

**Aylburton Parish Council
Meeting Pack
For March 2020 Full Council
7.00 p.m. on Tuesday 10th March 2020**

Planning

6a: To follow up on NDP discussion at the previous meeting and consider any next steps Please see below for a reminder of Kate's presentation over the page, which included the process of making an NDP, as well as a less involved option which may be of interest as an alternative.

Relating to Item 4 of the Full Council Meeting of Aylburton Parish Council on 11th February 2020: "To discuss the option of a parish NDP and any other neighbourhood planning options with Kate Baugh of GRCC"

Kate Baugh, Rural Advisor, Gloucestershire Rural Community Council

Kate introduced herself and explained that GRCC work to support communities in Gloucestershire. She acknowledged the recent Housing Needs Survey work, in part carried out by her GRCC colleague Martin Hutchings.

In short, an Neighbourhood Development Plan is a community-led plan, made through consultation with the community, and using local knowledge.

There are three levels of planning – the national NPPF, then Local Planning Authority (FoDDC), and then NDPs can fill in a more local, detailed, specific level.

An NDP can help to address key issues for community, e.g. flooding and housing. It can be used to guide what sort of housing and where. It can also help to protect important green spaces. It can be surprising what comes out of community consultation.

Having an NDP doesn't mean any more or any less development than if you had no NDP, but it's important to remember that no development means that there is a risk of becoming a 'retirement village'.

Stages of an NDP (in short):

1. Set up a steering group
Needs to be a mix of councillors and community members, including stakeholders where possible. Without a decent number of committed volunteers, forming an NDP is all but impossible.
2. Apply to FoDDC to designate an NDP area.
3. Committee then drafts a plan through numerous community consultations, desktop research and local knowledge, and liaison with key partners such as FoDDC planning.
4. Plan is submitted to FoDDC, who have it examined and then hold a referendum to hopefully 'make' the plan, at which point it becomes a legal document.

The process takes 2 years as an absolute minimum, from start to finish, usually 3-4 years.

Locality offers funding for NDPs – £9,000 per plan. Smaller NDPs can do it within this amount, but the other cost is time – it takes lots. It can become a full-time job at times, if the committee is quite small.

Is it right for Aylburton parish? One thing to consider is are there any burning issues in the parish. Cllr Topping suggested that the A48 was a big factor, as it divides the community. There perhaps is no big solution, but the challenge could be managed. Cllr Harrison agreed. Kate suggested that while an NDP could not change the fact of the A48 it could acknowledge the issue. There was then a discussion on traffic in Chepstow.

Kate emphasised that it is possible to influence planning decisions through an NDP, but that this wasn't the only way to do so.

Kate then brought up the idea of a community consultation as a lighter, less intensive, option. This would most likely take the form of a drop-in with tea and cake, displays of Aylburton then and now. This has been done before in Aylburton and was very well attended – in fact full to capacity. Funding could be sought from Lottery Awards for All, to cover publicity, refreshments, hall hire, as well as data analysis, which could be done by GRCC. Then it would be important to identify what the parish council could/couldn't do.

END OF ITEM.

6b: To note FoDDC's request for suggestions for development sites

Email below received from FoDDC in February:

CALL FOR SITES

STRATEGIC HOUSING AND ECONOMIC LAND AVAILABILITY
ASSESSMENT (SHELAA) 2020

Forest of Dean District Council is inviting suggestions on where land in the district could be used for housing, as it carries out its annual assessment of possible sites. This year, we are also requesting a call for sites that could be potentially used for employment, as well as for housing or for a combination of both.

The study assists the Council in identifying suitable land in order to meet the communities housing and employment needs. This process will be particularly important for this year, as suggested sites could help support the development of a new Local Plan, which will guide the development of future housing and employment up to the year 2041.

The aim of the assessment is to identify as many sites as possible that have the potential to accommodate all types of housing (including travellers and travelling show people) and employment areas across the Forest of Dean District. We are appealing to interested people, organisations, agents and/or land owners to inform us of any sites that they consider to be developable and would like to bring to our attention.

