerego and Caroline Utting.

NP15/09 17 Minutes of the last meetings on 16 July and 27 August 2015

The minutes of both meetings held on 16 July and 27 August 2015 were approved.

NP15/09 18 Matters arising from minutes of last meetings

There were no matters arising other than those referred to in item 19 on the outcome of the Full Town Council Meeting.

NP15/09 19 Outcome of Full Town Council Meeting held on 14 September 2015 in relation to Ross-on-Wye Neighbourhood Plan

The Chairperson reported that the recommendations for the Terms of Reference, Objectives, Consultancy Specification and process of procurement of professional services to deliver the publicity and consultation work had been unanimously approved at the Full Town Council Meeting.

The Chairperson confirmed that the final version of the Terms of Reference state that the membership of the Steering Group will be made up of a good cross-section of the community including Town Councillors. The Steering Group will elect a chairperson and will be supported with administrative assistance from the Assistant Clerk. Councillors who are members of the Steering Group will liaise and provide regular reports between the Steering Group and the Town Council. A record of meetings will be kept and notes circulated to Steering Group members and the Town Council. All grants and funding will be applied for and held by the Town Council and approval of all planned expenditure will be sought by the Town Council before actual costs are incurred. The Town Clerk will keep a record of expenditure supported by receipted invoices and will review and update the budget.

With regard to funding, the two grants of £6,300 from CDF and £10,000 from the Lottery Fund will be repaid as the terms of the grant funding have not been met. However, the Town Clerk has been given delegated authority to re-apply for grant funding for the Neighbourhood Plan and also given delegated authority to authorise expenditure for the Neighbourhood Plan Steering Group within the allocated budget approved by Council.

The Assistant Clerk reported that £6,000 had been allocated from the Town Council budget for the Neighbourhood Plan. She would check what would be budgeted for the Neighbourhood Plan in the next three year rolling budget from April 2016. She also reported that she had arranged to meet up with David Ravenscroft in order to commence new grant funding applications.

The Chairperson confirmed that there will be two separate phases of formal consultation. The first phase will be on the Draft Objectives which is planned to run from November 2015 to January 2016. The second phase will be consultation on the Neighbourhood Development Plan itself, with a target start in the summer or autumn of 2016. This would mean that the examination, referendum and adoption of the Plan would be in the first half of 2017.

The Assistant Clerk will ask the Town Clerk for the copies of the re-drafted/final versions of Terms of Reference, Objectives and Specification for provision of Consultancy documents.

NP15/09 20 Consultation on Objectives and Specifications for provision of consultancy documents/bidding process – next steps

The Chairperson confirmed that at the beginning of October we would write to consultancies/businesses, attaching the Draft Objectives and Specification for provision of consultancy, and invite them to tender for the first phase: 1 Publicity and 2 Consultation and to express whether or not they have an interest to tender for the second stage: 3 Data entry and consolidation from questionnaire to website, 4 Analysis of questionnaire and website data results, 5 Attendance at monthly NP steering group meetings, 6 Attendance at one or two Ross Town Council meetings to report the results of the consultation, 7 Report on the vision and objectives needed for community aspirations to be met at the NP examination stage, 8 Promoting opportunities for residents to become involved with Phase 2 of the NP (framing detailed policies to meet the objectives).

The Chairperson thought that six consultancies/businesses should be invited to bid – made up of three technical consultancies and three local businesses. The Assistant Clerk will check with the Town Clerk about any legal requirements regarding the documentation to be sent out, the number of quotations to tender that should be received and obtain details of possible consultancies/businesses to invite to tender. She will also speak to the Town Clerk regarding the £10,000 that has been allocated for the Town Plan Implementation and whether this money could be used for funding the consultancy provision.

NP15/09 21 Any other business

It was agreed that the Assistant Clerk would speak to Caroline Utting and the Town Clerk regarding the payment of the room hire for the meeting and whether this could come from the Town Council or ROWTOP funds.

NP15/09 22 Date of next meeting

The date of the next meeting will be Thursday 15th October 2015.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Steering Group held on Thursday 15 October 2015 at 7.15pm at The Larruperz Centre, Ross-on-Wye, HR9 7QD

Present: Melvin Reynolds – Chairman
Dennis Humble, Ian Murray, Sam Phillips, Jane Roberts, Caroline Utting

In attendance: Amanda Smith – Assistant Town Clerk

NP15/10 23 Welcome and apologies

The Chairperson, Melvin Reynolds, welcomed members of the steering group present at the meeting. Apologies for absence had been received from Chris Bartrum, Caroline Bennett and James Weatherhead.

NP15/10 24 Minutes of the last meeting on 17 September 2015

The minutes of the meeting held on 17 September 2015 were approved.

NP15/10 25 Matters arising from minutes of last meeting

There were no matters arising other than items on the agenda.

NP15/10 26 Update of Consultation on Objectives and Specifications for provision of Consultancy

Following on from the previous meeting, a further discussion took place on the consultancies/businesses that should be invited to bid. It was agreed that the following six consultancies should be contacted by covering email/letter and attachments:

Data Orchard
Foxley Tagg Planning
Kirkwells
Localism Network
Claire Rawlings
ECA CIC

The Assistant Clerk and Melvin Reynolds would write the covering email/letter that would be sent out with the Draft Objectives and Specification for Provision of Consultancy to invite them to bid for the first phase and to express whether or not they have an interest in bidding for the second phase.

The email would invite them to provide an estimate of costs of undertaking the preparation of a publicity package to support the consultation process and to indicate whether they would be interested in bidding to undertake the subsequent consultation process itself. Any suggestions they

wished to make about adjustments to the programme would be welcome. To be considered for the work they would need to include with their estimate an outline of their proposed approach to the preparation of a publicity package to support the consultation process, a summary of their relevant experience, a plan setting out how they would propose to programme the work and a breakdown of their estimate including details of staff and their date rates.

NP15/10 27 Update of Funding and Budget

The Assistant Clerk was progressing with the new grant funding applications. She reported that the Steering Group would need to formally apply to Ross Town Council for the £10,000 that had been allocated for the Town Plan Implementation in order that this money could be used for funding the consultancy provision.

The Assistant Clerk reported that the Town Clerk had provisionally put a figure of £15,000 in the budget for the Neighbourhood Plan for April 2016 to March 2017. Jane Roberts suggested that this figure should be increased to £25,000 and all were in agreement. Amanda would inform the Town Clerk of this request in order for consideration by the Town Council Finance Committee.

NP15/10 28 Any other business

The Assistant Clerk confirmed that she would be attending a meeting on Neighbourhood Development Plans for Town and Country – How you can enhance and protect your local landscapes- on 3rd November between 7.30pm and 9.30pm at Bartestree Village Hall.

Melvin Reynold informed the Steering Group of a Herefordshire Council Neighbourhood Planning team workshop on Neighbourhood Planning submission and examination stage - to help understand the next steps and how the plan is examined. The workshop is taking place on 18th November between 10.00am and 12.00 mid-day at the Museum and Resource Learning Centre, Friar Street, Hereford. Melvin and Caroline Utting agreed to attend the meeting.

Caroline Utting agreed that she would pay the meeting room hire charge out of ROWTOP funds.

NP15/10 29 Date of next meeting

Thursday 19th November 2015.

PLEASE NOTE THE MEETING IN NOVEMBER HAS NOW BEEN CANCELLED – THE DATE OF THE NEXT MEETING WILL NOW BE ON THURSDAY 17TH DECEMBER 2015.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Steering Group held on Thursday 21 January 2016 at 6.30pm at The Larruperz Centre, Ross-on-Wye, HR9 7QD

Present: Melvin Reynolds – Chairman
Chris Bartrum, Dennis Humble, David Ravenscroft, Caroline Utting, James Weatherhead, Andrew Wilson

In attendance: Amanda Smith – Assistant Town Clerk

NP16/01 30 Welcome and Apologies

The Chairperson, Melvin Reynolds, welcomed members of the Steering Group present at the meeting. Apologies for absence had been received from Caroline Bennett and Jane Roberts.

NP16/01 31 Update on funding and budget

The Assistant Clerk was progressing with the new grant funding applications – she had applied to the Big Lottery Fund for £10,000 and would apply in February to the Community Locality Fund for £8,000. Ross Town Council has £16,000 of funds to be spent on the Neighbourhood Development Plan (£10,000 that had been allocated for the Town Plan Implementation and £6,000 already budgeted for the NDP).

NP16/01 32 Briefing on context of Presentations and on decision making for recommendation to Full Council

Melvin briefed members of the Steering Group about the two consultancies who were about to give presentations and the fact that they had both be asked to outline their intended approach and relevant capabilities – and to comment briefly in particular on:

Whether in their view the Specification represented an appropriate first phase approach to the preparation of the NDP.

How far their Proposal and costs as submitted will meet the requirements of the Specification and the potential costs of dealing with any aspects which will not be covered, particularly if they believe these will need to be undertaken as part of a subsequent assignment.

The extent to which they believe they will be able to 'add value' in the collection and reporting of information from the consultation process.

Any particular challenges they anticipate in relation to this first phase work.

What potential role – if any – they envisage for their consultancy in relation to the subsequent plan preparation process and any thoughts they have on the overall budgetary provision which the Council should make for the process as a whole.

NP16/01 33 Presentations by Consultancies for the provision of support in relation to the preparation of the Neighbourhood Development Plan

Presentation 1 – Place Studio gave their presentation followed by questions (details of presentation are available).

Presentation 2 – Data Orchard gave their presentation followed by questions (details of presentation are available).

NP16/01 34 Discussion and recommendation to Full Council and actions arising

After a general discussion about the two presentations it was agreed that the Steering Group would like to appoint Place Studio (Presentation 1) to assist with the Neighbourhood Development Plan. Although the two consultancies presented well it was felt that Place Studio had a more creative approach to engaging with and involving the local community. In addition their estimate of timescale and cost for seeing the Neighbourhood Development Plan through from start to finish was more attractive – a subsequent meeting would be held with Place Studio to establish a detailed and fully costed work programme.

A vote was taken and six members of the Steering Group were in favour of appointing Place Studio and one member was against/in favour of appointing Data Orchard.

Amanda agreed to inform the Town Clerk of the decision and check if she was then in a position to inform both consultancies of the decision to appoint Place Studio.

NP16/01 35 Minutes of the last meeting held on 15th October 2015

To be discussed at the next meeting.

NP16/01 36 Matters arising from minutes of last meeting

To be discussed at the next meeting.

NP16/01 37 Any other business

There was no other business. The meeting closed at 9.25pm.

NP16/01 38 Date of next meeting

Thursday 18th February 2016.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Steering Group held on Thursday 18 February 2016 at 7.15pm at The Larruperz Centre, Ross-on-Wye, HR9 7QD

Present: Melvin Reynolds – Chairman
Lorna Barnard, Caroline Bennett, Dennis Humble, Ian Murray, Raymond Tyler,
Caroline Utting, Mark Weldt, Andrew Wilson

In attendance: Amanda Smith – Assistant Town Clerk

NP16/02 39 Welcome and Apologies

The Chairperson, Melvin Reynolds, welcomed members of the Steering Group present at the meeting. Apologies for absence had been received from Chris Bartrum, Jane Roberts and James Weatherhead.

NP16/02 40 Minutes of the meeting held on 15th October 2015

The minutes of the meeting held on 15th October 2015 were approved.

NP16/02 41 Matters arising from minutes of meeting

There were no matters arising other than items on the agenda.

NP16/02 42 Minutes of the meeting held on 21st January 2016

The minutes of the meeting held on 21st January 2016 were approved with the following amendment.

A vote was taken and six members of the Steering Group were in favour of appointing Place Studio and one member – James Weatherhead - was against / in favour of appointing Data Orchard.

NP16/02 43 Matter arising from minutes of meeting

There were no matters arising other than items on the agenda.

NP16/02 44 Update on appointment of Place Studio and proposed process and programme for the Neighbourhood Development Plan

Melvin reported on the appointment of Place Studio – Jeff Bishop, Katie Lea with backgrounds in Landscape and Architecture and their two assistants – Vaughn and Paul. It was envisaged that the total cost of doing the Neighbourhood Development Plan would be between £25,000 and £30,000 – but this would depend on the amount of involvement from the Steering Group.

A meeting had taken place with Melvin, Amanda, David Ravenscroft and Jeff Bishop on 11th February in order to discuss the process and programme for the Neighbourhood Development Plan – it was agreed to engage with the community and get local groups involved at the next meeting on 17th March and have a public event/consultation workshops on 1st May, at the time of the River Festival and Beer Festival.

Themes/Working Groups - for Housing, Economy, Getting Around, Services and Amenities, Environmental Quality, Town Plan etc.

Evidence Review – it will be necessary to obtain information on community issues and then look for evidence relating to those issues in order that they can be addressed by the Neighbourhood Plan. Then to review existing Herefordshire Council policies and if necessary draw up more specific policies for Ross-on-Wye (e.g. Transport).

Community Evidence (handouts given out) with three initial suggested tasks – Task 1 Local Green Spaces, Task 2 Footpaths and Task 3 Community Facilities - information obtained from the tasks to be captured on the Ross area mapping system software.

Housing – it was suggested that we identify all sites for housing - only 20 more need to be identified for housing for the Neighbourhood Plan but Place Studio recommend that we look for extra houses/sites.

Design style – the Shop Front guide that is already in place can be built into Neighbourhood Plan – this will have an influence on outline planning applications.

There needs to be a clear focus on the town centre, facilities and surrounding parishes – as people living in the surrounding parishes come into Ross-on-Wye and use the services.

