

Sutton St. Nicholas Parish Council

Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, held in Room 2, The Village Hall, Sutton St. Nicholas on Monday 5th August 2013. (SPC/TF/050)

Councillors Present

Cllr Richard Andrews
Cllr Ann Burke
Cllr Bill Glover (Vice Chairman)
Cllr Ron Gow
Cllr Annette Mansie
Cllr Mike Winnell

Clerk Tony Ford

Members of the public three

1. **Apologies for Absence**
Apologies received and accepted from Cllr Judy Stevenson
2. **Receive, approve and sign the Minutes of the Ordinary Parish Council Meeting no SPC/TF/049 Monday 1st July 2013.**
The minutes were signed by the Vice- Chairman as a correct record of the meeting
3. **Declarations of Interest**
Cllr Mike Winnell declared an Interest in agenda items 11.4 Wyatt Farm, Wyatt Road (131435/L) and 11.5 Wyatt Farm, Wyatt Road (131434/F), in addition no requests for new Disclosable Pecuniary Interest dispensations were received.
4. **Report from Clerk on actions from the last meeting**
There were ten actions requiring completion five were completed, five were in progress. (Appendix 1 refers).
5. **Questions/Issues on any matter, from members of the public present.**
 - 5.1 **Ward Councillors Report**
Apologies received from Cllr Guthrie
 - 5.2 **Local Police Report**
Apologies received from PC James, the Local Police Report was tabled and the clerk gave a summary to the meeting.(Appendix 2 and 3 refers)
 - 5.3 **Questions from other members of the public**
There were no questions from the public.
6. **Community Garden**
Eileen Dilly Chairman of the Gardner's gave an update
 - The membrane for the Rose bed by the entrance has been procured and needs to be sited. In addition pebbles have been ordered and are due for delivery on 20th August 2013.
 - The Club would like some help with weeding
 - Additional plants have been put into borders.
 - Volunteers are now looking after triangle beds.

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- The grass in the Community garden was in a poor state Following a discussion it was agreed that Eileen Dilly would liaise with the Lengthman to discuss the quote previously received by the Parish Council.

Resolved that the Clerk request the Lenthsmen liaise with Eileen Dilly and take her requirements on board and revise the quote accordingly.

7. Financial Report

7.1 Confirmation of Balances £24,666.49

7.2 Receipts- None

7.3 Invoices for payments

i. Richard Morgan £257.50 (Lengthsman)

ii. Amey £32.54 (Safety Equipment)

iii. Clerks Salary £ 229.06

Resolved that the above payments be authorised and cheques signed

7.4 Budget Monitoring report

The Clerk presented the latest Budget Monitoring report and highlighted that the expenditure for the computer/software and Value Added Tax would be taken from reserves and that Value Added Tax would be reclaimed from the Inland Revenue. (Appendix 4 refers) The Parish Council noted the report.

8. Village Footpaths

The Footpaths Officer presented his annual report to the Parish Council, (Appendix 5 refers). The Parish Council noted his report and thanked him for the work during his first year.

9. Village Website

The Parish Council was informed that 'Janesplace' was developing a sample website based upon information previously supplied and that a meeting was being arranged for the Project Group to view the sample website. The Parish Council was also requested to authorise the Clerk to give notice to the current provider.

Resolved that the Clerk be authorised to give notice to the current provider.

10. Community Led Plan

The Parish Council considered the draft report developed by the Community Led Plan Group. (Appendix 6 refers).The Parish Council was informed that a summary and photographs would be added.

Resolved that the report be adopted and that the Parish Council thanked all members of the Community Led Plan group including Stan Gyford (Past Chairman of the group), Annette Mansie (Secretary to the Group).

11. Planning Decisions

To consider the following applications:-

11.1 Sutton Court Sutton St. Nicholas HR1 3AT (131956/K) - Work to

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various trees. (Works to trees in a Conservation Area)

Having considered the matter

Resolved No Objections or comments and that the Clerk inform Herefordshire Council

11.2 Annexe, Arranback, Sutton St. Nicholas HR1 3AX (131525/FH) – Erection of conservatory at rear. (Full Householder)

Having considered the matter

Resolved No Objections or comments and that the Clerk inform Herefordshire Council

11.3 Gwynfe House, Wyatt Road, Cross Keys HR1 3NP (123048/FH) – Put a chimney on north facing wall to allow a new log burning stove. (Full Householder)

Having considered the matter

Resolved No Objections or comments and that the Clerk inform Herefordshire Council

11.4 Wyatt Farm Wyatt Road, Cross Keys – HR1 3NP (131435/L) -

Renovation of farmhouse, change of use of former barn and hop kiln to additional accommodation and construction of linking hallway to buildings (Listed Building Consent)

Having considered the matter

Resolved No Objections or comments and that the Clerk inform Herefordshire Council

11.5 Wyatt Farm Wyatt Road Cross Keys – HR1 3NP (131434/F)

Renovation of farmhouse, change of use of former barn and hop kiln to additional accommodation and construction of linking hallway to buildings (Planning Permission)

Having considered the matter

Resolved No Objections or comments and that the Clerk inform Herefordshire Council

12 Planning Decisions/Received

To receive a report on planning applications relating to Sutton St. Nicholas received by Herefordshire Council and notified to the Clerk (Appendix 7). The report was noted.

13 Neighbourhood Planning

Following a discussion on the matter it was felt that the Parish Council must have a Neighbourhood Plan in place as soon as possible to ensure that the Parish Council was able to influence future development in the village. It was also felt that it would be advantageous to all parties if Marden, Moreton and Lugg and Sutton St. Nicholas Parish Councils worked together to develop individual plans for each Parish Council. The Parish Council also muted the idea of jointly employing a qualified planner to produce Neighbourhood Plans for each parish.

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Resolved that the Clerk write to the Clerk of Moreton on Lugg and Marden parishes asking if they would be willing to work together and jointly employ a qualified planner.