It is important to consider, despite the assessment forming an important evidence source, the assessment does NOT determine whether a site should be allocated for future housing or employment. Currently, the Forest of Dean is addressing the supply of land through the examination of its allocations plan and any additional sites that come forward may be considered on a long-term basis and retained within the Council's records for future use.

If anyone would like to put forward a site(s) that is considered to have housing or employment potential, they can download a form from the Forest of Dean District Councils web site www.fdean.gov.uk – follow the Local Plan (new)/ SHLAA tabs- or call Matthew Green on 01285 623489 to be sent a form.

Please return forms of potential sites to:

Matthew Green, Local Plans, Forest of Dean District Council, High Street, Coleford, GL16 8HG by 29th March 2020 if you wish your site(s) to be considered for this year's review. If you have already informed us of a site(s) that was considered either through previous SHLAA studies or the recent Local Plan Issues and Options exercise, then you will not be required to re-submit, unless you wish to make changes to the site(s) (for

example, extend, make smaller, or remove it altogether from the study).

All the information supplied for the assessment will be publicly available through the Councils website.

7 Parish

a. Flooding and Drainage. To receive any updates.

Gullies and ditches – various locations throughout the parish have been identified as needing improvement, and these have been reported to Highways.

Following flooding in February the council aims to meet with Laurence King, Flooding Engineer for the district, with Lydney Park Estate involved too.

b. Grit stocks and storage. To receive any updates and agree on a way forward.

Ray Woodward's stock of grit needs to be moved, either to tip if not viable or to new location if viable. The council needs to consider a new location.

c. Allotments

Clerk has sent out renewal letters to all tenants; deadline 01/04.

d. Litterpicking

Streen-cleansing information form returned to FoDDC. Increase in operational costs to M Topping of c. £10/month to be noted.

e. Churchyard safety: to note any updates

Clerk is consulting with Philip Blatchly on content of policy at present.

f. Grass cutting

No updates from Clerk at this time.

g. Wildflower verges

Cllr Topping has completed a cultivation licence application form, as required. (No charge for parish councils.) Outstanding: signage for trial patch?

h. Housing Needs Survey

Sites are still currently with Planning officers and Keith Chaplin.

i. Phone Kiosk, Upper Common: to receive any updates

No updates from Clerk at this time.

j. The Cross Monument. To receive any update on restoration project and to consider request to 'yarn bomb' the monument for one week in April.

Cllr Harrison has submitted a grant bid to the Summerfield Trust for the remainder of the funding needed to add an interpretation board to the area.

From Sandra Rickards on behalf of WI: Hello Meg

"I am asking for this request on behalf of the Aylburton W. I. We would like to `Yarn bomb` either the front of the Hall or the Cross monument with Easter decorations. This involves making items out of wool and other materials to hang or string in lines then attach them to the Cross or the Hall. We were planning to arrange them on Thursday 9th and will be

removed on Wednesday 15th, this will cover the Easter weekend. I would be grateful of a decision as soon as possible or at the latest date of 20th March.

Kind Regards Sandra”

k. Management of trees/hedges. To receive any updates.

TrunkArb have now carried out the privately funded cutting of trees on Upper Common opposite 16 Upper Common. Clerk has requested information on further cutting of trees on Upper Common but has not yet received a response.