Character assessment and Design statement – aspects of character and design are an important Neighbourhood Plan issue and an effective way of engaging people in the community and can give the Town Council some influence over planning decisions. The Herefordshire Council ‘Rapid Townscape Assessment’ that has already been undertaken for areas of the town needs to be obtained.

Consulting You (sub-contracted through Place Studio) – they will be able to provide a web service that supports the process of community engagement – Melvin, Amanda and Bekki Steele to meet up with them on 22nd February.

Interest Groups - a list of interest groups was drawn up and it was agreed that the Civic Society, Ramblers are Welcome and the Tourist Association should be invited to the next meeting on 17th March. Other groups on the list to be contacted at a later date included U3A, Probus, Lions Club, Rotary, Angling Club, Running Club, Dog Walkers, Basement Youth Trust, ART, Schools, Churches, and groups involved with drama, photography, sports, transport, disabilities.

NP16/02 45 Actions arising from proposed programme

Caroline Bennett would be attending the next Town Council Planning Meeting and would find out if the Council has any character assessment/design statement information.

Caroline Bennett to contact Sam Phillips – Ross Walkers are Welcome – about a footpath map and in order to attend the next meeting.

Caroline Utting to email the Community Asset Register – list of facilities. At the next Pro-Ross meeting on 10th March the Community Asset list will be circulated for review.

Melvin to contact David Dawson of the Civic Society in order to attend the next meeting.

Dennis to contact the Commissioner for the Scouts/Guides in order to get contact details of Leaders.

Amanda to check that Community Evidence information can be captured on the Ross area map/mapping system software (Task 1) and the need for more information (Task 3).

NP16/02 46 Update on funding

The Assistant Clerk was progressing with the new grant funding applications – she had applied to the Big Lottery Fund for £10,000 and would apply in February to the Community Locality Fund for £8,000. Ross Town Council has £16,000 of funds to be spent on the Neighbourhood Development Plan (£10,000 that had been allocated for the Town Plan Implementation and £6,000 already budgeted for the NDP).

NP16/02 47 Any other business

Website – a discussion about the Town Plan/Neighbourhood Plan website domain and hosting requirements through Wyenet was discussed – to be actioned once the meeting with Consulting You had taken place – Action Melvin/Ian.

Website information to be circulated with the minutes.

Caroline Utting – usage of buildings – requested the need of a policy on converting shops into houses.

NP16/01 48 Date of next meeting

Thursday 17th March 2016.

The meeting closed at 9.15pm.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Steering Group held on Thursday 17 March 2016 at 7.15pm at The Larruperz Centre, Ross-on-Wye, HR9 7QD

Present: Melvin Reynolds – Chairman
Chris Bartrum, Caroline Bennett, Nick Dale, Belinda Jones, Ian Murray,
Sam Phillips, David Ravenscroft, Caroline Utting
Jeff Bishop, Katie Lea – Place Studio

In attendance: Amanda Smith – Assistant Town Clerk

NP16/03 49 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed members of the Steering Group to the meeting and gave everyone the opportunity to introduce themselves. Apologies for absence had been received from Valerie Coker, Hannah Lerego, Jane Roberts and Sue Wilding.

NP16/03 50 Election of Vice Chairman of Steering Group

It was proposed by Chris Bartrum that the ideal candidate for Vice Chairman would be Sam Phillips. Melvin explained that he would be able to attend most meetings but would be like to have a Vice Chairman to run the few meetings he would not be able to attend. Sam agreed to consider taking on this role.

NP16/03 51 Minutes of the meeting held on 18th February 2016

The minutes of the meeting held on 18th February 2016 were approved with the following correction.

Interest Groups – Walker are Welcome, Ramblers Association.

NP16/03 52 Matters arising from minutes of meeting

Caroline Bennett had made enquiries about the character assessment/design statement and had contacted Sam Phillips regarding footpath maps and for Walkers are Welcome to be involved at the next meeting.

Caroline Utting had circulated the Community Asset Register – list of facilities.

Melvin had contacted Heather Hurley of the Civic Society - she would bring up the Neighbourhood Plan at their next meeting with a view to nominating a member to attend the Steering Group meetings.

Dennis had made contact with the Commissioner for the Scouts/Guides contacts.

Amanda had organised mapping software and hard copies for Place Studio. Katie Lea had also organised Herefordshire Council mapping software.

NP16/03 53 Workshop session process and programme for the Neighbourhood Development Plan – including evidence review, character assessment, awareness raising and workshops

Please see attached Place Studio progress report presented at the Steering Group meeting.

Evidence review and awareness raising of the Neighbourhood Plan - progress was being made with engaging with the community and getting local groups involved in order to obtain information on community issues and to look for evidence relating to those issues.

12th April – Big Workshop – this will involve looking at the Draft Objectives.

Then the objectives will be re-drafted ready for 30th April/1st May –
30th April Public Drop-In 1 to take place in town at the old Jobcentre and
1st May Public Drop-In 2 to take place at the River Festival at the Hope and Anchor.

30th May – 6th June – there will be a display in the Library (as well as an on-going permanent display about the Neighbourhood Plan) – Katie Lea.

A Drop-In is to take place with the young and elderly – Ellie Bishop-Greenacre.

Character assessment – it is necessary to have a town centre health check, an audit of community facilities and obtain information from visitors and surrounding parishes.

Facilities – Herefordshire Council, Town Council, Private lists / Play facilities – Richard Mayo to provide a play facilities list.

Survey of visitors - use tourist sites to obtain information on visitors - visitor postcodes, visitor lengths of stay, repeat visitors, expenditure of visitors – Vic Lockley to be approached.
Invite representatives from surrounding Parish Councils – Amanda to provide a list of contacts.
Audit of local foot/cycle paths and local green spaces.

A list of shops/premises to be drawn up where posters can be displayed – e.g. Ross Garden Store, Morrisons, Aldi, Sainsbury, Ross Labels, Schools, etc.

Consulting You are providing a web service that supports the process of community engagement. A meeting had taken place with Consulting You and the Town Plan/Neighbourhood Plan website was now in place and ready to be launched – this would be announced in the Ross Gazette the following week of 23rd March.

NP16/03 54 Update on funding

The Assistant Clerk was progressing with the new grant funding applications – unfortunately the Big Lottery Fund application for £10,000 had been returned so she would re-apply giving a full explanation of the reasons why the grant had not previously been spent - she would also apply for the Community Locality Fund in April for the increased amount of £9,000. Ross Town Council has £16,000 of funds to be spent on the Neighbourhood Development Plan (£10,000 that had been allocated for the Town Plan Implementation and £6,000 already budgeted for the NDP – these amounts could be spent at any time).

NP16/03 55 Any other business

Melvin obtained agreement from the Steering Group to sign the Larruperz Centre Environmental Policy.

NP16/03 56 Key dates to note

4th April Town Meeting – Melvin to have a Neighbourhood Plan slot
12th April 2016 – Big Workshop – this date to be checked as other events including a Library Development Group was taking place on the same date (to be attended by Caroline Bennett)
30th April - Public Drop-In 1 in town
1st May – Public Drop-In 2 at River Festival

Date of next meeting / change of venue

The next Steering Group meeting will take place on Thursday 21st April 2016 at 7.15pm at the Corn Exchange.

The meeting closed at 8.45pm.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Steering Group held on Thursday 21 April 2016 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Chris Bartrum, David Calinan, Ian Murray, Jane Roberts, Caroline Utting

In attendance: Amanda Smith – Assistant Town Clerk

NP16/04 57 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed members to the Steering Group meeting. Apologies for absence had been received from Caroline Bennett and Nick Dale.

NP16/04 58 Election of Vice Chairman of Steering Group

The matter would be put on the agenda and discussed at the May Steering Group meeting.

NP16/04 59 Minutes of the meeting held on 17th March 2016

The minutes of the meeting held on 17th March 2016 were approved.

NP16/04 60 Matters arising from minutes of meeting

There were no matters arising other than agenda items.

NP16/04 61 Update on process and programme for the Neighbourhood Development Plan – including update on Big Workshop held on 12th April and Public Drop-Ins to be held on 30th April and 1st May - evidence review, character assessment, awareness raising and workshops

Please see attached Place Studio progress report and Drop-in 1 & 2 Outline and Practicalities report presented at the Steering Group meeting.

The Big Workshop had taken place with about 20 people in attendance. A discussion took place on the Draft Objectives for Housing, Working and Shopping, Getting Around, Environment, Leisure and Well-being – and through working in topic groups generated a meaningful discussion.

Public Drop-In 1 on 30th April to take place in town at the Market House and Public Drop-In 2 on 1st May to take place at the River Festival at the Hope and Anchor – an events planner will be sent out to members of the Steering Group and put on Facebook (Melvin) in order to get volunteers to help out over that week-end.

Posters about the Drop-Ins would be distributed about the town – shops in the High Street (David), Broad Street (Amanda), Gloucester Road (Caroline) and supermarket and industrial areas (Ian) - and put on facebook (Melvin) and a twitter account set up (Jane).

NP16/04 62 Update on funding

The Assistant Clerk was progressing with the new grant funding applications – she had re-applied for the Big Lottery Fund application for £10,000 and had also applied for the Community Locality Fund for £9,000.

NP16/04 63 Any other business

A large scale map of Ross-on-Wye was put together and updated by using stickers to show any changes that had taken place in the town – and for identifying potential areas where change might take place in the future – i.e. in terms of areas for housing and industrial development, leisure facilities and green spaces.

NP16/04 64 Key dates to note

30th April - Public Drop-In 1 at Market House
1st May – Public Drop-In 2 at River Festival

Date of next meeting / change of venue

The next Steering Group meeting will take place on Thursday 19th May 2016 at 7.15pm at the Corn Exchange.

The meeting closed at 9.00pm.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Sub Committee held on Thursday 19 May 2016 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Councillor Chris Bartrum, Vic Lockley, Ian Murray, Councillor David Ravenscroft,
Councillor Caroline Utting

In attendance: Amanda Smith – Assistant Town Clerk

NP16/05 65 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed members to the Steering Group meeting. Apologies for absence had been received from Councillor Caroline Bennett and Nick Dale and Dennis Humble. Katie Lea from Place Studio also gave her apologies.

NP16/05 66 Election of Chairman

It was proposed by Councillor Caroline Utting and seconded by Councillor David Ravenscroft that Melvin Reynolds should continue as Chairman – this was unanimously agreed by everyone at the meeting.

NP16/05 67 Election of Vice Chairman of Steering Group

Melvin Reynolds requested that if anyone has any suggestions as to who should stand as Vice Chairman then they should let him know. The matter would be put on the agenda and discussed at the June Steering Group meeting.

NP16/05 68 Minutes of the meeting held on 21st April 2016

The minutes of the meeting held on 21st April 2016 were approved.

NP16/05 69 Matters arising from minutes of meeting

Melvin confirmed that he would take the large scale map of Ross-on-Wye that had been updated to show any changes that had taken place in the town – and for identifying potential areas where change might take place in the future – and let Place Studio use it.

There were no matters arising other than agenda items.

NP16/05 70 Update on Neighbourhood Development Plan – including Big Workshop held on 12th April and Public Drop-Ins held on 30th April and 1st May

Please see Place Studio report on the Big Workshop held on 12th April and Public Drop-Ins held on 30th April and 1st May – and progress report for meeting.

It would be necessary to have more Drop-Ins around the town with information – leaflets, posters, 'A' board and questionnaires to be given out to residents for completion – e.g. at Morrisons, Sainsburys, Market House, The Maltings and outside the Library. Melvin would check the information on footfall from the Town Plan and the best places/times to do the Drop-Ins and do a doodle poll for volunteers. Ian to contact the manager at Morrisons and Melvin to contact the manager at Sainsburys for permission.

Melvin to check the library display – Place Studio due to be there 2nd – 10th June – for draft objectives for comment.

Based on the comments made by residents at the Drop-ins, Melvin reported on the likes and dislikes of residents of Ross-on-Wye.

Likes were the River Wye - and that we should take more advantage of it - events that took place in the town, a good library, independent shops, cafes and restaurants.

Dislikes were the access/traffic to the south side of the town (Alton Street/High Street), too many charity shops and a "down at heel" feel about the town.

NP16/05 71 Note and comment on Workshop Report for 12th April

As noted above.

NP16/05 72 Formation of Topic Working Groups

Melvin reported that Place Studio would like us to form topic working groups for the six topics of: Housing, Working and Shopping, Getting Around, Leisure and Well-being, Environment and Town Centre. The groups would meet up three times over a three month period – ideally in time for the Carnival – and Place Studio would meet up with the groups at one of their meetings. The working groups would look at the inputs from the workshop/drop-ins and come up with proposals to go into the preliminary draft Plan.

It would be necessary for one person to act as the leader of each of the groups – and it was suggested that the following people may be interested in being involved:

Housing – Debbie Waring

Getting Around – Melvin Reynolds

Leisure and Well-being – someone from the library (Melvin to obtain a contact name)

Town Centre – Caroline Utting, Vic Lockley and Ian Murray.

After discussion, it was agreed that we need to recruit more people to either lead and/or be involved in these groups – and that Place Studio should provide more information and guidelines on how the groups should be run. Melvin agreed that he would contact the Ross Gazette (including What's on Column for meetings) and use Facebook in order to publicise the topic working groups.

NP16/05 73 Update on funding

The Assistant Clerk had received confirmation that we had been successful and would receive the Community Locality Fund for £9,000. She had also been requested by the Big Lottery Fund to supply additional details on grant spending and was waiting to hear the outcome of this application for £10,000.

After discussion, it was agreed that the Steering Group was pleased with the work to date that Place Studio had done and that we should continue to use them for the next stages of the Neighbourhood Development Plan.

Melvin proposed that we ask the Town Council to agree to employ Place Studio to do the next stage of work for the Neighbourhood Development Plan. This was seconded by Councillor Chris Bartrum and all were in favour. Amanda agreed to speak to the Town Clerk regarding the matter.

NP16/05 74 Any other business

Councillor Caroline Utting reported that she had received sponsorship of £50 for printing 30 miles an hour for speed awareness on high viz vests – and she asked if it would be in order to pay the sum into the Town Plan bank account. All agreed that this was acceptable.

Melvin had received a communication from someone involved with the Ledbury Town Plan asking for information – Councillor Chris Bartrum agreed to respond.

Date of next meeting / change of venue

The next Steering Group meeting will take place on Thursday 16th June 2016 at 7.15pm at the Corn Exchange.

The meeting closed at 8.45pm.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Sub Committee held on Thursday 16 June 2016 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Councillor Chris Bartrum, Jeanette Draper, Councillor Nigel Gibbs, Sam Phillips,
Maggie Kilcar, Vic Lockley, Councillor David Ravenscroft, Councillor Caroline Utting

In attendance: Amanda Smith – Assistant Town Clerk

NP16/06 75 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed members to the Steering Group meeting and asked everyone to introduce themselves. Apologies for absence had been received from Dennis Humble, Ian Murray and Councillor Jane Roberts.

NP16/06 76 Election of Vice Chairman of Steering Group

Melvin Reynolds proposed that if he was unable to attend a meeting a Chairman would be appointed for the purpose of that meeting – Councillor Caroline Utting agreed that she would chair the meeting if she was present. This was seconded by Councillor Chris Bartrum.

NP16/06 77 Minutes of the meeting held on 19th May 2016

The minutes of the meeting held on 19th May 2016 were approved.

NP16/06 78 Matters arising from minutes of meeting

Melvin Reynolds reported that we would not be able to hold Drop-Ins at Morrisons for two to three months as there were no free slots. Melvin and Caroline Utting had been manning the display at the Library over the 2nd-10th June period.

David Ravenscroft suggested that the windows of the empty shops in the town could be used for publicising the Neighbourhood Development Plan – eg the old Ross Book Shop and Motor World sites. Caroline Utting agreed to contact the property agent Jonathan Preece on the matter.

It has been agreed by Ross Town Council at the last Full Council Meeting that Place Studio will continue to be employed to work on the next stage of the Neighbourhood Development Plan.

There were no other matters arising other than agenda items.

a) Progress report from Place Studio

Melvin Reynolds reported that Place Studio was seeing a gradual increase in engagement with residents in the town – particularly through the use of the Neighbourhood Plan website and facebook, but also through the completion of some surveys and questionnaires.

b) Update on meeting held with Place Studio on 27th May 2016

Place Studio has been asked for detailed information on staging and costing of events in order to align the payments with the grants received.

Place Studio proposed to simplify the working groups into two main areas:

1. Town Centre issues
2. All the rest/residential and industrial areas
(keeping it in line with the Ross Town Plan survey work).

There would be a new leaflet giving information on timings of stages of the NDP and what is going on – and the consultation on objectives would run until October 2016.

c) Update on Library consultation and responses

The display at the library has seen a limited response in terms of completed questionnaires - actually talking to the public and giving out leaflets in the street has been more effective.

d) Plans for future events

Melvin Reynolds reported that the next big event would be the Ross Town Carnival on Saturday 6th August – and with the use of a van, leant to use by TCHire, and ‘A’ boards, banners and leaflets we will have a float and be part of the procession giving out leaflets – we will also have a marquee with a display at the Riverside. Banners will be displayed at Morrisons around the railings and shop window and there will be publicity placed in The Voice and the Ross Gazette.

NP16/06 80 Topic Working Groups

Melvin reported that Place Studio had re-considered the number of working groups and would now like us to have two working groups that would take into account the issues of Housing, Working and Shopping, Getting Around, Leisure and Well-being, Environment and Town Centre. The two groups would be Town Centre and Outer Area/residential and industrial areas. The groups would meet up three times over the next six months period – and Place Studio would meet up with the groups at some of their meetings. The groups would look at the inputs from the workshop/drop-ins and come up with proposals to go into the preliminary draft Plan. It would be necessary for one person to act as the leader of each of the groups – and the members of the groups so far included:

Town Centre	Outer Area
Caroline Utting	Caroline Utting
Melvin Reynolds	Melvin Reynolds
Ian Murray	Maggie Kilcar
Jeanette Draper	Jeanette Draper
Simon Clark	Sam Phillips

Jan Nesaratnam	Nigel Gibbs
Eleanor Kercher	Chris Bartrum
Mandy Price	Nick Critchley
Joy Gordon	Debbie Wareing
Vic Lockley	Clare Llewellyn West
David Ravenscroft	John Taylor
William Wilding	

The first meeting of the working groups was due to take place on Thursday 14th July at 7.00pm at the Larruperz Centre with Place Studio.

It was agreed that Place Studio should provide more information and guidelines on how the groups should be run.

NP16/06 81 Update on funding

Melvin reported that we had been successful and had received the Community Locality Fund for £9,000 and were about to receive £10,000 from the Big Lottery Fund - due to be paid on 17th June but under their terms not to be publicised until 12th July.

Amanda agreed to look at other possibilities in terms of grant applications.

NP16/06 82 Any other business

Sam Phillips had looked at the map of paths/cycle tracks of Ross-on-Wye based on a walk with points/nodes where there were views for looking in and looking out of the town. He would mark up the map/provide grid references and give the details to Melvin.

Date of next meeting

The next Steering Group meeting will take place on Thursday 21st July 2016 at 7.15pm at the Corn Exchange.

The meeting closed at 8.45pm.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Sub Committee held on Thursday 21 July 2016 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Councillor Chris Bartrum, Jeanette Draper, Sam Phillips, Maggie Kilcar, Vic Lockley,
Councillor Caroline Utting and Andrew Wilson

In attendance: Amanda Smith – Assistant Town Clerk

NP16/07 83 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed members to the Steering Group meeting. Apologies for absence had been received from Councillor Nigel Gibbs, Dennis Humble, Ian Murray.

NP16/07 84 Minutes of the meeting held on 16th June 2016

The minutes of the meeting held on 16th June 2016 were approved.

NP16/07 85 Matters arising from minutes of meeting

Melvin Reynolds reported that Dennis Humble had contacted Motor World in George Place with regard to placing a Neighbourhood Plan banner in the window and using it as a drop-in centre. Caroline Utting had contacted Jonathan Preece regarding placing a banner at what was the auction house in Cantalupe Court.

With regard to funding, Melvin Reynolds reported that as we were in receipt of a total £19,000 of funding from the Big Lottery Fund/Community Locality Fund we do not need to apply for any further grant funding at the moment.

Sam Phillips had given Melvin the details of the map of paths/cycle tracks of Ross-on-Wye with grid references. Melvin would now ask via Facebook if anyone would like to take photographs along the walk where there are views looking into the town. If necessary the local Photographic Society could be contacted.

There were no other matters arising other than agenda items.

NP16/07 86 Update on progress of Neighbourhood Development Plan

a) Progress report from Place Studio (please see attached report)

Melvin Reynolds reported that Place Studio had had 50 responses to the aims and objectives questionnaire and 125 responses to the shorter questionnaire given out to students at John Kyrle School. The photo-trail had received very few responses.

Place Studio was pleased with the level of attendance at the Topic Working Groups workshop and the allocation of individual tasks.

Melvin reported that he had attended a meeting with Place Studio at John Kyrle School with Herefordshire Council's 'Schools Capital Investment Strategy Group' for Ross-on-Wye and its surrounding area. The outcome of the meeting was that school governors had been asked to consider a number of options in relation to the future development of the town's main schools – including Brampton Abbots, St Josephs, Ashfield Park and surrounding village schools – for a response at a further meeting in September. This consultation on options can become an importance element of the Neighbourhood Plan.

b) Future Events – Ross Town Carnival

Melvin reported that for Ross Town Carnival on Saturday 6th August we would be part of the procession with the use of a van with banners. A driver would be needed and volunteers to give out leaflets and tell people to go down to the Riverside to find out more about the Neighbourhood Plan. There would be a marquee with a display at the Riverside (and the banners will then be displayed at the marquee). Place Studio will be at the marquee and will be looking for volunteers to just come along and chat to residents. Activities will also be organised at the marquee for children – so that adults can discuss the Neighbourhood Plan while children are kept occupied – e.g. face painting, making a collage of the town.

Sam Phillips mentioned that the Ross Lions would be doing something very similar for children so it was agreed that it would make sense if this was a combined activity.

Melvin reported that the Character Area surveys were underway with the use of the mapping software system – e.g. character areas such as Greytrees and Archenfield. Residents had been found to survey all areas and the information could then be placed on a layer of the mapping system. Play areas and open spaces surveys were still to be done.

An e-mail would be sent out to all members of the Steering Group/ Working Groups asking them to inform Melvin if they can help with giving out leaflets in the procession and/or talking to residents at the riverside marquee on the day of the Carnival.

NP16/07 87 Update on progress of Topic Working Groups and meeting held on Thursday 14th July 2016 (please see attached report)

Melvin reported that Place Studio was pleased with the level of attendance at the Topic Working Groups workshop and the allocation of individual tasks. The two working groups were the Town Centre and the Wider Town and from that the groups were broken down into smaller groups in order to comment on aims and objectives that had been drawn up during the consultation. The individual tasks that had been allocated – small and large – would be completed by the end of September when further Working Group workshops would take place. Place Studio wished to thank everyone who had attended the workshop.

NP16/07 88 Any other business

Chris Bartrum reported on a Ross Town Council meeting that had taken place with Mr Bill Clumper of Historic England regarding the Market House. The Market House is Grade 2 listed and has Ancient Monument Status and so advice was needed in relation to the maintenance of the building and how to keep it in good order. Chris was waiting to receive his written recommendations but commented

that the Market House should be referred to in the Neighbourhood Plan as an important part of the town with a conservation plan. Melvin added that the Town Centre Character Assessment should have a specific section for the Market House and that listed buildings could be put onto the mapping system.

Vic Lockley commented on the importance of tourism and the need to have more undercover activities/interests in the town for tourists to visit on wet days.

Melvin reported that Ross Town Council had received correspondence on Herefordshire Strategic Housing Land Availability Assessment (this had been issued to villages not taking on Neighbourhood Development Plans) and would discuss the implications of this with Place Studio.

Date of next meeting

The next Steering Group meeting will take place on Thursday 15th September 2016 at 7.15pm at the Corn Exchange.

The meeting closed at 8.30pm.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Sub Committee held on Thursday 15 September 2016 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Councillor Chris Bartrum, Jeanette Draper, Councillor Nigel Gibbs, Ian Murray, Sam Phillips and Councillor David Ravenscroft

In attendance: Amanda Smith – Assistant Town Clerk
Sarah Robson – Town Clerk

NP16/09 89 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed members to the Steering Group meeting. Apologies for absence had been received from Maggie Kilcar, Councillor Jane Roberts, Jon Stern, Councillor Caroline Utting and Andrew Wilson.

NP16/09 90 Minutes of the meeting held on 21st July 2016

The minutes of the meeting held on 21st July 2016 were approved, noting that the correct name of the contact at Historic England was Mr Bill Klemperer.

NP16/09 91 Matters arising from minutes of meeting

Melvin Reynolds reported that consideration still needed to be given as to where to display the Neighbourhood Plan banners – possibly one at Ross Town Council and the other either in a shop front or at the former auction house in Cantilupe Court, or other options were outside the Old Chapel or the railings at the roundabout near Morrisons.

Action: Town Clerk to investigate possible use of Old Chapel for display.

There were no other matters arising other than agenda items.

NP16/09 92 Update on progress of Neighbourhood Development Plan

a) Progress report from Place Studio (please see attached report)

Melvin Reynolds reported that Place Studio considered that the Neighbourhood Plan had reached a key stage and that at the next meeting on 20th October – which would be a combined Steering Group meeting and Topic Working Groups meeting - we would have enough information in place to begin to start drafting the Plan. The draft Objectives that were shared and refined by the Topic Working Groups and had been checked by the wider public at the Carnival could now be developed further into the draft Plan Policies.

b) Ross Town Carnival

Melvin reported that for Ross Town Carnival had gone well – the van with the banners had been part of the procession leading the public to the marquee and Neighbourhood Plan display at the Riverside. The marquee had been busy all afternoon and lots of useful comments about objectives had been received from the public – one of the main comments was on the importance of the infrastructure to support the housing allocation.

There has been information which suggests that the parish of Whitchurch and Ganarew now want to work with us in developing the plan.

Melvin believed that there was a demand for renting working space – in order to attempt to quantify the demand we could look at census data and living/working post codes.

c) Recent strategy meetings

Melvin had attended a meeting with Jeff Bishop of Place Studio at John Kyrle School with Herefordshire Council's 'Schools Capital Investment Strategy Group' for Ross-on-Wye and its surrounding area. The outcome of the meeting was that school governors had been asked to consider a number of options in relation to the future development of the town's main schools – including Brampton Abbots, St Josephs, Ashfield Park and surrounding village schools – for a response at a further meeting in September.

Melvin reported that he and Jeff Bishop had then attended a meeting with the Planning Officers at Herefordshire Council on 14th September to inform them of our progress and to get their views on planning issues linked to the Neighbourhood Plan (including housing, schools, surgeries, strategic assets). They confirmed that Herefordshire Council wishes to be involved in the drafting of the Neighbourhood Plan and will keep us informed with their decisions on key issues.

d) Future events

There would be a combined meeting of the Steering Group and Topic Working Groups meeting on Thursday 20th October 2016 – to be held at The Larruperz Centre at 7.00pm – and the information needed for the working groups topics would be in place by then.

NP16/09 93 Update on progress of Topic Working Groups

Melvin reported that progress had been made since the last Topic Working Groups meeting held on 14th July 2016. Individual tasks had been allocated on the economy, cycling, sites, town centre, transport incidents, views, venues, wider town (character areas), walking were progressing well.

Melvin requested a need for volunteers - anyone who would be interested in doing a wider town character assessment on any areas that hadn't already been done. Likewise he made a request for anyone who had or could take photographs of views looking into the town from specific grid references linked to footpaths, cycle tracks or roadways.

Action: There was a request that the map indicating the extent of the town centre be re-circulated – Melvin to circulate.

Councillor Chris Bartrum wanted to know if the Town Centre group was looking at shops fronts and signage. Melvin confirmed that this was the case and that the Herefordshire Council 2001 guidance material on shop front and signage could be an Annex to the Neighbourhood Plan.

The Town Clerk, Sarah Robson, reported that there would be a Neighbourhood Plan report included in the next Town Council newsletter. Sarah and Amanda would be meeting up to go through the Place Studio invoice payments in order to check that they were in line with the grant funding applications.

Date of next meeting

The next Steering Group/Topic Working Groups meeting will take place on Thursday 20th October 2016 starting at 7.00pm and finishing at 9.30pm at The Larruperz Centre.

The meeting closed at 8.45pm.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Sub Committee and Topic Working Group held on Thursday 20th October 2016 at 7.00pm at The Larruperz Centre, Ross-on-Wye, HR9 7QD

Present: Melvin Reynolds – Chairman
Councillor Chris Bartrum, Nick Critchley, Jeanette Draper, Councillor Nigel Gibbs,
Andy Jones, Eleanor Kercher, Vic Lockley, Ian Murray, Sam Phillips, Helen Saunders,
Councillor Caroline Utting, Clare West and Andrew Wilson

Place Studio – Jeff Bishop, Cleo and Elinor Greenacre

In attendance: Amanda Smith – Assistant Town Clerk

NP16/10 95 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed members to the meeting. Apologies for absence had been received from Jan Nesaratnam and Councillor Jane Roberts.

NP16/10 96 Note minutes of the meeting held on 15th September 2016

Formal approval will be at the next Neighbourhood Plan Sub Committee meeting.

NP16/10 97 Note matters arising from minutes of meeting

Remaining items will be dealt with at the next Neighbourhood Plan Sub Committee meeting.

NP16/10 98 Review of progress of Neighbourhood Development Plan

Please see Place Studio report.

NP16/10 99 Ross-on-Wye Neighbourhood Plan Workshop session

Please see Place Studio report.

NP16/10 100 Topic Working Groups meeting

Please see Place Studio report.

NP16/10 101 Any other business

There was no other business.

**NP16/10 102 Date, time and venue of next Ross-on-Wye Neighbourhood Plan Sub
Committee meeting**

The next meeting will take place on Thursday 17th November 2016 at 7.15pm at The Corn Exchange.

The meeting closed at 9.15pm.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Sub Committee held on Thursday 17th November 2016 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Councillors David Ravenscroft and Caroline Utting
Vic Lockley, Helen Saunders and Mark Weldt

In attendance: Sarah Robson – Town Clerk

NP16/11#103 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed members to the Steering Group meeting. Apologies for absence had been received from Rosamund Skelton, Jon Stern, Councillor Chris Bartrum

NP16/11#104 Declarations of Interest
None

NP16/11#105 Minutes of the meetings held on 15th September 2016 and 20th October 2016
The minutes were signed as a true record of the meetings.

NP16/11#106 Matters arising from minutes of the meetings
It was noted that there is some interest in the report from Place Studio that might be of interest to ART and it was suggested that it could be circulated to their members.

Outstanding Actions 15th September 2016

Display of Banner in Old Chapel – no action taken yet (Town Clerk)

Other action items have been completed

NP16/11#107 Update on progress of Neighbourhood Development Plan including;

a) Progress report from Place Studio

A written report had been circulated beforehand. The Chairman précised the discussion of the meeting that had taken place in Hereford on 21st October 2016. It was noted there had been some questions about the number of dwellings the plan needs to identify and regarding the five year supply of housing allocation and further investigations are taking place as a result.

A further meeting is taking place with HC Highways and Planning officers and the Neighbourhood Plan Team shortly. Suitable sites for allocation are being discussed and this will involve further teams within the Council.

Once further clarity has been sought a protocol with HC will be requested to agree a way forward. Members were also advised of the decision by HC to freeze the programme to roll out CIL. This will undoubtedly impact as this formed part of the business case by Ross for adopting a Plan.

b) Report on recent Neighbourhood Plan Workshop session and Topic Working Groups meeting

Nothing further to report at this stage – still a work in progress

c) Recent strategy meeting

Strategic Housing Land Availability Assessment (SHLAA) MAP & NP Site Identification

A map of the SHLAA area was shown which dated back to 2011, which assesses land with housing potential in Ross. Some of the sites on the map have already been developed (e.g. Tanyard). Some are shown which are outside the parish boundary and some of the land lies within the Flood Zone.

The meeting was then shown a map plotting most of those sites and other potential sites; it excluded the unsuitable Flood Plain areas and also highlighted the unacceptable night time noise levels. This new 'ideas' map can then be used as a basis for part of the discussions with HC to investigate potential sites – though it was noted that no attempt had yet been made to identify land owners. Some of the sites are classified as potentially industrial, some mixed use and some housing. Pros and cons must be considered on all the sites; it is likely that some land owners would be interested in selling land primarily for housing development due to the higher land value.

It was recognised that the landscape must be secured to protect its unique character and key views.

The Members considered the need for an access road to the A40 at Weir End to relieve the traffic over Wilton Bridge, through High Street and Alton Street. The future traffic needs would suggest this would be desirable but costly, significant data would be required to evidence the need.

Following a question after the meeting with HC officers on 21st October the chair mentioned the possibility of proposing adding a southerly interchange with the M50 J4 roundabout to link to the A40 to the east of Hildersley. This, combined with significant works at J4 and at the Over Ross roundabout, could enable safe access to the town centre from any eastward extension of housing by downgrading the existing A40 Relief Road to local road status. Again, significant data would be required to support this proposal.

ACTION

MR – Circulate maps

NP16/11#108 Any other business

Evidence Update (report from Place Studio annexed)

Much work has been done to collate the work of local people in bringing together information on a wide range of topics, including facilities and projects. There are gaps where further work is necessary. Character assessment surveys of the town are underway and some areas have been completed, more volunteers are needed to do

a townscape survey by walking around and taking notes to complete the required form.

ACTION

- MR – Circulate status update ✓
- MR – Chase Jeff about access to evidence folder on Website ✓
- MR – Speak to John Taylor about Allotments Survey ✓
- SR – Check information about town survey by students at Birmingham University
- MR – Compile a list for the town centre for character assessment surveys to be done ✓

NP16/11#109 Date of next meeting

The next Steering Group meeting will take place provisionally on Thursday 15th December 2016 (to be confirmed by 5th December) and confirmed for 19th January 2017 starting at 7.15pm at The Corn Exchange.

There being no further business the meeting closed at 9.00pm.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Sub Committee held on Thursday 19th January 2017 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Councillor Chris Bartrum, Jeanette Draper, Councillor Nigel Gibbs, Ben Haworth,
Ian Murray, Councillor David Ravenscroft, Helen Saunders, Councillor Caroline Utting

In attendance: Amanda Smith – Assistant Town Clerk

NP17/01 01 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed members to the meeting. Apologies for absence had been received from Deborah Cornish, Andy Jones, Sam Phillips, Councillor Jane Roberts and Andrew Wilson.

NP17/01 02 Declarations of Interest

There were no declarations of interest.

NP17/01 03 Minutes of the meeting held on 17th November 2016

The minutes of the meeting held on 17th November 2016 were approved.

NP17/01 04 Matters arising from minutes of meeting

The Neighbourhood Plan banner was now on display at the Old Chapel.

Progress report from Place Studio – Melvin reported that there had been a meeting with Herefordshire Council at the end of November 2016. The Neighbourhood Plan needs to identify 900 dwellings - it was thought that it would be advisable to identify a further 10 – 15% dwellings and other sites for consideration - the five year supply of housing is currently 10% below the target level of 500.

Melvin reported that he had met with the Town Council at the beginning of December 2016 and that it was agreed that the Neighbourhood Plan would need to deal with site allocations and that extra funding would need to be obtained in order to have a more comprehensive Plan. The Neighbourhood Planning Team at Herefordshire Council would now be dealing with the planning-related aspects of the possible relocation of the primary school and there was a commitment from the team to do the related site assessment and allocation work.

There was still the issue of the Community Infrastructure Levy (CIL) and Herefordshire Council was waiting for Central Government to review the matter of the payment - it was agreed that this issue should continue to be raised through the Market Towns Forum.

Strategic Housing Land Availability Assessment (SHLAA) – Melvin reported that Herefordshire Council had sent out letters this week to landowners inviting them to respond to requests to engage with the Ross NDP process.

Melvin reported that Place Studio was collating evidence to go onto the website - that he had spoken to John Taylor about the allotment surveys - and that he had compiled a list of town centre character assessments surveys still needing to be done.

NP17/01 05 Update on progress of Neighbourhood Development Plan

a) Progress report from Place Studio – please see Place Studio report dated 13th January 2017.

b) First Draft – Initial Neighbourhood Plan

Melvin reported that Place Studio has produced a First Draft – Initial Neighbourhood Plan and this had been circulated for everyone to review – he said that they would welcome feedback, general and specific, on whether we feel the first draft is going in the right direction – it does not include sites but these will be included in the Full Plan.

The Cawdor site, owned by Almshouses Charity, was noted as potentially available for development – Place Studio is contacting the Trustees – the site is considered to be a significant site and large enough to be identified in the Neighbourhood Plan.

Ian Murray suggested as part of an Informal Consultation with residents something could be put in the Ross Gazette and a display placed in the library about the First Draft of the Plan - Melvin agreed to discuss this with Place Studio. **ACTION - MR**

c) Status check on Evidence Gathering work

Outcome of questionnaire to residents on Open Spaces – areas identified are: Roman Way (bottom end), Redwood Close (end of), fields at Redhill Road/Hawthorne Lane, triangle between Greytree Spine Road and dual carriageway, Fernbank Road paddock, Merrivale Lane paddock, field by Falaise Close.

The question of whether or not we need to specify open land that is owned by the Town Council and do we need to do an audit of open spaces was discussed - Melvin agreed to check with Place Studio.

ACTION - MR

Other possible open space land mentioned was Chase Hotel land, Town Council land at end of Duxmere Drive.

d) Completion of evidence gathering work

Non-town centre character assessment areas had been completed and thanks were given to Councillor Caroline Utting and Helen Saunders.

Town centre street character assessments still needs to be done - Melvin would send an e-mail asking for volunteers and would be happy to provide maps to do the assessments. **ACTION - MR**

Environmental Study – Jeanette Draper reported that she had looked at the First Draft of the Plan and concluded that the best way forward would be to include the AONB 2020 document as a key point and site it as part of the evidence. Jeanette will discuss the matter with Nick Critchley and will open it up to members of the Environmental Group that she belongs to. Again, Melvin confirmed that he would be happy to provide any maps.

Melvin reported that he still needed to complete Sam Phillips' work on photographs/views in and around the town – and that a list was in place for the Play Survey work that still needed to be completed – this involved doing short surveys and taking photographs.

Nigel Gibbs reported that he still needed to obtain feedback from groups on mobility issues. Melvin offered to give him, if requested, the r Town transport consultant's report for information.

NP17/01 006 Update on Funding

Amanda confirmed that Locality had awarded a further £5,900 of funding for site allocation work on the Neighbourhood Plan. The Town Council would receive the sum by the end of January 2017 and this would need to be spent by the end of the financial year, 31st March 2017.

NP17/01 007 Any other business

The Herefordshire Council Neighbourhood Plan newsletter had been circulated for information.

David Ravenscroft suggested that a Neighbourhood Plan update could be placed in the next Town Council newsletter. **ACTION MR**

NP17/01 008 Date of next meeting

It was agreed that meetings do not, for the foreseeable future, need to be held monthly and that bi-monthly meetings would, until agreed otherwise, suffice.

The next meeting will take place on Thursday 16th March 2017 at 7.15pm at The Corn Exchange.

The meeting closed at 8.30pm.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Sub Committee held on Thursday 19th January 2017 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Councillor Chris Bartrum, Jeanette Draper, Councillor Nigel Gibbs, Ben Haworth,
Ian Murray, Councillor David Ravenscroft, Helen Saunders, Councillor Caroline Utting

In attendance: Amanda Smith – Assistant Town Clerk

NP17/01 01 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed members to the meeting. Apologies for absence had been received from Deborah Cornish, Andy Jones, Sam Phillips, Councillor Jane Roberts and Andrew Wilson.

NP17/01 02 Declarations of Interest

There were no declarations of interest.

NP17/01 03 Minutes of the meeting held on 17th November 2016

The minutes of the meeting held on 17th November 2016 were approved.

NP17/01 04 Matters arising from minutes of meeting

The Neighbourhood Plan banner was now on display at the Old Chapel.

Progress report from Place Studio – Melvin reported that there had been a meeting with Herefordshire Council at the end of November 2016. The Neighbourhood Plan needs to identify 900 dwellings - it was thought that it would be advisable to identify a further 10 – 15% dwellings and other sites for consideration - the five year supply of housing supply is currently 10% below the target level of 500.

Melvin reported that he had met with the Town Council at the beginning of December 2016 and that it was agreed that the Neighbourhood Plan would need to deal with site allocations and that extra funding would need to be obtained in order to have a more comprehensive Plan. The Neighbourhood Planning Team at Herefordshire Council would now be dealing with the planning-related aspects of the possible relocation of the primary school and there was a commitment from the team to do the related site assessment and allocation work.

There was still the issue of the Community Infrastructure Levy (CIL) and Herefordshire Council was waiting for Central Government to review the matter of the payment - it was agreed that this issue should continue to be raised through the Market Towns Forum.

Strategic Housing Lane Availability Assessment (SHLAA) – Melvin reported that Herefordshire Council had sent out letters this week to landowners inviting them to respond to requests to engage with the Ross NDP process.

Melvin reported that Place Studio was collating evidence to go onto the website; that he had spoken to John Taylor about the allotment surveys; and that he had compiled a list of town centre character assessments surveys still needing to be done.

NP17/01 05 Update on progress of Neighbourhood Development Plan

a) Progress report from Place Studio – please see Place Studio report dated 13th January 2017.

b) First Draft – Initial Neighbourhood Plan

Melvin reported that Place Studio has produced a First Draft – Initial Neighbourhood Plan and this had been circulated for everyone to review – he said that they would welcome feedback, general and specific, on whether we feel the first draft is going in the right direction – it does not include sites but these will be included in the Full Plan.

The Cawdor site, owned by Almshouses Charity, was noted as potentially available for development – Place Studio is contacting the Trustees – the site is considered to be a significant site and large enough to be identified in the Neighbourhood Plan.

Ian Murray suggested as part of an Informal Consultation with residents something could be put in the Ross Gazette and a display placed in the library about the First Draft of the Plan - Melvin agreed to discuss this with Place Studio. **ACTION - MR**

c) Status check on Evidence Gathering work

Outcome of questionnaire to residents on Open Spaces – areas identified are: Roman Way (bottom end), Redwood Close (end of), fields at Redhill Road/Hawthorne Lane, triangle between Greytreespine Road and dual carriageway, Fernbank Road paddock, Merrivale Lane paddock, field by Falaise Close.

The question of whether or not we need to specify open land that is owned by the Town Council and do we need to do an audit of open spaces was discussed - Melvin agreed to check with Place Studio. **ACTION – MR**

Other possible open space land mentioned was Chase Hotel land, Town Council land at end of Duxmere Drive.

d) Completion of evidence gathering work

Non-town centre character assessment areas had been completed and thanks were given to Councillor Caroline Utting and Helen Saunders.

Town centre street character assessments still needs to be done - Melvin would send an e-mail asking for volunteers and would be happy to provide maps to do the assessments. **ACTION - MR**

Environmental Study – Jeanette Draper reported that she had looked at the First Draft of the Plan and concluded that the best way forward would be to include the AONB 2020 document as a key point and site it as part of the evidence. Jeanette will discuss the matter with Nick Critchley and will open it up to members of the Environmental Group that she belongs to. Again, Melvin confirmed that he would be happy to provide any maps.

Melvin reported that he: still needed to complete Sam Phillips' work on photographs/views in and around the town; and that a list was in place for the Play Survey work that still needed to be completed - involving doing short surveys and taking photographs.

Nigel Gibbs reported that he still needed to obtain feedback from groups on mobility issues. Melvin offered to give him, if requested, the r Town transport consultant's report for information.

NP17/01 006 Update on Funding

Amanda confirmed that Locality had awarded a further £5,900 of funding for site allocation work on the Neighbourhood Plan. The Town Council would receive the sum by the end of January 2017 and this would need to be spent by the end of the financial year, 31st March 2017.

NP17/01 007 Any other business

The Herefordshire Council Neighbourhood Plan newsletter had been circulated for information.

David Ravenscroft suggested that a Neighbourhood Plan update could be placed in the next Town Council newsletter. **ACTION - MR**

NP17/01 008 Date of next meeting

It was agreed that meetings do not, for the foreseeable future, need to be held monthly and that bi-monthly meetings would, until agreed otherwise, suffice.

The next meeting will take place on Thursday 16th March 2017 at 7.15pm at The Corn Exchange.

The meeting closed at 8.30pm.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Sub Committee held on Thursday 16th March 2017 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Dave Berry, Councillor Chris Bartrum, Shane Carlson, Jeanette Draper, Cath Fallon,
Councillor Nigel Gibbs, Ian Goddard, Matt Killott, Councillor Daniel Lister,
Vic Lockley, Keith Meakin, Sam Phillips, Councillor David Ravenscroft,
Helen Saunders, Councillor Caroline Utting, Will Walburg and Andrew Wilson

In attendance: Amanda Smith – Assistant Town Clerk

NP17/03 009 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed members to the meeting and introductions were made, including members present who are involved with the Walford Neighbourhood Plan. There were no apologies for absence.

NP17/03 010 Declarations of Interest

There were no declarations of interest.

NP17/03 011 Minutes of the meeting held on 19th January 2017

The minutes of the meeting held on 19th January 2017 were approved with the correction of a spelling mistake.

NP17/03 012 Matters arising from minutes of meeting

Melvin reported that Herefordshire Council had expressed an interest in renting some of the space at the Old Chapel.

Melvin reported that the next meeting with Herefordshire Council would be taking place on 7th April 2017. Unfortunately both he and Councillor Caroline Utting would be unable to attend due to being on holiday but Place Studio will be present at the meeting. Melvin asked if anyone else would like to attend the meeting and if so to let him know. **See Footnote 1.**

There was still the issue of the Community Infrastructure Levy (CIL) and Herefordshire Council was waiting for Central Government to review the matter of the payment. Councillor David Ravenscroft said that he would be attending a Market Towns Forum meeting in a couple of weeks and that he would raise the issue then.

Strategic Housing Land Availability Assessment (SHLAA) – Melvin reported that Herefordshire Council had received a few responses from landowners wanting to engage with the Ross NDP process. The grounds of the Chase Hotel had been put forward and land owned by the RSPCA at the

northern edge of Greytrees (at the Dingle) had been put forward for housing allocation. The Cawdor site, owned by Almshouses Charity, was about to be submitted and considered as a planning application.

Melvin reported that evidence gathering for local green spaces had taken place - questionnaires issued and responses collated. For some proposed sites there had not been enough responses to take the sites forward into the Plan, and therefore not enough evidence to protect those green spaces. Some spaces were owned by Herefordshire Council and other were privately owned.

Melvin reported that, with Place Studio, he had written an update on the progress of the Neighbourhood Plan to go in the Ross Town Council newsletter. It is almost identical to the report presented next.

NP17/03 013 Update on progress of Neighbourhood Development Plan

a) Progress report from Place Studio – please see attached Place Studio report.

b) First Draft – Initial Neighbourhood Plan

Melvin reported that Place Studio was now working on the second First Draft – Initial Neighbourhood Plan as a result of the feedback they had received. Melvin agreed to circulate it to any members who wished to see it (Andrew, Caroline, Helen and Jeanette requested a copy) and asked that any further comments should be made by 24th March 2017 in order that Place Studio could make any further amendments in time for the meeting with Herefordshire Council. Melvin would send Amanda the First Draft - Initial Neighbourhood Plan to be placed in the members' area of the Ross Town Council website. By way of informal consultation on the Draft – Initial Neighbourhood Plan, copies of the first draft Plan should be made available online and at the Town Council offices and Library.

c) Extended Neighbourhood Plan – Progress on sites

Noting the prior report, Melvin reported that there had been little progress as yet on the review of sites for potential housing and industrial development but hoped that more information would be forthcoming at the meeting with Herefordshire Council. He was also waiting to hear from the Herefordshire Council /Environment Agency regarding the re-assessment of sites for flood risks. The Herefordshire Council Education Strategy Team was looking at a number of sites for a replacement primary school and the decision of the school would need to be made in conjunction with potential housing and industrial development sites.

Melvin stated that the Extended Plan could possibly delay the progress of the Neighbourhood Plan by one year but that Place Studio is prepared to continue with the consultancy work.

d) Status check on Evidence Gathering work

Economy – Melvin had received a limited amount of evidence on working from home and small office units. He will follow up with Cath Fallon on her proposals.

Environment – this was progressing well and Melvin thanked Jeannette Draper and Nick Critchley (and the Environmental Group) for all their work. Melvin said that he would check with Place Studio about whether or not Ross Town Council should be explicitly consulted about proposals for the removal of ancient trees. **ACTION - MR. See Footnote 2.**

Growing Places – this lists the community gardens/allotments and has now been submitted.

Town centre street character assessments were almost completed but with some outstanding from the Croft Lane area. Jeanette would re-send Melvin and Jeff Bishop the assessments she had previously done. **ACTION – JD.**

An announcement would be made at the next Town Council meeting asking for volunteers in order to complete the town centre assessments. **ACTION – MR. See Footnote 3.**

Jeff still needed to do the Market House and St. Mary's churchyard. **ACTION – JB.**

Nigel Gibbs reported that he had received some feedback from groups on Mobility/Accessibility issues and would forward this to Melvin and Jeff. **ACTION – NG.**

Melvin is still collating the photographs of Views in and out of the town. **ACTION – MR.**

d) Completion of Evidence Gathering work

Non-town centre character assessments have been completed and thanks were given to Caroline Utting and Helen Saunders.

Melvin thanked Helen for compiling an assessment of Play and Recreational spaces and completing the survey work. The possible play and recreational space at Primrose Close needs to be verified and possibly included. **ACTION – MR. See Footnote 4.**

Meeting places, venues – all surveys completed a while ago.

NP17/03 014 Any other business

Ian Goddard suggested that Eastfield Road (northern stub) might be put forward for assessment as a Local Green Space. **ACTION – MR. See Footnote 5.**

Councillor Daniel Lister agreed to assess the space at Mayhill Road. **ACTION – DL.**

NP17/03 015 Date of next meeting

As bi-monthly meetings, until agreed otherwise, suffice the next meeting will take place on Thursday 18th May 2017 at 7.15pm at The Corn Exchange.

The meeting closed at 8.35pm.

Footnotes:

1. Clerk's note – Councillor Nigel Gibbs has agreed to attend.
2. Clerk's note – this has been actioned and the resulting information passed to Jeanette Draper and Ian Goddard.
3. Clerk's note – these were all covered shortly after the meeting.
4. Clerk's note – no distinct play area present – no further action needed.
5. Clerk's note – followed up and not eligible as a LGS.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Sub Committee held on Thursday 20th July 2017 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Councillor Chris Bartrum, Jeanette Draper, Councillor Nigel Gibbs, Helen Saunders,
Jon Stern and Debbie Waring

In attendance: Amanda Smith – Assistant Town Clerk

NP17/07 023 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed members to the meeting - no introductions necessary. There were apologies for absence from Ian Goddard, Andy Jones, Vic Lockley, Eleanor Oakley, Sam Phillips and Councillor Caroline Utting.

NP17/07 024 Declarations of Interest

There were no declarations of interest.

NP17/07 025 Minutes of the meeting held on 16th March 2017

The minutes of the meeting held on 16th March 2017 were approved.

NP17/07 026 Matters arising from minutes of meeting held on 16th March 2017

Melvin reported that there had been no progress with the possible rental of some space at the Old Chapel to Herefordshire Council.

Nigel Gibbs and Place Studio had attended the meeting with Herefordshire Council on 7th April 2017 (see progress report below).

There was still the issue of the Community Infrastructure Levy (CIL) and Herefordshire Council was waiting for Central Government to review the matter of the payment.

Town centre street character assessments – Jeanette Draper would re-send Melvin and Jeff Bishop the assessments she had previously done. **ACTION – JD. See Footnote 1.**

Jeff Bishop still needed to photograph the Market House and St. Mary's Churchyard. **ACTION – JB.**

Nigel reported that he had had a limited response from groups on mobility/accessibility issues. In the light of that, Melvin said he would refer to the suggestions made on mobility/accessibility in the "Our Town" work and also contact the local MS Society. **ACTION – MR.**

Melvin is still collating photographs of views in and out of the town. **ACTION – MR.**

Melvin reported that Place Studio had considered Eastfield Road (northern stub) not to be suitable as a Local Green Space due in part to costs of tracing and contacting the number of landowners involved.

Melvin had not received an assessment of the space at Mayhill Road from Councillor Daniel Lister but reported that Place Studio considered the space to have such narrow, limited access as not to need designation.

Melvin noted that Dean Hill Park had the highest level of interest in terms of LGS enquiries.

Helen Saunders reported that she had gathered information for the Green Infrastructure – green links, networks, wildlife corridors - in and around Ross and would do a report on this by the end of August 2017. **ACTION – HS.**

NP17/07 027 Review of progress of Neighbourhood Development Plan

a) Progress report from Place Studio

Nigel reported on the meeting he had attended with Place Studio at Herefordshire Council. The Council was considering the possible school re-allocation but as yet no progress/decision had been made. He stated that without a School Policy in place it would not be possible to proceed to Regulation 14.

Melvin had given a report at the Ross Town Council meeting on 10th July 2017 (see attached report).

Place Studio had written to the Town Clerk giving formal notice that they were stopping any further work at this present time due to the delay getting responses that would enable progress to Regulation 14 of the Neighbourhood Plan (see attached letter).

b) Report on Workshop held on 25th May 2017/Practical Action Projects

Melvin reported that this had already been circulated and relevant proposals would be included in the Draft Plan.

c) Next Draft of the Plan

Melvin reported that he had started going through the next draft of the Plan in readiness for the Ross Town Carnival on 5th August 2017. The Plan will be printed and circulated to the Sub Committee a few days before the Carnival and there will be a link to it via the Town Council website and Facebook, there will be a display in the Library, Town Council office and a press release made about it in the Ross Gazette. Feedback forms about the Draft Plan will be made available to the public and a Public Meeting may be considered for September 2017.

Melvin, Nigel and Place Studio will meet up to write questions for particular County Councillors to ask within Herefordshire Council in order to try and get them to make the decisions necessary to enable the Plan to move forward. The Town Clerk had also written to the Local Education Authority but had not received a response.

d) Other Issues and Options

Melvin reported that there had been little progress as yet on the review of sites for potential housing and industrial development by Herefordshire Council. He was still waiting to hear from the Herefordshire Council /Environment Agency regarding the re-assessment of sites for flood risks. The Herefordshire Council Education Strategy Team was looking at 'Broadmeadow' from a number of sites for a replacement primary school and the decision on the school should be made in conjunction with potential housing and industrial development sites.

e) Ross Town Carnival – 5th August 2017

Melvin had offers from three volunteers to help him on the day – Jeanette Draper, Eleanor Kercher and Amanda Smith. He will seek more.

NP17/07 028 Herefordshire Council feasibility study for north-east of A40

Melvin advised everyone of the Redevelopment of Model Farm public consultation event about the new planning application for infrastructure works – to take place on Tuesday 25th July, 2.15 pm – 6.15pm, in Ross Library. This would be continued with an evening event at the Town Council office where Gavin Stephens would talk to the Town Council Planning Committee – (see attached notice, report and newspaper article). **See Footnote 2.**

NP17/07 029 Any Other Business

Melvin stated that a list of shops in the streets in the main town centre was needed along with photographs of shops with frontage designs that are in keeping with the overall style of the town. He would ask the Sub Committee for volunteers to put together some guidance notes by the end of August 2017. Jeanette Draper volunteered to help and suggested that members of ART should be approached. **ACTION – MR.**

Melvin reported that the site at Hildersley (private part) had been put up for sale through Fisher German as a prime residential development opportunity with outline planning permission for up to 212 dwellings – (see attached sales brochure). This implied that there is scope for amending the Outline Plan and refining the scope of development.

NP17/07 030 Date of next meeting

The next meeting will take place on Thursday 21st September 2017 at 7.15pm at The Corn Exchange – however this meeting may be postponed if there are no further developments to report.

The meeting closed at 8.30pm.

Footnotes:

1. Jeanette Draper confirmed after the meeting that she had already sent the assessments.

2. This is in essence a simple refresh of the old 2014 plan so that the permission is carried forward and the opportunity to bid for infrastructure funding is not lost.

It is being promoted without reference to the wider strategic review of the adjacent Herefordshire land holdings. This may raise questions about its potential impact, if built, on any wider strategic considerations.

It turns out that the brochure text is pretty much advertising hyperbole to an extent banned if it were an estate agent selling a house: the 600 homes are the ~500 already given outline permission – and there is currently no permission for 'wraparound' retail content.

Only inspection of the 'refresh' application will inform of any changes to that.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Sub Committee held on Thursday 21st September 2017 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Jeanette Draper, Ian Goddard, Susan Okell, Councillor Caroline Utting

In attendance: Amanda Smith – Assistant Town Clerk

NP17/09 031 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed everyone and introductions were given by all members at the meeting. There were apologies for absence from Councillor Chris Bartrum, Councillor Nigel Gibbs and Ian Murray.

NP17/09 032 Declarations of Interest

Susan Okell declared that she has financial interest in Fernbank House in Fernbank Road, Ross-on-Wye. There were no other declarations of interest.

NP17/09 033 Minutes of the meeting held on 20th July 2017

The minutes of the meeting held on 20th July 2017 were approved.

NP17/09 034 Matters arising from minutes of meeting held on 20th July 2017

Herefordshire Council feasibility study for north-east of A40 – Melvin reported that he had not received any feedback yet but that it was due anytime now.

Town centre street character assessments – Jeanette Draper had completed the character assessments she had been allocated and now agreed to complete the remainder of the outstanding assessments. Melvin to send her a reminder email. **ACTION – JD/MR**

Jeff Bishop had taken photographs of the Market House and St. Mary's Churchyard.

Melvin to refer to the suggestions made on mobility/accessibility in the "Our Town" work and contact the local MS Society. **ACTION – MR.**

Melvin is still collating photographs of views in and out of the town. **ACTION – MR.**

Melvin reported that Helen Saunders had done a brilliant job gathering information and putting together a report for the Green Infrastructure – green links, networks, wildlife corridors - for half of the areas in and around Ross-on-Wye. He would need to chase up the other volunteers who had not completed the exercise for the remainder of the areas. **ACTION – MR.**

Chair's Note: this work was completed shortly after the meeting.

Melvin reported on the Ross Town Carnival and thanked the volunteers who had attended. There had been a gazebo with display boards showing the main policies of the draft Plan and several copies of the Plan were available for residents to view. A few comments had been received from residents along with some useful information regarding the decontamination of the land at Tanyard.

NP17/09 035 Review of current draft of Plan – including:

a) Update with respect to the work of Place Studio

Melvin reported that Place Studio was continuing to work on the draft Plan and that the Town Clerk hopes that Ross Town Council will allocate additional money to the Neighbourhood Planning budget in order for the Plan to progress to Regulation 16. The Council will have a better idea from Place Studio of what budget to allocate after the meeting with Herefordshire Council on 5th October 2017. An interim illustrated draft was circulated during the meeting.

b) Report on outcome of Local Green Spaces contacts

Melvin reported that he did not have a final report yet due to the difficulty in tracing/contacting some of the landowners. He thought that Place Studio will probably recommend that two of the sites be excluded from the proposal list as they were not sustainable as local green spaces – Greytree (due to potential as development land) and Fernbank Road. Melvin stated that Herefordshire Council had objected to Roman Way and another (Duxmere Drive?) being considered as a local green space – he would check which area of land they were querying. **ACTION – MR. Chair's Note:** Place Studio advised shortly after the meeting that they would not be recommending the following proposed sites for inclusion: Eastfield Road, Fernbank Road, Greytree and Merrivale Lane – all on the basis that they would not be agreed by the examiner. It was clarified that Herefordshire Council has objected to most of Roman Way being included and all of Redwood Close – these issues to be resolved. Hawthorne Lane also remains with issues to be resolved.

c) Report on meetings with owners of potential allocated sites

Melvin reported that he had attended meetings with three of the five owners of potential allocated sites.

The meeting with the owner of Broadmeadows industrial area had been a positive one. Although some possible spot contamination and flooding remains a potential issue in the area, the site has potential for mixed housing and employment uses – possibly for “bulky retail”. Please see attached document.

To the east is the caravan site – a meeting with the owner of that area was still to be organised and could influence access issues.

Herefordshire Council Education Department is still looking at Broadmeadow as a potential site for a replacement primary school.

The owners of Tanyard Field had stated that their field was decontaminated as part of the remediation work undertaken on behalf of Persimmon on the laundry and sawmills sites to the north.

The owners of Wyevale Kennels had put forward that site in the most recent SHLAA and helpfully provided a copy of the Tanyard Lane Supporting Development Brief document from 2005 (drawn up by RPS Consultancy, Persimmon and Herefordshire Council) that gave useful information. The meeting was shown this document.

The owners of the Broadmeadows Caravan site also own the Wye Valley Tractors site at the south-east end of Tanyard Lane together with the fields immediately to its south-west, and the lane itself from a point where their field boundary meets the lane. The rest of the lane is public with ownership unknown.

Chair's Note: a meeting with these owners took place shortly after the meeting.

Chair's Note: as result of these meetings it emerged that there are two other smaller land owners: Meadox on Tanyard Lane and Herefordshire Council the H&H Coaches yard – behind the recycling yard.

As part of these meetings, a discussion also took place about the land at the Chase Hotel and two possible proposals – one being the development of a health spa and holiday homes (on the left hand side of the land) and the other being the development of approximately five houses (on the right hand side of the land). The small meeting gave cautious support for either, but probably not both, of these – recognising particularly the potential revenue benefit to the town of the first option. Please see attached documents.

A meeting had also taken place with the option holders of Marsh Farm (positioned between Model Farm and the relief road).

d) Uncertainties in plan and meeting with Herefordshire Council on 5th October 2017

Melvin stated that there is uncertainty over the development of the Broadmeadow and Tanyard Lane areas of land. The meeting with Herefordshire Council on 5th October (to be attended by himself, Jeff Bishop of Place Studio, the Town Clerk and the Mayor) will take the form of two parts. The first part being a discussion on Broadmeadow, Tanyard Lane and the possible replacement primary school. A report from Balfour Beatty is due to follow and Herefordshire Council officers will go through the report before it becomes a public document in December 2018. Questions will be asked about whether we can withdraw all mention of a replacement primary school from the draft Plan and why the status of the land, now considered to be decontaminated, has not been acknowledged by Herefordshire Council. The second part being a discussion on Herefordshire Council's strategic review and on how best to take certain aspects of the draft Plan forward.

Chair's Note: this meeting took place, was positive, and will be reported separately.

e) Other Issues and Options

Herefordshire Council/Highways England strategic view of the possibility of re-routing the A40 - Melvin stated that Jeff Bishop considers that this should be explicitly mentioned in the draft Plan.

Design Guide - Melvin stated that he had suggested to our consultants that a design guide should be included in the draft Plan. They had indicated that a design guide could be difficult to draft and that, as there are so many different character areas in and around the town, character guidance should be given for character areas when pre-planning applications are made - and a summary statement about how the town fits into the landscape. There was a general feeling that coherent guidance would be helpful.

NP17/09 036 Anticipated schedule for the next steps of the Plan

Melvin stated that he thought that the draft Plan would be ready by November 2017 to commence the Regulation 14 process – and that the public consultation period would be between January and March 2018. He would do a press release for the Ross Gazette. **ACTION – MR.**

Chair's Note: as a result of the meeting on 5th October this is likely to be modified a little.

NP17/09 037 Any other business

Susan Okell wishes to register that fact that the landowner at Fernbank, Elizabeth Okell, objected to the land being considered as a local green space.

Ian Goddard commented there were still errors in the draft Plan (see 35a) that he had previously commented on and that in his view sub-section C, including Policy SC3, should be completely rewritten for the reasons given previously. Melvin agreed to email him the draft Plan document with the facility for him to make comments. **ACTION – MR.**

Chair's Note: as a result of the meeting on 5th October, there will be opportunity for comment on the illustrated draft.

NP17/09 038 Date of next meeting

The next meeting will take place on Thursday 16th November 2017 if there are no further developments to report.

Chair's Note: as a result of the meeting on 5th October, the October meeting will not be required.

The meeting closed at 9.00pm.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Sub Committee held on Thursday 16th November 2017 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Councillor Chris Bartrum, Jeanette Draper, Councillor Nigel Gibbs, Vic Lockley, Ian Murray, Helen Saunders, Jon Stern, Councillor Caroline Utting

In attendance: Amanda Smith – Assistant Town Clerk

NP17/11 039 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed everyone to the meeting. Apologies for absence had been received from Keith Meakin.

NP17/11 040 Declarations of Interest

There were no declarations of interest.

NP17/11 041 Minutes of the meeting held on 21st September 2017

The minutes of the meeting held on 21st September 2017 were circulated, read and approved with one alternation to section 034/paragraph 2 - Jeanette Draper clarified that she had undertaken a shop use and design survey.

NP17/11 042 Matters arising from minutes of meeting held on 21st September 2017

Melvin thanked Jeanette for all her hard work in undertaking the shop use and design survey that he had forwarded onto Place Studio.

Melvin reported that there was no longer an active local MS Society and so he would refer to the suggestions made on mobility/accessibility in the “r Town” work. **ACTION – MR.**

Melvin is still collating photographs of views in and out of the town. **ACTION – MR.**

Local Green Spaces

Melvin confirmed that Place Studio would not be recommending the following four sites for inclusion: Eastfield Road, Fernbank Road, Greytrees and Merrivale Lane. The reasons for this were due to them having no public access and little or no historical or ecological value.

In spite of the Herefordshire Council objection Place Studio recommended, and it was agreed by all at the meeting, that the area between Archenfield Road and Roman Way should be included as a local green space as there is no other accessible green space at that end of Roman Way.

In spite of the Herefordshire Council objection and the recent lack of maintenance, it was also agreed that Redwood Close be included as a green space due to it being close to Walford and the parish boundary. Hawthorne Lane remains with access issues to be resolved.

Meetings with owners of potential sites

Melvin confirmed that Meadex on Tanyard Lane own their factory land.

Herefordshire Council own a small piece of Broadmeadow land (H&H coaches), the remainder largely owned by Yorkley Timber.

As part of the meeting with a director of Yorkley Timber, a discussion had also taken place about the land at the Chase Hotel and two possible proposals – initially (as presented at the last meeting) this had been for development of a health spa and holiday homes (on the left hand side of the land) and the other being the development of approximately five houses (on the right hand side of the land). Given that a Herefordshire Council officer had opposed development of the land, this meeting expressed no new views about the proposals.

Chair's note to minute: The owner's revised proposal for about 15 homes at the Chase Hotel is now available and early feedback would be welcome.

Melvin had, as requested, sent Ian Goddard the draft Plan document with the facility for him to make comments.

NP17/11 043 Review of current draft of Plan – including:**a) Place Studio current status and budget**

Melvin reported that Place Studio was continuing to work on the draft Plan by attending meetings with landowners and Herefordshire Council. All the work they had been done to date had been invoiced and revised estimates had been produced for future work up until the Referendum. Ross Town Council was able to include this figure/including a contingency in the Neighbourhood Planning budget.

b) Going to Regulation 14

Melvin reported that Place Studio recommended that the draft Plan is submitted for Regulation 14 by the end of December 2017. The question was should the Sub Committee review the Plan before or after it is submitted (during the 6 – 8 week consultation period) - a public meeting would take place during the consultation period. Melvin expressed the view that the Plan should be driven through in order to submit it by the end of 2017 – this was on the basis that the text of the Plan had been seen and almost all that was needed (noting items 043c – 045 might affect this) was for Place Studio to do the graphics and insert updated policies for the final presentation. By doing this, the Plan would be available for consultation from the Spring 2018 (as Herefordshire Council is known to take time in confirming that Plans are ready to commence consultation). It was therefore agreed by all at the meeting that the Plan should go ahead and be submitted for Regulation 14 and that members of the Sub Committee can review it at the same time/during the consultation period.

c) Outcomes of meeting with Herefordshire Council on 5th October

Melvin reported that Herefordshire Council had not been willing to make a decision on allocating the Tanyard Lane laundry and sawmill sites - the environmental assessment of the sites has not taken place and Herefordshire Council was not prepared to explain the reason for this. Herefordshire Council appeared to be nervous about putting an access across the road, at Tanyard Lane, when part of it has landowner(s) unknown.

d) Allocation v use criteria based policies

Melvin raised the question of either obtaining site allocations or using criteria based policies in the draft Plan. He had drafted some policies that he would circulate to the Sub Committee. **ACTION – MR.**

Melvin reported that Leominster Neighbourhood Plan had used criteria based policies for housing in their Neighbourhood Plan, stating that if housing is put on land then a list of criteria must be fulfilled. He explained that this was less rigorous than allocating sites, and did not fulfil the 5-year supply criteria, but was another way of handling things where issues cannot be resolved in order to progress the draft Plan.

Likewise a criteria based policy had been used by Ewyas Harold in their Neighbourhood Plan for the siting of a school – and this was something that could be done in respect of any replacement for Ashfield Park School premises. It is relatively easier to be prescriptive with the criteria for the site of a school – e.g. specifying levels of traffic, high quality sustainable buildings, suitable remediation measures to remove a flood zone, school facilities open to the town, etc.

Melvin suggested using the words “Shall have”, “Should have” and “Should be considered” to provide a cascade of strength of the requirements for any Criteria Based Policies.

Melvin suggested that as Herefordshire Council was unable to provide assistance on some site allocations that this could be the approach to take in the draft Plan. The meeting discussed this at some length and concluded that although it results in a weaker Plan we probably have very little option. The approach of using Criteria Based Policies where unavoidable was therefore agreed.

The merit of considering Criteria Based Policies to address the uncertainty around, e.g. the Children’s Centre, Primary Care Provisions and Elderly/Sheltered Housing was discussed and it was agreed it should be discussed with Place Studio.

Melvin to circulate Leominster (housing) and Ewyas Harold (school) Neighbourhood Plan sections. **ACTION – MR.**

e) Site discussions - additional

Melvin had been advised by the owner of the Broadmeadows Camping site that he might be willing to sell the site. A Herefordshire Council officer had suggested that the Rowing Club might be interested in setting up an alternative camp site on the land that they own. The meeting agreed that this would retain tourist income for the town. Caroline agreed to find out who the contact is at the Rowing Club. **ACTION – CU.**

f) A40 eastwards strategy review

Melvin described the Herefordshire Council landholding as covering the area up to Rudhall Brook, across to the A40 on the western side (minus a few fields owned by Marsh Farm), along the A40 and over into Western-under-Penyard. Melvin to circulate the map and draft text. **ACTION – MR.**

NP17/11 044 Affordable housing proportion

Considering whether the affordable housing percentage level could be lowered across the parish allocation to make it more attractive to developers, Melvin reported that he had reviewed the levels of affordable housing required – this ranged from 35% on Overross/Pigeon House land to 40% in Hildersley. If the housing figure remained at 900 houses then affordable housing at 35% would yield

315 home sites; if 1,150 houses then 315 homes would result in a rate of 27%. He had, however, been advised by Place Studio that because the precise levels are negotiated on the basis of site viability such an incentive was unlikely to be workable.

NP17/11 045 Bridstow & Wilton allocation

Melvin reported that, due to the difficulties Bridstow Parish Council was having in identifying suitable housing sites in Bridstow and Wilton, in order to meet their housing target of 47 houses, Samantha Banks had suggested to Bridstow Parish Council/Neighbourhood Plan Working Group that they should approach Ross Town Council/ Neighbourhood Plan Sub Committee to discuss offsetting some of their housing target on the basis that there may be an overprovision of housing in Ross town. In order to place pressure on Herefordshire Council to make a decision on housing site allocations in Ross, Melvin had agreed in principle to offer 15 houses in order to reduce the Bridstow and Wilton housing target to 32 providing that Herefordshire Council could provide the information that would enable site allocations for housing in the town for up to 1,150 houses. Enacting this, should it be achievable, would take the form of an agreement of terms/ Memorandum of Understanding between Ross Town Council and Bridstow Parish Council.

NP17/11 046 Anticipated schedule for the next steps of the Plan

Melvin stated that he thought that the draft Plan could be ready submission to Herefordshire Council by the end of December 2017.
If this is achieved the Plan could go out for Public Consultation under Regulation 14 by the end of March 2018 – and the consultation period could finish by the end of April 2018.
May and June 2018 could then be time to resolve any issues from the public consultation, and then in July 2018 the Plan could be submitted for Regulation 16.
Then in September 2018 the Plan could be submitted for examination and the Referendum would take place in late 2018/early 2019.

A Public Consultation meeting will be arranged when a likely schedule of timings for the consulting on the draft Plan is known. **ACTION – MR.**

Melvin will do a press release for the Ross Gazette when a likely schedule of timings for the consulting on the draft Plan is known. **ACTION – MR.**

NP17/09 047 Any other business

Melvin arranged to work with Ian Murray to update the Ross NP website links.

NP17/09 048 Date of next meeting

The next meeting will take place on Thursday 15th February 2018.

The meeting closed at 9.00pm.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Sub Committee held on Thursday 15th February 2018 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Councillor Chris Bartrum, Jeanette Draper, Keith Meakin, Helen Saunders, Councillor
Caroline Utting

In attendance: Amanda Smith – Assistant Town Clerk

NP18/02 049 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed everyone to the meeting and introductions were made. Apologies for absence had been received from Councillor Nigel Gibbs, Vic Lockley, Ian Murray and Councillor Jane Roberts.

NP18/02 050 Declarations of Interest

There were no declarations of interest.

NP18/02 051 Minutes of the meeting held on 16th November 2017

The minutes of the meeting held on 16th November 2017 were approved.

NP18/02 052 Matters arising from minutes of meeting held on 17th November 2017

Melvin reported that he will still collating photographs of views in and out of the town – including grid references, direction, description and justification of views. Helen Saunders offered to help with the grid referencing. ACTION – MR/HS.

NP18/02 053 Place Studio status and budget

Melvin reported that Place Studio had been waiting to receive confirmation about the Neighbourhood Planning budget before undertaking any future work on the draft Plan up to the Referendum. Having done so in principle they are continuing work, including attending meetings with Herefordshire Council. Ross Town Council had now approved the Neighbourhood Planning budget in principle.

NP18/02 054 Review of current status of the Plan

Melvin reported that the main part of the draft Plan was in place and that the only significant changes that would need to be made would be in respect of site allocations (with possible impact on some proposed LGS). Melvin circulated a map (see attached) for discussion on site allocations and asked for the views of the Sub Committee.

After a general discussion it was agreed that the following yellow marked sites and the following numbers should be put forward for site allocation subject to meeting the necessary planning criteria:

Broadmeadow.

- Fernbank Road - 2 x 10 houses - **ACTION - MR to check with Susan Okell.**
- The Chase.
- Merrivale Lane - but with a lower housing figure/25 houses instead of 40.
- Greytrees - but with a lower housing figure/20 houses instead of 25.
- Provision for self-build sites – suitable sites being Cleeve Lane/36 houses and Middleton Avenue/20 houses.

NP18/02 055 Anticipated schedule for next steps of the Plan

Melvin reported that a meeting would be taking place with Herefordshire Council on 22nd February 2018 and that the drafting of site information will be aiming for completion by 9th March 2018.

The next Sub Committee meeting will take place on 15th March 2018 (subject to confirmation¹ after the Herefordshire Council meeting) where the draft Plan can be signed off in order to be submitted to Herefordshire Council by the end of March 2018 for Regulation 14. It would then go out for Public consultation under Regulation 14 by the end of June – and the consultation period could finish by the end of July 2018. August could then be time to resolve any issues from the public consultation, and then in mid-September 2018 the Plan could be submitted for Regulation 16. Then in October 2018 the Plan could be submitted for examination and the Referendum would take place in late 2018/early 2019.

A Public Consultation meeting will be arranged when a likely schedule of timings for the consulting on the draft Plan is known. **ACTION – MR.**

Melvin will do a press release for the Ross Gazette when a likely schedule of timings for the consulting on the draft Plan is known. **ACTION – MR.**

NP18/02 056 Any other business

Melvin reported that he had discussed the Ross Neighbourhood Plan website links with the Town Clerk and the conclusion was that the Ross Town Council website would be the main link for use in the future.

Melvin made reference to the latest Herefordshire Council Neighbourhood Planning newsletter and the importance of site allocation.

Melvin suggested that we should attend the Ross Carnival in August 2018 in order to obtain a consensus of the views/issues raised during the public consultation of the draft Plan.

NP18/02 057 Date of next meeting

The next meeting will take place on Thursday 15th March 2018¹.

The meeting closed at 8.45pm.

¹ This has now been confirmed following the meeting with HC and discussions with Place Studio.

Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Sub Committee held on Thursday 15th February 2018 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Councillor Chris Bartrum, Jeanette Draper, Keith Meakin, Helen Saunders, Councillor
Caroline Utting

In attendance: Amanda Smith – Assistant Town Clerk

NP18/02 049 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed everyone to the meeting and introductions were made. Apologies for absence had been received from Councillor Nigel Gibbs, Vic Lockley, Ian Murray and Councillor Jane Roberts.

NP18/02 050 Declarations of Interest

There were no declarations of interest.

NP18/02 051 Minutes of the meeting held on 16th November 2017

The minutes of the meeting held on 16th November 2017 were approved.

NP18/02 052 Matters arising from minutes of meeting held on 17th November 2017

Melvin reported that he will still collating photographs of views in and out of the town – including grid references, direction, description and justification of views. Helen Saunders offered to help with the grid referencing. ACTION – MR/HS.

NP18/02 053 Place Studio status and budget

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NP18/02 054 Review of current status of the Plan

Melvin reported that the main part of the draft Plan was in place and that the only significant changes that would need to be made would be in respect of site allocations (with possible impact on some proposed LGS). Melvin circulated a map (see attached) for discussion on site allocations and asked for the views of the Sub Committee.

After a general discussion it was agreed that the following yellow marked sites and the following numbers should be put forward for site allocation subject to meeting the necessary planning criteria:

Broadmeadow.

- Fernbank Road - 2 x 10 houses - **ACTION - MR to check with Susan Okell.**
- The Chase.
- Merrivale Lane - but with a lower housing figure/25 houses instead of 40.
- Greytrees - but with a lower housing figure/20 houses instead of 25.
- Provision for self-build sites – suitable sites being Cleeve Lane/36 houses and Middleton Avenue/20 houses.

NP18/02 055 Anticipated schedule for next steps of the Plan

Melvin reported that a meeting would be taking place with Herefordshire Council on 22nd February 2018 and that the drafting of site information will be aiming for completion by 9th March 2018.

The next Sub Committee meeting will take place on 15th March 2018 (subject to confirmation¹ after the Herefordshire Council meeting) where the draft Plan can be signed off in order to be submitted to Herefordshire Council by the end of March 2018 for Regulation 14. It would then go out for Public consultation under Regulation 14 by the end of June – and the consultation period could finish by the end of July 2018. August could then be time to resolve any issues from the public consultation, and then in mid-September 2018 the Plan could be submitted for Regulation 16. Then in October 2018 the Plan could be submitted for examination and the Referendum would take place in late 2018/early 2019.

A Public Consultation meeting will be arranged when a likely schedule of timings for the consulting on the draft Plan is known. **ACTION – MR.**

Melvin will do a press release for the Ross Gazette when a likely schedule of timings for the consulting on the draft Plan is known. **ACTION – MR.**

NP18/02 056 Any other business

Melvin reported that he had discussed the Ross Neighbourhood Plan website links with the Town Clerk and the conclusion was that the Ross Town Council website would be the main link for use in the future.

Melvin made reference to the latest Herefordshire Council Neighbourhood Planning newsletter and the importance of site allocation.

Melvin suggested that we should attend the Ross Carnival in August 2018 in order to obtain a consensus of the views/issues raised during the public consultation of the draft Plan.

NP18/02 057 Date of next meeting

The next meeting will take place on Thursday 15th March 2018¹.

The meeting closed at 8.45pm.

¹ This has now been confirmed following the meeting with HC and discussions with Place Studio.



Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Development Plan Sub Committee held on Thursday 15th March 2018 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Councillor Chris Bartrum, Councillor Nigel Gibbs, Helen Saunders, Jon Stern, Councillor
Caroline Utting

In attendance: Sarah Robson – Town Clerk

NP18/03#058 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed everyone to the meeting and introductions were made. Apologies for absence had been received from Vic Lockley.

NP18/03#059 Declarations of Interest

There were no declarations of interest.

NP18/03#060 Minutes of the meeting held on 15th February 2018

The minutes of the meeting held on 15th February 2018 were approved and signed.

NP18/03#061 Matters arising from minutes of meeting held on 15th February 2018

52 Melvin reported that the work done to collate photographs of views in and out of the town would be kept on file as evidence of what's been done. It was noted that the 'outward' views are not evidence at submission based on the theory they are a mirror image of the 'inward' views.

54 Melvin reported that further discussions on the Fernbank Road site revealed the family do not want the site allocated but there was agreement that it could be included for low density criteria based development; it was noted, however, that the suggested density would take it below the number of 5 per site normally used as the threshold for inclusion in town Plans.

#55 It was confirmed there is no schedule of timings yet. TBC

NP18/03#062 Outcome of meeting with Herefordshire Council (HC) on 22nd February 2018

The meeting took place at HC, attending was a senior planner, the NDP co-ordinator and a transport officer, it had been a positive meeting. The purpose was to go through the sites identified. Melvin advised that the timescale for HC to complete the pre-consultation work is currently four weeks, which is a quicker turnaround than had been

expected. This will enable some flexibility to allow a better opportunity to meet deadlines for the start of the six-week consultation period as planned.

NP18/03#063 Review of Plan - Agreement on Settlement Boundary and Site information

The Plan starts with an introduction and scene setting which includes some interesting facts about Ross, following that the vision, objectives, development strategy and policies.

ACTION – NG – to write 'Forward' from the mayor

ACTION: CU – to proof read the draft

There is still work to be done and maps to be included.

It was noted that the allocations would provide the housing numbers needed and provide some contingency too.

A positive meeting with a land agent identified the difference between self-build and custom build and the danger of bringing forward development in a piecemeal fashion.

Questions were asked about retail trends and if the Plan could demonstrate sustainability whilst reflecting changes in shopping habits. It was noted that 'out of town' development would be resisted.

ACTION: JS – to draft a paragraph for the Employment Development section on retail development, trends and the need for flexibility

Local Green Spaces

Local Green Space (LGS) Designations that meet the criteria are;

Archenfield Road/Roman Way, Falaise Close, Duxmere Drive, Deanhill Park, Primrose Crescent and Cleeve Orchard.

It was noted that several suggested sites had been omitted as failing to meet the criteria for various reasons including lack of support, too small, etc.

Members of the Group were advised that if any further comments were warranted this could be done at the consultation phase.

Settlement Boundary

Questions were raised regarding the Settlement Boundary at the meeting with HC on 22/2. It was agreed by that the current guidance of following the edge of the 'built in' area it should be regarded as the Ross town Settlement Boundary. The map from the Urban Fringe Sensitivity study by HC would therefore be used with any intentional settlement annexed as extension to the boundary on the basis that permissions exist or potential new sites have been identified; these will be shown with dotted lines.

It was agreed that development of the fields between the former railway line and the woodland to the south should be resisted on landscape grounds.

Consideration of Sites

Using the accompanying map, the identified sites were again reviewed as below. Where no note is made the mapped comments apply:

P1004/1 / HLAA 107001 – Brampton Road

It was agreed to abandon designation for care home here (on basis that extant permission for 90-bed home at Alton Road remains unbuilt), but to allocate for self-build / custom build for < 20 homes if owners agents can produce sufficient supporting material.

P1046 – Greytrees site

It was agreed to reinstate allocation of this site (SHLAA P1046) in the allocation of sites on the basis of the same number of dwellings as previously proposed (14 in P130060/F) and rejected only on detail design grounds.

W461 / 4ZPP – Tanyard & Broadmeadows

It was agreed to use criteria-based approach targeting 240 homes (and also employment uses) if necessary but that should supporting further information become available¹ in time that this should *preferably* be included as a site *allocation*.

Ryefield Centre

A preference was expressed for conversion, rather than demolition, of these attractive buildings if viable; it was agreed to use criteria-based approach on the approximate figure of 10 homes.

¹ Chairman's note:

The following information became available on 19th March. This raises further questions that are addressed at the end.

"... the works [...] recently carried out [...] solely related to the human health aspects of the former laundry and saw mill site between Ledbury Road and Tanyard Lane. Tanyard's Field to the south of Tanyard Lane was not included as part of our study.

"The land to the south of Tanyard Lane was the subject of a groundwater treatment exercise carried out by QDS and supervised by Hydrock. The aim of the exercise was to monitor and treat a plume of groundwater contamination below part of the field area. This remediation exercise was undertaken was to protect controlled waters and local residents from potential soil vapours.

"The Final Verification Report by Hydrock indicated that the works generally met the proposed targets, the Environment Agency requested a further round of monitoring, we understand that the subsequent round of monitoring was forwarded to the EA. We haven't been provided with EA's response to this second monitoring report, but understand that the EA accepted this.

"If development were proposed on Tanyard's Field, further investigation would be required with respect to human health and geotechnical issues (similar to what we have provided for the laundry / saw mill). The potential soil vapour issue would also need to be addressed."

In a follow up conversation with the landowner/developer they indicated that they'd welcome allocation of the former laundry and saw mill site between Ledbury Road and Tanyard Lane but that they would not at this stage be interested in the Tanyard Field or Broadmeadows site. This probably means that we will necessarily continue with a criteria-based approach for the entire area.

Land at the Chase Hotel (2 parts only)

This land was submitted into the call for rural sites. The owner's current proposals are for two separate developments along the northern and southern boundaries of the non-designated park and garden² of the unlisted hotel. It was confirmed that we would support allocation a total of 15 homes in these 2 separate areas

HLLA 324/001 – Merrivale

Although there are discrepancies in the Herefordshire SHLAA materials it was agreed that the paddock part of this site should be allocated for <20 homes in keeping with the local area density.

HLLA 192/001 – Stoney Stile (southern part)

This site was confirmed for allocation of up to 20 homes, but it was noted that the Ross Town Council would not accept responsibility of maintenance of public areas of the sort customarily maintained by Herefordshire. The potential for covenants to ensure maintenance by occupiers was raised.

HLLA 177/001 (NE part) – Cleeve Field

It was confirmed that this site be allocated for <18 homes for self/contract build in keeping with the local area density.

Ross /7 & Ross/12 – Fernbank (2 sites)

The owners do not want the sites allocated but there was agreement that Ross /7 could be included for low density criteria based development; it was noted, however, that the suggested density would take it below the number of 5 per site normally used as the threshold for inclusion in town Plans. This would appear to preclude mention of these sites as other than "windfall".

Housing numbers

The numbers calculated within the accompanying map provide an existing tally of permissions and commitments of 914 homes – i.e. enough to meet our requirement but without any contingency for loss or land supply challenges.

If the Cawdor site is included at the application number of 32 homes then 946³ homes can be identified,

The pre-meeting figure for allocations was 93, the post-meeting figure is now <107.

The pre-meeting figure for criteria-based sites was 220, the post-meeting figure is now <250.

Totalling these, we can now identify 1303 homes to be delivered in the plan period. This should provide sufficient negotiating room for post-Reg14 adjustments.

NP18/03#064 Confirmation of schedule for next steps of the Plan

Melvin confirmed that it would be after Easter now before the Plan could be finalised but, in light of improved processing times at Herefordshire, that it was still on track to meet the anticipated times.

² <http://thegardenstrust.org/wp-content/uploads/2016/10/Planning-System-in-England-and-Protection-of-Historic-Parks-and-Gardens-2016-v1.pdf>

³ 967 if the current pre-application figure of 21 for the laundry and sawmill site are included, taking the overall total to 1324 homes.

NP18/03#065 Any other business

None

NP18/03#066 Date of next meeting

The next meeting was provisionally booked for Thursday 17th May 2018 but to be confirmed.

The meeting closed at 9.05pm.



Ross-on-Wye Town Council

Minutes of the Meeting of the Ross-on-Wye Neighbourhood Development Plan Sub Committee held on Thursday 17th May 2018 at 7.15pm at The Corn Exchange, Ross-on-Wye, HR9 5HL

Present: Melvin Reynolds – Chairman
Councillor Nigel Gibbs, Keith Meakin, Ian Murray, Helen Saunders, Councillor Caroline Utting

In attendance: Amanda Smith – Assistant Town Clerk

NP18/05#067 Election of Chairman

It was unanimously agreed that Melvin Reynolds should be elected as Chairman of the Sub Committee (proposed by Cllr Utting and seconded by Cllr Gibbs).

NP18/05#068 Welcome, Introductions and Apologies

The Chairman, Melvin Reynolds, welcomed everyone to the meeting - no introductions needed. Apologies for absence had been received from Cllr Chris Bartrum, Jon Stern and Vic Lockley.

NP18/05#069 Note the sad death of Sub Committee member Jeanette Draper

Melvin noted that Jeanette had an aggressive form of cancer at the date of the March meeting and had sadly passed away last month. He wished to dedicate much of the work of the Neighbourhood Plan to her memory.

NP18/05#070 Declarations of Interest

There were no declarations of interest.

NP18/05#071 Minutes of the meeting held on 15th March 2018

The minutes of the meeting held on 15th March 2018 were approved.

NP18/05#072 Matters arising from minutes of meeting held on 15th March 2018

‘Forward’ from the Mayor – Nigel agreed to write a form words in conjunction with the newly appointed Mayor. **ACTION – NG**

Caroline and other members agreed to proof read the draft Plan. **ACTION – CU/MEMBERS**

An illustration for the front cover might be required. **ACTION - MR**

Jon Stern had drafted a paragraph for the Employment Development in the evidence section.

**NP18/05#073 Review of final draft Plan and next steps:
a) confirmation of text of the final draft & b) actions to be taken to finalise outstanding issues of the draft**

Melvin had circulated two versions of the draft Plan (v18) and asked for any comments on the content.

Text only version – no maps or illustrations

Nigel commented that the Vision - parking and traffic section (page 22) needed re-wording. **ACTION – MR**

Sites - Melvin reported on minor updates/change to sites

P1004/1/HLAA 107001 - Brampton Road

The owner's agent had not produced sufficient supporting material in respect of highway access related to self- build/custom build for less than 20 houses, so it had been agreed to leave the site out of any allocation. This decision had been taken for planning reasons and due to the fact that the housing numbers were not needed.

P1046 – Greytrees site

Herefordshire Council had advised against the allocation of this site in the Neighbourhood Plan. The advice had been followed.

W461/4ZPP – Tanyard & Broadmeadows

Melvin had had a positive response from all of the landowners except Brian Edwards who he was still trying to make contact with. **ACTION – MR**

Land at the Chase Hotel (2 parts only)

It had been agreed, contrary to Herefordshire Council advice, to go along with the owner's proposals to have two separate developments along the northern and southern boundaries of the non-designated park and garden.

HLAA 324/001 – Merrivale

The owners of the paddock were happy with the allocation but would have wished for higher density. They had agreed to contact the owners of the two adjacent gardens to see if they would wish that land to also be included in the allocation.

HLAA 192/001 – Stoney Stile (southern part)

The owners were happy with the allocation but would have wished for higher density – and confirmed that there is no access at Hawthorne Lane. Footpath wording (page 51) would need to be clarified. **ACTION – MR**

Ross/7 & Ross/12 – Fernbank (2 sites)

The sites would no longer be included in the Plan but just treated as 'windfall'.

Housing numbers – please see attached map

**Layout
Version 18**

Melvin commented that he thought the illustrations could be improved upon and that more maps would be included. The map of Ross-on-Wye (page 80) should have the town in the centre of the picture. Amanda agreed to find out about purchasing a licence for Parish Online for one year to obtain up to date maps. **ACTION – AS**

Melvin suggested that Wildlife Areas could be identified using the Hereford Archive Centre – Ecological Mapping Service in order to protect identified areas e.g. the strip below the wood by the Hereford Wildlife Reserve. Melvin would send Helen an email with application form. **ACTION – MR/HS.**

Projects included at the end of the draft Plan needed more information - an annex document/project material – e.g. the Community Trust needed expanding on. **ACTION - MEMBERS**

In the next week or so another draft would be issued for members to look. **ACTION – MEMBERS**

c) Confirmation of schedule for the next steps of the Plan

Melvin was of the view that the draft Plan would be submitted to Regulation 14 in July 2018 and that the consultation period would finish in September (being a longer period due to the summer holidays).

There would be publicity in the Ross Gazette, Ross Town Council website, Herefordshire Council website, on social media. There would be a Neighbourhood Plan stand at Ross Town Carnival on 4th August with displays of the consultation draft Plan. An Open Day could also be held at the Larruperz Centre. Residents would have the opportunity to make comments on the draft Plan and submit them to Ross Town Council (Melvin would then collate the comments).

NP18/05#074 Any other business

There was no other business.

NP18/05#075 Date of next meeting

The next meeting was provisionally booked for Thursday 19th July 2018 - although it was hoped that this meeting would not be necessary and that the next meeting would actually take place on Thursday 20th September 2018.

The meeting closed at 8.15pm.