14 Correspondence (not covered by a separate agenda item and for information only)

- 14.1 Herefordshire Association of Local Councils - SAM Agenda 29/07/13. (Noted)**
- 14.2 Herefordshire Council – Grants available (Internet Awareness Training). (Noted)**
- 14.3 Herefordshire Council – Funding Update.**
- 14.4 Herefordshire Council – Launch of the Military C(Noted) harities Helpdesk (Noted)**
- 14.5 Keith Lawton – Copy of thank you email sent to Geoff Hughes regarding Bridge Centenary. (Noted)**
- 14.6 Herefordshire Council – The Community Right to Bid update. (Noted)**
- 14.7 Cllr Guthrie – Met Office weather forecast. (Noted)**
- 14.8 National Association of Local Councils – Notification of Putting Communities First Seminar in Bristol. (Noted)**
- 14.9 Herefordshire Council – Neighbourhood Planning Newsletter 4. (Noted)**
- 14,10 HALC – Information Corner- 25/07/13. (Noted)**
- 14.11 HALC – Employment Briefing. (Noted) (Noted)**
- 14.12 HALC – SAM Meeting 29/07/13. (Noted)**
- 14.13 West Mercia Police- Annual Survey. (Noted)**
- 14.14 Cllr Guthrie – Sutton to Marden Road C1126 –defect markings. (Noted)**
- 14.15 Cllr Guthrie – Flooding issue at Churchway. (Noted)**
- 14.16 Fastershire – Fastershire Project update issue 2. (Noted)**
- 14.17 Herefordshire Council – Locality meeting- Burghill 5/09/13. (Noted)**
- 14.18 Herefordshire Council- Update on Sutton Walls Closed Landfill Site. (Noted)**
- 14.19 Bill Wiggin MP –First World War Centenary. (Noted)**

15 Matters relayed to the Clerk for Agenda of Next Meeting

- Village Website
- Community Led Plan
- Neighbourhood Plan
- Community Garden
- Flooding Update

16 Confirmation of Date, Time and Venue of the Next Meeting

Monday 2nd September 2013 at 7.15pm in Room 2 at the Village Hal

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Appendix 1

Status of Actions from Previous Meetings

08/01	04/02/13	18	Grit Bins	Resolved that the Clerk follow up on the offer made by John Murray	Clerk	Requested from Amey the cost of supplying two grit bins has been received, however no action can be taken until September	Work In Progress
08/02	04/03/13	10	Sutton Playing Field	Write to Allianz requesting information on what plants they deemed poisonous.	Clerk	Email sent waiting for reply Follow up email sent to insurance Company.	Work in progress
08/03	07/05/13	19	Grass Cutting Sutton St. Nicholas Church Yard	The relevant safety equipment is purchased and that Cllr Ann Burke carry out the checks and keep the required log.	Clerk/Cllr Ann Burke	Equipment has been ordered from Amey, Invoice for equipment received will collect	Work in progress
08/04	03/06/13	7.3	Questions form the public - The PCC was looking for the cost of the gravel only as they would make arrangements for its spreading on the footpath	The Parish Council would support this project and that the PCC be requested to get a quote for the Parish Council to consider.	Keith Lawton		Work In Progress
08/05	03/06/13	12	The Parish Paths Partnership Scheme (P3)	The Clerk seek clarification from Amey	Clerk	Email sent to Amey awaiting reply	Work In progress
08/06	01/07/13	9	Community garden	The Clerk ask the Lengthsman to carry out weeding only at the Community Garden	Clerk	Email sent	Completed

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08/07	01/07/13	10	Lloyds TSB	The Clerk make enquires at the Nationwide Building Society and inform HALC of the Banks decision	Clerk	The Nationwide do not do business accounts. HALC informed of Banks decision	Completed
08/08	01.07/13	11.1	Planning Decision -The Lane, Sutton St, Nicholas HR1 3AT (131497/F)	No Objections or comments and that the Clerk inform Herefordshire Council	Clerk	Email sent	Completed
08/09	01/07/13	11.2	Planning Decision Land at Willow Croft, Sutton St. Nicholas HR1 3AZ (131499)	No Objections or comments and that the Clerk inform Herefordshire Council	Clerk	Email sent	Completed
08/10	01/07/13	13	Neighbourhood Planning	Councillors able to attend the meeting on 16th July should attend and the Clerk inform the Clerk at Marden and Moreton on Lugg of the Parish Councils decision	Clerk	Email sent	Completed

Local Policing Team

Hereford Rural North and East

Your local Policing Team consists of:-

Police Constable Neil James (Author of report) and

Police Community Support Officer Dean Wall

The incidents that I have compiled below are not a comprehensive list by any means but I have attempted to select those which are of importance to the community as a whole.

It covers the period from 1st June to 30th June 2013.

If anyone has any information regarding any of the incidents I urge you to make contact on the telephone numbers listed at the end of this publication.

Sutton Walls

Moreton on Lugg, Marden and Sutton St Nicholas

An offence of Threats to cause injury occurred between 7.15pm and 7.45pm Tuesday 11th June in Sutton St Nicholas. All the victims and the suspect are all school friends. Earlier that day an argument took place in the local village play park. The offender returned to his home address and when visited later, by the same group of children, uttered words and made threats and brandished a weapon which was deemed aggressive.

At 6.30pm Friday 21st June officers attended an address in Moreton on Lugg following a complaint of a Domestic related Incident. Whilst dealing with the incident one of the officers, who was negotiating with a male party, was subsequently assaulted by the occupant who was duly arrested and dealt with.

An Emotional Domestic Incident occurred between 5.40pm and 6pm Monday 24th June in Sutton St Nicholas. A male person, who is going through the process of a divorce, attended the home address and following a verbal and aggressive altercation with his wife left the property. The Police were informed and attended the scene. No further action was taken.

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The incidents that I have compiled below are not a comprehensive list by any means but I have attempted to select those which are of importance to the community as a whole.

It covers the period from 1st to 31st July 2013.

If anyone has any information regarding any of the incidents I urge you to make contact on the telephone numbers listed at the end of this publication.