l. Highways and Road Safety

A48: Debris from road surface around Maplefield	Chased numerous times; Highways are currently looking into this.
30MPH countdown signs eastbound into village	Parishioner idea raised in survey – to be explored in the future
VAS – Flashing speed sign	Clerk to arrange meeting with Road Safety group and parish council; delayed due to a query with Highways (a different road sign has now been installed at the location discussed with Highways for the flashing sign).
Missing Bus Stop sign pole nr Stockwell Lane	Should be in place by the end of March 2020
Poor drainage on Church Road	24/2/20: Clerk raised the issue of the poor quality of gullies with Brian Watkins, and he has asked his contractors to inspect the gullies and arrange for any clearance work as required.
Need for a new grit bin at lower end of Chapel Hill loop	Request submitted to Highways on 24/02/20 and has since been acknowledged.
Debris from tree falling, Chapel Hill	On 26/02/20 Brian Watkins replied: Hi Meg, Thank you for your email. I do apologise for not updating you on this one. I did look at the site with my colleague Clive Saunders and our conclusion was that the ground appears to be stable with no obvious signs of deterioration and ongoing failure. I haven't looked at the site since the last two storms passed through so I will have another look when I am next in the area.
Upper Common – ditches in	On 26/02/20 Brian Watkins replied: I

poor state	have recently received a reply from LPE regarding my initial contact. I have sent them some additional information through to them and offered to meet them on site. I will update you as soon as I get a reply.
A48/Sandford Road street sign missing	Reported to Highways on 03/02/2020
Lower Common/Colliers Pitch - poor visibility at junction due to hedge overgrowth	Reported to Highways on 03/02/2020
Lower Common/Sandford Road road surface	On 09/02/20 Brian Watkins replied: Unfortunately nothing planned at the present time. I was hoping to do some patching this year but the funding went on extending the Sanford Road resurfacing scheme. I will arrange for the road to be inspected by the safety inspectors. They will identify and arrange for the repair of any defects that meet our intervention criteria. As for more extensive works and the tree issues I will have a look at the road the next time I am in the area.
A48 road markings	On 09/02/2020 Brian Watkins replied: Thank you for your email. we refreshed the markings on the approach to the village from the Chepstow direction up to and including the 30 limit. The markings through the village are in a reasonable condition so I have put this on hold until I have confirmation that the resurfacing of the A48 from Aylburton to Lydney Roundabout (past Taurus Craftes). If this scheme does get into the programme then I will arrange for both sections to be remarked. I get a better rate if I combine the two lining schemes together.
Church Road poor surface	Requested to Highways on 24/02/20
Creeping verge at west end of village (near existing speed	Reported numerous times, including most recently on 24/02/20

sign)	
Poor drainage on Sandford Road	Reported on 24/02/20
Tree overgrowth encroaching onto A48 footpath at west end of village	Reported to Highways on 24/02/20
Poor drainage on Chapel Hill	Reported to Highways on 24/02/20
Poor road surface on Stockwell Lane	Reported to Highways on 24/02/20
Poor drainage on Stockwell Lane	Reported 24/02/2020
Missing road sign on Lower Common	To be reported very shortly
Mud/debris on road at Stockwell Lane	Request made to Lydney Park Estate for awareness and attempts to clear; LPE have advised that they have been making efforts to clear up but that it isn't particularly effective.

m. Notice Boards refurbishment

Tudor Rose Carpentry has completed refurbishment of the board on Upper Common by the postbox and will be refurbishing the other Upper Common board next, then the other two (Lower Common and Church Lane).

n. Parish flower tubs 2020. To consider quotations and select a contractor for 2020 and 2021.

Two quotes have been received for the planting up of the 23 parish flower tubs in early summer. This involves:

- collecting stock and compost from Coinros
- visiting each tub to plant bedding and top with new compost
- initial watering for all tubs

- Lydney Town Council gave an estimate of £104.40 (6 hours at £14.50 + VAT)
- Martin Rice has quoted £250-£300.

The council needs to decide on a contractor for this work.

o. Churchyard tree maintenance

I have been in touch with TrunkArb to request tree survey; awaiting dates/arrangements.

p. Former Upper Common allotments wall deterioration

LPE have put orange netting around the deteriorated area, for safety. Work to be undertaken in the summer. Depending on extent of

deterioration, may be repaired, or may be replaced by fence. AUCA and the council have expressed preference for a wall.

q. Footpaths. To receive any updates.

None at this time.

r. Bus shelters. To receive any updates

None at this time.

s. Cross Inn. To receive any updates.

