

MINUTES OF THE PARISH COUNCIL MEETING OF NEWTON & NOSS PARISH COUNCIL

Held on 14 April 2016

PRESENT MRS.ANSELL MR. COOPER CLLR.GREEN MR. HUSSELL MR. CARTER
MS. ADAMS MR.PARRY-SMITH MR. LYNDON MR.TUBB MS. LONGWORTH

ALSO PRESENT; Cllr. Richard Hosking, Cllr. Keith Baldry, Mrs McDonough (Clerk).

OPEN FORUM

No matters were raised.

87/16 APOLOGIES FOR ABSENCE- there were apologies from Cllr. Blackler.

88/16 INTERESTS TO BE DECLARED - members were invited to declare interests in the items for discussion during the course of the Meeting. No interests were declared.

89/16 DISPENSATION REQUESTS- none.

90/16 MINUTES- the Minutes of the 10 March Parish Council Meeting were confirmed and signed as a correct record.

91/16. DISTRICT COUNCIL

Cllr. Blackler had submitted apologies and had sent the following report;

1. Salary savings at SHDC 2015/16 £1.4m approx.
2. Civica had been instructed to improve the IT system and had promised it would be up and running in June this year.
3. SHDC debt collection rates for 2014/15 – Council Tax 98.3%, Business Rates 98.6%, collected 2015/16 £17.1m Council Tax and £8.6m Business Rates.
4. A Task and Finish Team had been appointed for Homeless Strategy.
5. New England- Woodland Trust wanted to hand over the management of the area to Devon Wildlife Trust.
6. He had been trying to sort out Lee Mill Post Office hours of business.
7. The owner of Whitegates, Parsonage Road, Newton Ferrers wanted his application to be put to the Development Management Committee.
8. He had had an application for funding from Yealm History Book – Admiral Hogg. He would have to see what Locality Funding would be offered this year.
9. He hoped his Locality Fund would be fully spent when Holbeton Parish Council's application was submitted.
10. An Enforcement Officer had been asked to serve a notice on 52 New park Road, Lee Mill for a caravan being used in the garden for occupation purposes, in addition to the house.
11. Conditional approval had been advised for 77 houses in Woodland Road, Ivybridge to the Development Management Committee with 30% Affordable Housing.
12. Similarly for 222 houses at Godwell, Ivybridge with 20% Affordable Housing.

Cllr. Baldry reported on the following;

i) Whitegates, Parsonage Road- Cllr. Baldry was waiting for the planning officer's report. If the officer suggested refusal, Cllr. Baldry would support the recommendation. If the planning officer recommended approval he would ask the application be referred to the Development Management Committee and he would speak against.

ii) Income generation- SHDC had been working on a scheme to gain better value from rented property.

iii) Local Authority Company- it appeared Councillor support for the investigation into a proposal to set up a Local Authority Company was evenly balanced. The investigation would cost £300,000 to prepare a detailed business case.

iv) A379- Cllr. Baldry suggested referring questions to Cllr. Hosking. It was thought a 30mph speed limit would be introduced between Yealmpton and Brixton, with 10mph convoy scheme within the roadwork area.

v) Wheelie bins- the Vice Chairman advised that wheelie bins were being given to those properties previously exempted. This included properties on Parsonage Road and Yealm Road. He commented that the SHDC employee who had dropped off his wheelie bin had been rude- Cllr. Baldry took note and advised that assisted collection could be requested if residents had difficulties.

92/16. CORRESPONDENCE

92.1 Dementia Friendly Parishes-Ms. Longworth gave a report on the AGM. The group was now in its fourth year working with Dementia sufferers and carers to remain interactive within the community and take part in activities. The coordinator Maxine Kennedy also worked towards raising overall awareness within the 5 parishes including with local businesses and schools. In the last year there were 53 families in the area affected by dementia who took up the

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services of the project. As well as group activities individual support and advice was offered. Activities included get togethers at Riverford Café, gentle exercise classes, arts and crafts and a shared reading group. A Veterans' Reminiscence Lunch Group was due to be formed in Wembury. The group was working towards becoming a charity and investigating long term sustainability including a meeting with the emerging local Neighbourhood Healthwatch Scheme. There was promotion of the group in collaborating with other groups in Plymouth- Dementia Action Alliance and the National Alliance. There were links with Plymouth University and contributions made to the Prime Minister's Group. There was a recognition that rural dementia was different to urban Dementia.