Sutton Walls (6)

Moreton on Lugg, Marden and Sutton St Nicholas

An Offence of Possession/Distribution of indecent photographs of a child, which occurred in April 2013, is currently being investigated in the Sutton Walls Ward. Due to the sensitive nature of the offence no further details will be released.

An Incident of Child Neglect occurred at 2.15pm Monday 20th May at Sutton St Nicholas. The female driver of a Vauxhall Zafira was involved in a road traffic collision on the Sutton St Nicholas road and was arrested for providing a positive roadside sample and for Child Cruelty. Also in the vehicle were her two young children.

An Emotional Domestic Incident occurred between 6pm and 10pm Wednesday 3rd July in Sutton St Nicholas. Due to the breakdown of a relationship the couple agreed to a separation. On the odd occasions that the couple reunite arguments occur and the male has, on this occasion, become abusive.

A Theft occurred between 8am Saturday 13th and 8pm Sunday 14th July at Moreton on Lugg. Due to the ending of a relationship the male has removed a caravan from his property and relocated it at a friends address. During the relevant times unknown persons have removed the secured caravan from the new property.

An Assault Occasioning Actual Bodily Harm occurred at 2.20pm Friday 26th July at Moreton on Lugg. Two store men, working for a company on the site became embroiled in an argument and as a result words were exchanged and it is alleged that one male head butted his colleague. Enquiries are ongoing.

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Two Assaults Occasioning Actual Bodily Harm occurred at 8pm on Saturday 27th July in Cedar Close. Moreton on Lugg. The occupants were in residence at their address when they were visited by a relative who burst into the house and assaulted two males inside the property by punching them in the face. Police duly attended, arrested the offender and conveyed him to Hereford where he was Cautioned for the two assaults.

Appendix 4

Income	Actual 2011/12	Budget 2012/13	Actual 2012/13	Budget 13/14	Actual 2013/14	variance
Precept	18,500.00	18,500	18,500.00	18,870.00	9,435.00	9,435.00
Other	10.10	0	100.00	0.00	0.00	0.00
Tecknology Grant	0.00	0	446.80	0.00	0.00	0.00
Lengthsmans Scheme	1,070.11	1000	0.00	1,000.00	301.25	698.75
Bursery	62.50	0	87.50	0.00	0.00	0.00
VAT recovered / estimate	0.00	0	3,855.64	0.00	0.00	0.00
Total Income	19,642.71	19,500	22,989.94	19,870.00	9,736.25	10,133.75
Expenditure						
Clerks Salary	2,716.92	3,505.00	3,123.54	3,590.00	1,338.32	-2,251.68
Admin/Office Expenses	240.94	248.00	419.57	289.00	21.58	-267.42
Training	215.00	200.00	159.00	250.00	0.00	-250.00
Cleaning (Not Village Hall)	0.00	300.00	0.00	200.00	0.00	-200.00
Subsidy to Village Hall	0.00	485.00	406.17	500.00	0.00	-500.00
Insurance	2,485.79	2,060.00	2,185.27	2,210.00	1,602.65	-607.35
Membership Subs	247.04	260.00	300.20	307.00	282.30	-24.70
Auditors	925.00	405.00	335.00	200.00	50.00	-150.00
Services Repairs and Maintenance	5,331.82	2,000.00	2,101.25	2,040.00	27.12	-2,012.88
Lengthsman	552.90	1,000.00	390.00	1,000.00	372.50	-627.50
Donations	50.00	180.00	525.00	180.00	0.00	-180.00
Elections	69.72	0.00	0.00	0.00	0.00	0.00
Loan repayment	8,597.74	8,600.00	8,597.74	8,598.00	4,298.87	-4,299.13
Parish Plan	915.75	0.00	595.26	200.00	0.00	-200.00
SIDs	200.00	250.00	240.00	300.00	0.00	-300.00
Rent	5.00	7.00	0.00	6.00	5.00	-1.00
Computer/software	0.00	0.00	0.00	0.00	495.81	495.81
Legal Fees	250.00	0.00	0.00	0.00	0.00	0.00
Technology Grant	0.00	0.00	446.80	0.00	0.00	0.00
Playground Project	18,778.45	0.00	0.00	0.00	0.00	0.00
Community Garden Project	379.99	0.00	0.00	0.00	0.00	0.00
Vat	4,055.85	0.00	263.30	0.00	171.04	171.04
						0.00
Total Expenditure	46,017.91	19,500.00	20,088.10	19,870.00	8,665.19	-11,204.81

Footpaths Officers Report

All footpaths are now up to date.

ST 10 Moyles Cottage;The Rhea; has been drained and reinstated but not to its original state. Rachel Dixon has been informed and has yet to update me on what is to happen.

ST 2 Sutton Walls; is due for its second trim of the year and will have ST 3 added to the list. On a previous walk with the warden, it was noted that a small section of the path at the rear of Court Farm, had been trimmed by Amey and the short section to the foot bridge behind the post office will also be part of the list.

ST 5 to Burmarsh Orchards has been kindly mown by Richard Andrews and we are waiting for a delivery of a kissing gate as a replacement for the broken wooden style.

ST 4; at the moment, we are waiting for a style to be delivered to the land owner and I have secured with the aid of the warden, the movement of the style from the river bank, further back up the fence line to make it safe for walkers. The land owner has requested that the style not be altered to a gate but kept as a climb over so cattle cannot escape if the gate were to be left open.

ST 14&15; have recently had vegetation cut back and the surface along 15 has been levelled to make it more user friendly. ST 16 has no issues. A few trees need monitoring along the brook and as previously reported, I will be removing them should they come down.

MR 29 from ST 5 to Franklands, it was reported that a few trees were down along this stretch and I will be investigating over the next few days to have these removed.

Chalara Fraxinus- Ash die back. I have been in touch with Natural England and various other agencies with regard to this. During a walk along the Rhea, it was noted that one of the Ash trees close to the gas station, had lost a branch and on inspection looked like it had been affected by Chalara. I'm waiting for confirmation and visit from the afore mentioned.

Fly Tipping- one case on the Rhea reported by Richard Andrews and one at the gates along the Wergins Rd close to MR 42 path. The council have been notified of the tip on The Rhea by Richard Andrews and I will be asking for further guidance and information to combat this problem. It also carries a £50,000.00 fine if caught.

Off road vehicles; again, these have been reported by residents along the Rhea and passed to the police for further investigation and a full walk along ST 16, WT 35 and HO 18 to the railway line will take place to see what damage has been done and what can be done to stop this practice on these bridleways.

Draft Community Led Plan Report

**SUTTON
LOOKS FORWARD**

**Sutton St. Nicholas
Community Plan
2013-2018**

Sutton St. Nicholas Parish Council

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Sutton St. Nicholas Parish Council

INTRODUCTION

A Parish or Community Plan embraces everything that is unique to a parish and sets out action plans developed by the local community.

It is the vision for the future and gives the community the opportunity to provide information and express views on how they feel about the parish they live in, and its development.

This Community Plan will form the basis for actions and decisions in Sutton St. Nicholas for the next five years, and will help towards creating a Neighbourhood Plan which is solely to do with development within the Parish.

BRIEF HISTORY OF SUTTON ST. NICHOLAS

Sutton, or South Town so called because it lies south of Leominster, was formerly two parishes, Sutton St. Nicholas and Sutton St. Michael which were united in 1876. Sutton is situated on the left bank of the River Lugg 4 miles N.N.E. of Hereford. It is a small parish of 1612 acres approximately 2 miles across, north by south and east by west. It slopes on the one side towards the water-meadows on the banks of the River Lugg, and on the other side towards the marshy land through which runs the Little Lugg and its tributary brook the Rhea. The churches of St. Michael and St. Nicholas, Sutton Walls hill fort and the Wergins Stone are the principal historic monuments. Others include Ivy Cottage, Talbots farm, The Creswells, and Pantalls Farm.

The Iron Age British tribes who built the hill fort at Sutton Walls, lived in it continuously from about 350 BC to AD 200. Legend has it that Offa, King of Mercia built his palace there where Ethlebert, King of the East Saxons was murdered in AD 794. It is thought that the Saxons inhabited Sutton from around AD 600. Sutton appears in the Domesday Book, Nigel Le Seculer the king's physician, Hugh Lasne and Walter de Freine were the principal landowners each possessing ploughs, oxen and serfs.

Village life was self-contained and justice was dispensed by the Lord of the Manor at Sutton Court or Freens Court.

Sutton was seriously affected by the Civil War. Being so close to Hereford, on the main road to Leominster, the Royalists and Puritan troops would frequently pass through and make requisitions. Sutton's hero in the Civil War was Sir Harry Lingen who was High Sheriff of the county from 1638-43. He helped to defend Hereford against the Puritans on two occasions and was knighted for his efforts in 1645. He was imprisoned and fined by the Commonwealth, but was restored to Parliament after the Restoration in 1660.

The church of St. Nicholas dates back to the 12th century and at that time the lordship of Sutton was held by the de Fresne or Freine family. Sutton St. Nicholas is to be identified as Sutton Freen. The church was enlarged in the 13th/14th centuries. The spire was removed in the mid-18th century as the cost of repairs could not be met. The majority of repairs and alterations were made in the 19th and 20th centuries.

The church of Sutton St. Michael also dates back to the 12th century. The church, lands and tithes were paid to the priory of St. Guthlac (now the site of the bus station in Hereford). Towards the end of the 12th century, the Priory made over its rights in St. Michael to the Knights Hospitallers of St. John to form a large estate controlled from their headquarters at Dinmore. Their headquarters in Sutton were at Overcourt. In the 16th century the Sutton estate was acquired by the Lingen family from Freen's Court. The church was restored in the mid-19th century, again in the early 20th century and most recently the bell tower was restored in the early 21st century.

The Wergin Stone which stands on the left-hand side of the Sutton to Hereford road (near the 3rd mile stone) has been described as a "megalithic pre-historic structure of shaft and base" (Martin 1953). However its true date is unknown and it has been suggested it may have been a flood marker. The base is an irregular pentagon with a cavity on its top, the shaft is let into the base at its narrow end in a mortice hold. It was known as "Ye Divell's Stone" after it mysteriously moved 240 paces in 1641/2 and had to be relocated to its original site.

SUTTON ST. NICHOLAS TODAY

Sutton St. Nicholas is a rural parish approximately 5 miles North East of Hereford, and falls within the Sutton Walls Ward which includes Marden and Moreton on Lugg.

The population of the parish at the last census of 2001 is 867 with 23.% under 19 years old, 51% from 19 – 60 years, and 25.6% over 60 years.

There are approximately 410 properties within the parish with a predominately residential population. 79% of the house-holders in the parish own their properties either outright or with a loan/mortgage.

11.1% are social rented accommodation, 6.1% rented from a private landlord and 2.9% tied homes.

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68.3% of the parish are economically active either in full or part-time employment, of self-employed, of this number 84% work outside Sutton St. Nicholas and 16% from their home. 1.9% of this number are students.

Arable farming is the main industry within the parish with some of the farmland contracted out. There is in addition a small number of livestock.

The village of Sutton St. Nicholas has two churches, St. Nicholas and St. Michael, these are used alternatively each Sunday. It also has one public house, The Golden Cross Inn.

Since the completion of the previous Community Led Plan in 2007 the parish has a new primary school which is now an Academy, together with a pre-school facility: plus a village hall which supports a wide variety of activities e.g. W.I, Gardening Club, Zumba, Health and Fitness, Ballroom Dancing, Village Lunches, Keep Fit, to mention but a few. The playground has been up-dated and re-fitted with new apparatus to be enjoyed by the children of the parish, and a 30mph speed limit was introduced throughout the village.

It is hoped that the parish of Sutton St. Nicholas will continue to grow and thrive and meet the demands of its parishioners over the years to come.

THE COMMUNITY PLAN

The Community Plan includes various actions:

- Actions that the local community can deliver itself
- Actions that require assistance from outside agencies
- Issues that are related to Herefordshire Council

At a public meeting in Sutton St. Nicholas Village Hall in January 2011 a Steering Group was formed which included a number of parish councillors together with members of the parish. This group has met approximately monthly throughout the process.

Four presentations, with the aid of Planning For Real material were given between May and July 2011 at the following venues:-

- The Golden Cross Inn
- Sutton Primary Academy
- Woodville Grove
- Sutton St. Nicholas Summer Fete

In addition, consultations were set up with various interest groups within the parish e.g. Gardeners Club, Keep Fit, W.I., Sutton Academy, plus a consultation at Bishop's School for the 11-16 year olds. These venues and event were considered to encompass all ages within the community, and people with varying interests. From the data received from the presentations two questionnaires were compiled, one for adults (18 years and over) and one for the youth of the parish, (6 -17 years). These questionnaires were hand delivered and collected from 410 households in the parish. There was a very positive response of 67% from the questionnaires. Two cash prizes were drawn one from each of the age groups of the questionnaires.

The questionnaires were then sent to Hereford Council Research Team for an initial analysis in June 2012, then a more detailed analysis and report was issued in December 2012. Following the receipt of the detailed analysis the Steering Group met and identified issues where there was a clear overall mandate, issues where there was a clear minority need, and issues where there was neither majority support nor a minority need. Linked to issues that were thought to be a priority and could be influenced, a number of objectives were developed with actions to achieve them. The draft action plan was sent to Herefordshire Council's research team for comment and consultation with interested parties.

The objectives were grouped into five themes:-

- The Environment
- Facilities
- Highways

Sutton St. Nicholas Parish Council

- Growth within the Parish
- Communications

The action plan is laid out by theme. Each theme has an introduction and overview of the results of the questionnaire, followed by a table of objectives, which include actions, sub-actions, the body responsible (owner), and a time priority rating based upon:

Ongoing; Immediate - up to 6 months; Short Term - 6 months to 1 year; Medium term - 1 to 3 years; Long term - 3 years onwards.

It is hoped that many members of the community would like to be involved in bringing the plan to fruition. Contact details are available on the back page for those who may be interested.

THE ACTION PLAN

OUR ENVIRONMENT

The environment in which we live is important to everyone as it shapes how we feel about our home and our village locality. Not surprisingly this section of the questionnaire received interest with 96 households, over one third, offering to be involved in some way or other, whether through litter picking, neighbourhood and farm watch schemes or working on an environment plan. An environment group was set up to develop the objectives and actions comprising seventeen people.

The objectives were drawn directly from the questionnaire, with the additional objective which overrides the whole environment principal:

'To protect and enhance the distinctive local, natural and historic environment '

This objective will be important in the development of a parish Neighbourhood Plan which will specify the future planning and development requirements for Sutton.

Not all objectives selected for the Action Plan had a majority interest, in some cases they had a small response but the concern was great for those individuals, for example flooding that affected only 13% of respondents.

Over half the respondents felt there was a problem with at least one of the issues of dog fouling, bonfires, road noise, fly-tipping, noisy neighbours or agricultural spraying. Most of these have been addressed in the Action Plan.

The strongest support was for the reduction of the carbon footprint of the parish with 74% saying they supported this objective, which equates to 174 households. The actions to achieve this objective include supporting and promoting use of the local bus service, car share schemes, footpaths, local facilities & amenities, and investigating a variety of renewable energy schemes.

Safety was a concern for a number of residents with burglary, leaving the house unattended and walking alone at night being the greatest fears. These have been addressed in the Action Plan with, for example, re-instating Neighbourhood Watch schemes. The low level of confidence in the local police service, particularly around the lack of visibility, was considered to be out of the scope Action Plan although support for increased policing would always be encouraged.

The objectives

- To protect and enhance the distinctive local, natural and historic environment
- To reduce the carbon footprint of the parish
- To reduce the level of litter and rubbish in the parish
- To reduce the impact of flooding, field and road run-off (linked to highway section)
- To reduce the problem of dog fouling, bonfires & fly tipping
- To help people feel safe in the village

Sutton St. Nicholas Parish Council

Environment Objectives

Objective 1: To protect and enhance the distinctive local natural & historic environment

	Action	Sub action	Owner	Priority
1	Develop and support plans that encourage preservation and appreciation of the distinctive local environment	Include in Neighbourhood Plan. Investigate Environmental Stewardships Enlist guidance from other villages eg. Luston	Parish Council Steering group	Short term
2	Identify and record local natural history and biodiversity	Surveys and childrens activities to investigate & record fauna & flora Enlist help from specialist bodies such as Nature Trust	Steering group Steering group	Short term Immediate
3	Identify and record areas of distinctive land-use, historic buildings, and landscapes	Surveys & childrens activities to record manmade environment eg old houses, farms, orchards, fields, water meadows, quarry, hedgerows, ponds, churches, Sutton Walls Iron Age & Roman settlement, scheduled ancient monument at St. Michaels Enlist guidance from villages eg. Luston, and Herefordshire Archaeology	Steering group Steering group	Short term Short term
		Research & gather existing information - Graveyard surveys, local pamphlets, local knowledge etc. Compile document/booklet	Steering group	Medium term

Objective 2: To reduce the carbon footprint of the Parish

	Action	Sub-action	Owner	Priority
1	Support local bus service	Support retention and possible improvements to bus service. Actively engage with providers and council Encourage use of bus service Make improvements to the bus shelter	Steering group Parish Council Parish Council Steering group	Ongoing, as needs arise Long term
2	Promote and investigate car-journey share, car pools, communal vehicle schemes and car hire discount	Promote existing car journey sharing scheme www.twoshare.liftshare.com Possible system on notice boards Promote existing council car pools	Steering group	Immediate Short term Immediate
		Look into communal car schemes eg St.James' Hereford www.stjamescarclub.org	Steering group	Long term
3	Support any proposed bicycle paths, and improvements to footpaths and pavements	Linked to Highways	Steering Group Parish Council	Long term
4	Support development of local amenities to reduce the need for journeys eg Village Shop, Post Office, Library.	Linked to Growth section	Steering Group Parish Council	Medium term
5	Develop renewable energy sources	Investigate solar, wind, water or ground energy sources for whole village community. Research where these have been developed eg www.shareenergy.coop	Steering group	Long term

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		Look into viability of renewables for Village Hall – solar photovoltaic panelling on roof, wind turbine, ground heat sources	Steering group	Long term
6	Encourage local energy efficiency	Inform the community of schemes and grants, through the website & Sutton News. eg insulation grants; household energy monitoring; www.energysavingtrust.org.uk CheaperEnergyTogether Community Partnership project providing a collective energy switching service	Steering Group/Parish Council	Immediate & Ongoing

Objective 3: To reduce the level of litter and rubbish in the Parish

	Action	Sub-action	Owner	Priority
1	Recruit helpers to collect litter	Approach people who offered support on their questionnaire	Steering group	Short term
2	Supply litter picking equipment to collectors and dog walkers	Parish Council through Herefordshire Council to provide equipment	Steering group Parish Council	Immediate
3	Establish Annual or Bi-annual Village Litter pick	Make these into fundraising fun days	Steering group	Short term

Objective 4: To reduce the problem of Dog Fouling, Bonfires and Fly-tipping

	Action	Sub-action	Owner	Priority
1	Identify and target problem areas through communication including Sutton News, website	Look into improving dog fouling signage around the village Determine the need, cost and responsibility of providing dog foul bins	Steering group Parish Council	Short term
2	Encourage people to report fly-tipping to Parish Council or Herefordshire Council		Steering group Parish Council	Short term
3	Investigate similar schemes to the old Parish freighter scheme to reduce tipping		Steering group Parish Council	Medium term

Objective 5: To reduce the impact of flooding, field and road run-off (Linked to Highway section)

	Action	Sub-action	Owner	Priority
1	Develop a map of locations for houses & roads at risk	Identify problem areas through local knowledge and HC advice	Steering group	Medium term
2	Contact HC highways and Amey to resolve problem flooding in roads		Parish Council	Immediate & Ongoing
3	Communicate the location of sandbags and sand	Keep regular notices of the locations on Sutton News and Website	Parish Council	Immediate & Ongoing
4	Improve promptness of communicating flood alerts	Add information from Herefordshire council to Website as News Alerts Investigate Shropshire Environment Agency system	Parish Council Ward Councillor Steering group	Immediate & Ongoing
5	Establish village flood assistance network	Communicate through Sutton News & website. Investigate systems in other places eg Bodenham	Steering group	Medium term

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Objective 6: To help people feel safe in the village

	Action	Sub-action	Owner	Priority
1	Encourage the development or re-establishment of Neighbourhood watch and Farm watch schemes	Provide information to the community, from the West Mercia Police website. Seek further guidance and information from Police, Herefordshire Council, HALC	Parish Council Steering group	Short term
		Create a communication link for those who expressed an interest in developing Neighbourhood or farm watches on their questionnaires	CLP committee Steering group	Short term
2	Provide village with advice on home security	Facilitate a village presentation on home security or communicate through website & Sutton news	Parish Council	Short term
3	Support community groups and individuals in providing transport & accompanying individuals			Ongoing

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FACILITIES

For a village to remain self-sufficient, there must be some consideration of the facilities involved and how these can support the community in the most effective way possible.

The facilities section of this Plan covers five areas, and these areas have been selected as a result of the most frequent responses in the questionnaire, specifically in the stronger communities section.

These areas include:-

- Village Shop and Post Office, which was considered an important facility in the village by 89% of those asked

- Young Peoples Facilities was supported by around half of the families known to have children within the village.

- Transport for Accessing Healthcare, as 10% of the respondents expressed a difficulty in accessing Healthcare facilities.

- After inviting respondents to indicate additional interest clubs, History Club was by far the most popular amongst residents with four times as many suggestions than any other interest.

- Provision of Nursery Facilities was considered important by almost 200 respondents who answered the questionnaire.

Services such as the Shop and Post Office are, to a large extent, dependent on authorities outside of the village for inception and completion, however they may be attainable as part of any development at a later date.

The Provision of extra Young Peoples facilities creates a focus on areas that could be realised using expertise already available amongst the village residents. The same could be said in part about Transport Issues and the History Club, whereas the provision of a Nursery would involve professional inputs, and the qualifications of staff running the Nursery.

Facilities Objectives

	Action	Sub-action	Owner	Priority
1	Village Shop and Post Office and library	Investigate viability from within the village, and from the Post Office Identify location of possible premises Investigate interest of community led farm shop Forming a viability sub-committee Investigate community library scheme	Steering group Parish Council Steering Group Steering group (Les Chambers) Steering Group Parish Council	Ongoing
2	Young Peoples facilities	Seek further interest of a Youth Club Identify potential areas for a football pitch Installation of basketball hoop and promote current play area facilities Identify numbers interested in Brownies, Cubs and Scouts.	Parish Council Community led plan group Parish Council Steering group Sutton News	Short term Short term Immediate Short term

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3	<p>Transport for Accessing Healthcare Linked to Environment section</p>	<p>Consider purchase of vehicle (mini bus) and reduce cost for villagers</p> <p>Look at local bus services and create better awareness Investigate introduction of a local volunteer group to support residents with transport needs</p>	<p>Environment steering group Parish Council</p> <p>Environment Steering group/Sutton News Parish Council</p>	<p>Medium term</p> <p>Immediate</p> <p>Immediate</p>
4	Provision of Nursery	<p>Advertise to ascertain numbers interested in attending Consider relevant location/ premises Investigate existing services in the area</p>	<p>Steering group Parish Council</p> <p>Steering group</p>	<p>Medium term</p> <p>Medium term</p> <p>Medium term</p>
5	History Club	<p>Define number of residents interested and gather information on how Wellington and Marden run their Club</p>	<p>Steering group (Les Chambers)</p>	<p>Immediate</p>

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HIGHWAYS

The Questionnaire responses indicated a number of areas of concern related to Highways with nearly 200 commenting on places where they felt road safety was an issue. The speed of many vehicles was also felt to be excessive.

Identifying the areas which are particularly problematical led to the highlighting of the Golden Cross crossroads as the primary concern. Speeding was felt to be an issue on the Marden road, the Ridgeway (towards Withington) and on Wyatt Road.

Footpaths were also highlighted, specifically the need for one between the Golden Cross bus stop and Woodville and from the Old Post Office towards St Michael's Church. Other footpaths needed to be easier to find and to use and any problems encountered needed to be easily reported. There was also substantial interest in an eventual foot and cycle route along the reinstated Hereford & Gloucester Canal.

Initial action has already been taken by the Parish Council on the Golden Cross area concerns. Various options having been discussed with Amey. The speeding issue within the current village speed restricted zone may be addressed by increased use of Speed Indicator Devices and possible further use of the Special Constabulary to undertake speed checks. A group of Parish Councillors met with Andrew Lee-Jones of Amey to discuss the illegal parking at the crossroads, and he advised that the best solution would be to introduce double yellow lines for 30 metres at each of the roads. This idea was advertised with comments to be made to Kema Guthrie, who if enough residents were agreeable, would proceed to apply to Amey. The majority of residents who responded were against the idea, so the proposal will not go ahead at present.

The village has a new Footpaths Officer who is undertaking a survey of the state of the paths at present. It is intended to introduce an additional method of problem reporting using the village website. A map of village walks will be posted on the website and village noticeboards and copies made available to people without web access on request. The lengthman, funded through the lengthman scheme, maintains verges, pathways and signage along the highways.

Cycle routes and the canal foot/ cycle path are longer term projects which are influenced by progress made by Sustrans and the Hereford & Gloucester Canal Trust.

Highways Objectives

Objective: Highways				
	Action	Sub action	Owner	Priority
1	To improve visibility at crossroads with attention to parking	Parish Council to meet with Andrew Lee Jones from Amey to discuss. Possibility of having yellow lines at crossroads, for 30m in each direction	Parish Council Steering group	Medium term
2	Speeding through Parish	Possible reciprocal pilot scheme with another parish to monitor speeding. Community pursues Police & Crime Commissioner. Continuous use of S.I.D.s in parish. Possible purchase with another parish? Police to monitor speed. Traffic calming	Parish Council Kema Guthrie Parish Council Parish Council	Immediate/ Short term Ongoing Ongoing
3	Village Footpaths. Footpaths Officer to maintain Footpaths & signs.	To post a quarterly report on the village website re: paths/signs, and report in Sutton News Contact number and reporting system to be enabled so problems can be reported. Map of village walks to be posted on Website and possibly noticeboards	Parish Council Parish Council	Immediate Immediate
4	Improvements to pavements Lengthsman scheme – to ensure paths, verges and	Continue to press Council to provide new pavement from	Parish Council Steering Group	Ongoing

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	pavements are well maintained	St.Michael's to Back Lane by the old Post Office Support provision of new pavement from Woodville to Court Farm		
5	Canal Route	Contact Canal Trust with possibility of walk/cycle route.	Steering group	Long term Ongoing
6	Cycle Route New routes avoiding main roads	Contact Sustrans re possible routes.	Steering Group	long term Ongoing

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GROWTH WITHIN THE PARISH

HOUSING

The majority of respondents (65%) thought that there should be some new housing built in in the village, but within limits. 14% opposed any new housing and 3% thought there should be no limit on new housing.

Of the 228 respondents supporting new homes the majority, 70% saw a need for starter homes for rent or low cost purchase and just over half (51%) thought there should be more homes of 3/4/5 bedrooms. Eco homes would be supported by 41% and just under a third (31%) agreed with provision of more accommodation for the elderly. Flats were a less popular choice – 9% would support such development.

BUSINESSES

In general, there was support from the majority of respondents for a proposal to encourage small businesses in the parish; from 86% of the 233 respondents who answered the question. Just under half of the respondents (46%) would support encouraging workshops. Medium or large businesses, with support from 16% and 4% of respondents respectively, were seen as less desirable entities for encouragement to come to the parish.

THE PROPOSALS IN THE PLAN

The essential task is for the Parish Council to develop a Neighbourhood Plan over the next few years. A Neighbourhood Plan will allow the community to control the type of development it wants in the village. Until the Neighbourhood Plan is completed the Community Led Plan has to be considered by Herefordshire Council when reaching planning decisions but it does not have the weight carried by the Neighbourhood Plan.

The current “settlement boundary” within which development is permitted, does not contain sufficient land for the supported development to take place. For this reason a review of the boundary is recommended. It is worth noting that the Herefordshire Council has already agreed a planning application outside the settlement boundary. This makes it all the more important that areas for new development, acceptable to our community, is defined in the Neighbourhood Plan.

To support the desire to have more starter homes, it is proposed that specific areas of land be identified for this use and investigations are made into social housing providers. The community support for small businesses is reflected in an objective to include land/buildings for that purpose in the Neighbourhood Plan.

The proposed High Speed Broadband for rural communities is supported in the Plan because it makes the growth of small businesses in the community more viable.