As reported at last meeting, the property has sold. No other updates from the Clerk at this time.

t. Dog waste bins.

Missing lid on a bin we own. A replacement lid is £70.13 + VAT + £5.95 P+P. Also, following a query the Clerk took an inventory of dog waste bins owned by the parish council, and a further update on this will be given verbally at the meeting.

9a To consider any activities the parish council could undertake to tackle climate change (deferred from February meeting)

FoDDC recently provided some resources for local councils, which I've pasted below as links for ease of access:

- [20 actions parish and town councils can take on the climate and nature emergency](#)
- [Ashden: a toolkit for city regions and local authorities](#)
- [CSE's new Climate Emergency Support Programme for local authorities](#)
- [Woodland Trust](#)
- [PlantLife](#)
- [Salix Finance](#)
- [Rural Community Energy Fund](#)
- [Solar Streets](#)

Any project would in all likelihood be long term, especially due to the need to budget and plan for it, so the first step is to identify a few possibilities and consider how to narrow down to perhaps one or two.

Finance

10c To approve and sign off Quarter 3 of the 2019-20 Bank Reconciliation

Please see overleaf for the bank reconciliation, which will be checked against the bank statements and signed by the chair of the meeting.

[END OF MEETING PACK]

Aylburton Parish Council

2019-20 Q3 Bank Reconciliation and Cashbook Statement

Date	Description	In	Out
09/10/2019	Bank Interest	£0.32	
10/10/2019	Clerk Pay Sept 2019		£347.22
10/10/2019	Clerk Expenses		£16.62
14/10/2019	Merlin Waste		£37.50
14/10/2019	AUCA donation 2/2		£450.00
15/10/2019	Ray Woodward - Weed Spraying		£130.00
16/10/2019	HMRC PAYE		£4.40
16/10/2019	Mark Topping Litter Jul/Aug		£230.00
16/10/2019	Martin Rice - Grasscutting Sept 2019		£601.44
18/10/2019	FoDDC Litter Payment	£645.75	
24/10/2019	PATA Payroll Services Q2		£23.25
11/11/2019	Bank Interest	£0.35	
14/11/2019	Clerk Pay Oct 2019		£347.42
14/11/2019	Clerk Expenses		£41.39
18/11/2019	Merlin Waste - Dog Bins Oct 2019		£37.50
20/11/2019	Martin Rice Grasscutting Oct 2019		£601.44
20/11/2019	HMRC PAYE		£4.20
22/11/2019	FoDDC Election Services		£147.00
25/11/2019	Whitehouse Press - Ducktown Echo		£225.00
27/11/2019	Royal British Legion - Poppy Wreaths		£50.00
09/12/2019	Bank Interest	£0.30	
12/12/2019	Clerk Pay Nov 2019		£347.22
12/12/2019	Clerk Expenses		£51.44
16/12/2019	Merlin Waste Dog Bins Nov 2019		£37.50
17/12/2019	Mark Topping - Litterpicking Sept/Oct		£230.00
17/12/2019	Community Donation: Dial-a-Ride		£200.00
18/12/2019	Rise and Shine Bus Shelter Cleaning Sept-Dec		£60.00
18/12/2019	Whitehouse Press - Ducktown Echo		£225.00
20/12/2019	HMRC PAYE		£4.40
		646.72	4449.94

Opening balances on 1/10/19:

Treasurer's Acc:	17306.44
Deposit Acc:	7808.75
Project Acc:	1150
Total:	26265.19

Plus income in Q3:

26911.91

Minus exp. in Q3:

22461.97 (should match the blue box below)

Closing balances on 31/12/19:

Treasurer's Acc:	13502.25
Deposit Acc:	7809.72
Project Acc:	1150
Total:	22461.97 (should match the blue box above)

Declaration: I have examined the bank statements and cashbook for this period and confirm that the above is a true reflection of the council's current banking balances and activities.

Print Name:

Signature:

Date: