

# Ross-on-Wye Town Council

## Minutes of the Meeting of the Ross-on-Wye Neighbourhood Plan Sub Committee held on Thursday 16<sup>th</sup> 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, 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 19<sup>th</sup> January 2017**

The minutes of the meeting held on 19<sup>th</sup> 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 7<sup>th</sup> 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 Lane 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 24<sup>th</sup> 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 18<sup>th</sup> 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.