Growth Objectives

	Action	Sub Actions	Owner	Priority
1	That the Parish Council completes a Neighbourhood Plan (NP)	<ul style="list-style-type: none"> • Defining the neighbourhood • Preparing the Plan • Independent check • Community referendum • Legal force 	Parish Council supported by the Neighbourhood Plan steering group and Community Led Plan Group	Medium term
2	The Neighbourhood Plan (NP) reviews the current village envelope to allow limited development near existing homes	Activity included in ‘Preparing the Plan’ under Item 1	Neighbourhood Plan steering group supported by the Community Led Plan Group	Medium term

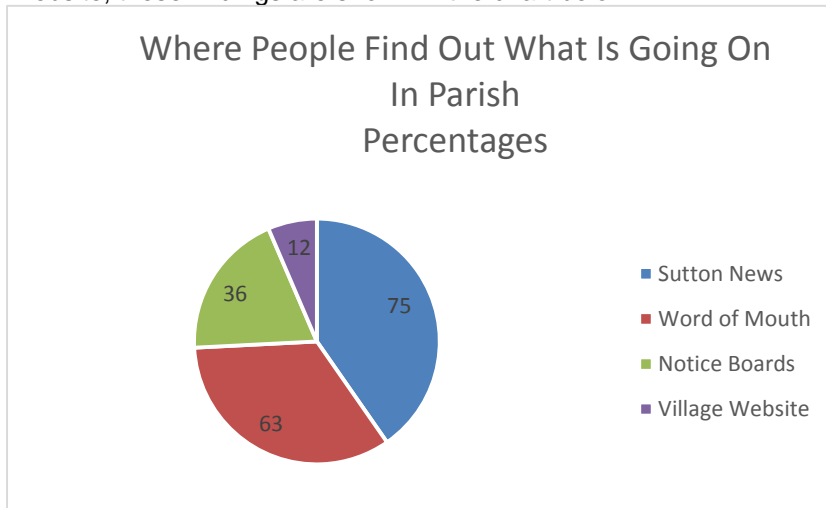
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3	The NP identifies specific sites where low cost homes could be built. It is recommended that land to accommodate 20 homes is earmarked, rather than the 10 currently identified as needed by the Housing survey	Activity included in 'Preparing the Plan' under Item 1	Neighbourhood Plan steering group and supported by the Community Led Plan Group	Medium term
4	The NP considers appropriate means of providing low cost homes in the village	<ul style="list-style-type: none"> • Initial discussion with Herefordshire Council's Housing Team • Investigation of social housing providers in Herefordshire 	Neighbourhood Plan steering group and supported by the Community Led Plan Group	Medium term
5	The NP identifies land and or buildings suitable for use by small businesses	Activity included in 'Preparing the Plan' under Item 1	Neighbourhood Plan steering group and supported by the Community Led Plan Group	Medium term
6	The Parish Council fully supports the high Speed Broadband project		Parish Council supported by the Community Led Plan Group	Immediate

COMMUNICATIONS

Findings

Most people found out about what was going on in the parish from Sutton News - 75%, word of mouth - 63%, with just over a third – 36% found out from Notice Boards and some 12% from the Village Website, these findings are shown in the chart below:-



Respondents were asked to choose as many means as appropriate to indicate where they got their parish information, most used more than one method, however 103 people only gained knowledge about what was going on in the parish exclusively from one source; 60 from the Sutton News, 30 by Word of Mouth, 10 from Notice boards and 3 from the Village Website.

Respondents were also asked about other means of finding out what was going on in the parish, with other places of information exchange being mentioned such as the school and the Golden Cross Public House. In relation to existing means of communication two issues came up several times, these were the need to improve the Village website and the lack of delivery of Sutton News to every home in the parish. With regards to the need for new notice boards in the parish 244 people answered this question most respondents -72% did not see any need for more notice boards in the parish, with -28% of respondents disagreeing and wanting more.

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There were many suggestions for new sites for notice boards, with the most frequent sites being at the crossroads, near the church, the school and at the village hall It was also felt that notice boards somewhere where cars could pull up would be advantageous, old notice boards should be removed, current notice boards could be enlarged and that notices on telegraph poles are unsightly.

Communications Objectives

Objective: To improve Communications

	Action	Sub Actions	Owner	Priority
1	Ask Parishioners what information they would like to see on an upgraded Village Website.	Notice put in Sutton News and on current website	Parish Clerk on behalf of the Parish Council	Immediate
2	Improve /upgrade the Village Website to make it easier for the Parishioners to find information	Seek presentations from possible contractors Set up a website working group	Parish Clerk on behalf of the Parish Council	Immediate
		Ensure that the upgraded Website enables all organisations within the Village to use the site.	Parish Council Project Group	Immediate
		Parish Council to use website to disseminate information to Parishioners.	Parish Council Project Group	Short term
3	Improve the visual outlook of the current notice boards	Investigate methods of improving notice boards	Parish Clerk on behalf of the Parish Council	Short term
4	Increase the subscribers to Sutton News	Contact details of distributors to be included in the final Community Led Plan report.	Parish Clerk	Immediate

SUMMARY

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BACK COVER
 STEERING GROUP NAMES
 CONTACT DETAILS FOR GETTING INVOLVED

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Appendix 7

Extract of Weekly list of Planning Applications received by Herefordshire Council

Ref. No	Planning Code	Site Address	Description	Applicants Name	Applicants address	Date Considered By Parish Council
131438	Planning Permission	Three Acres Nurseries, Wyatt Road, Cross Keys HR1 3NP	Proposed removal of condition 3 of SH93095PO erection of horticultural workers residence	Mr & Mrs W. H Wall	Three Acres Nurseries, Wyatt Road, Cross Keys HR1 3NP	22/07/13
123048	Full Householder	Gwynfe House, Wyatt Road Cross Keys HR1 3NP	Put a chimney on north facing wall to allow a new log burning stove	Mr Jake Burdsall	Gwynfe House, Wyatt Road Cross Keys HR1 3NP	5/08/13
131525	Full Householder	Annexe Arranbeck, Sutton St. Nicholas HR1 3AX	Erection of conservatory at rear	Mrs Osborne	Annexe Arranbeck, Sutton St. Nicholas HR1 3AX	5/08/13
131434	Planning Permission	Wyatt Farm Wyatt Road, Cross Keys HR1 3NP	Renovation of farmhouse, change of use of former barn and hop kiln to additional accommodation and construction of linking hallway to buildings	Mr Barry Lancett	Wyatt Farm Wyatt Road, Cross Keys HR1 3NP	5/08/13
131435	Listed Building Consent	Wyatt Farm Wyatt Road, Cross Keys HR1 3NP	Renovation of farmhouse, change of use of former barn and hop kiln to additional accommodation and construction of linking hallway to buildings	Mr Barry Lancett	Wyatt Farm Wyatt Road, Cross Keys HR1 3NP	5/08/13