92.2 Ivybridge & District Transport Association- the annual review for 2014/2015 and grant request letter had been circulated to members. 2014/2015 numbers for Newton & Noss using the Ring and Ride Minibus had been 91 in 2014/2015 one person using the voluntary car service. RESOLVED: To make a donation of £150 by means of financial support for the Ring and Ride and Voluntary Car Scheme operated through the Ivybridge & District Transport Association. (*Vote; Unanimous*)

93/16 PLANNING

93.1 41 Creekside Road 0042/16/LBC. Listed Building Consent proposed flat roof extension and alterations. Application affecting a Listed Building. Application affecting a Conservation Area. The site adjoined/affected a public right of way. DECISION: No objection subject to the SHDC Conservation Officer being satisfied with the proposed plans. (*Vote; Unanimous.*)

93.2 Island at Bridgend Hill 0928/16/TCA-Tree works: T1 Lime. Reduce crown by 1m. Crown lift to 5.2m over road. Remove epicormic growth. T2 & T3 Lime light prune of tips. Crown lift to 5.2m over road, deadwood. Reduce remainder of crown by 1.5-2m. T4. Lime - remove. T5. Lime Reduce by 1.5m. Crown lift to 5.2m over road, deadwood and remove epicormic growth. DECISION: No objection subject to the Parish Tree Warden being satisfied with the proposed plans. (*Vote; Unanimous.*)

93.3 14 Fell Close Yealmpton 0384/16/HHO-householder application for 2 storey extension comprising garage and entrance hall plus bedroom and ensuite at first floor. DECISION: No objection. (*Vote; Unanimous.*)

93.4 Development Management Committee meeting- 59 Yealm Road 2682/15/FUL. The Chairman and Cllr. Baldry had both attended. There was a lengthy wait before the Committee decided to hold a site visit. Cllr. Baldry would be recommending a timed agenda for Development Management Committee Meetings.

93.5 Newton & Noss Neighbourhood Plan- a meeting of the Steering Group would be held on 24 April. The group may have identified someone to take the lead and progress the housing part of the Neighbourhood Plan.

93.6 Village Housing Initiative. Cassandra Harrison, SHDC Senior Specialist and Strategy, had confirmed that the split of the 14 affordable homes to be built at Parsonage Road would be at least 7 homes for rent and the remainder as shared ownership. The appropriate routes to apply were Devon Home Choice for rented properties www.devonhomechoice.com or Help to Buy South West for the shared ownership homes www.helptobuysw.org.uk. Information would be included in the Parish Magazine for May. Advertising by means of posters and through the Primary School, notice boards, Parish Council website and by email would be approved by Ms. Longworth, Cllr. Green and Ms. Adams.

Reference was made to potential funding opportunity for Butts Park Play Park through the Community Re-Investment Project Fund. Cllr. Green believed the deadline for submissions was December.

93.7 Planning Portal – Ms. Clare Knight, the SHDC officer responsible for the rolling out of the new planning website, had contacted the Clerk on 6 April in response to the concerns raised by Members over the planning portal. Ms. Knight had confirmed there had been problems with the rollout testing- some of the functionality before roll out had been troublesome. There had been a lot of support from Centrica. The problems had escalated up to Ms. Sophie Hosking, Mr. Steve Molyneux and Mr. Steve Jordan (SHDC) and to the Managing Director of Civica.

The search facility had improved. There would be more powerful generalised searches available. There were still problems with opening documents. The Document viewer had not been working properly but had been given very high priority. The next couple of weeks should see great improvements. There was consideration being given to setting up a secure chatroom to enable Parish Councillors, Parish Clerks and District Councillors to raise issues and problems. The Clerk had referred to the Parish Council website manager awaiting information to enable him to complete a new programme to enable the Clerk to download parish planning applications to a lap top so plans could be shown on screen at meetings. The Clerk had advised that similar to other parishes, the village halls had no internet connection. Ms. Knight had advised that this had been made a high priority request to Civica. Hard copy plans would still be sent out but would eventually be phased out.

93.8 SHDC Planning Peer review. Cllr Green would be attending, when a Local Government Association peer challenge team would review the work of the planning service at the SHDC and West Devon Borough Council Offices.

94/16. ADMINISTRATION

94.1 End of Year Accounts 2015/2016- Mr. Carter and Mr. Parry- Smith had completed the year end accounts inspection. The papers had been passed back to the Clerk that evening. The External audit Letter from Grant Thornton 18 March 2016 and enclosures regarding the Annual Audit together with the draft Annual Return had been circulated to Members. Section 1 of the Draft Annual return had been completed for Members approval. RESOLVED; The Council received and approved the Annual Governance statement therein and authorised the

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Chairman and Responsible Financial Officer to sign the same for submission to the Auditors by 27 May 2016. (Vote; Unanimous)

The end of year cashbook approved by the accounts inspection working group would be circulated to Members to consider following the meeting. Approval of the accounts, the Statement of Accounts within the Annual Return for year ended March 2016, draft variance explanation and draft reserve schedule would be put back to the next meeting.

94.2 Insurance- a draft insurance schedule had been circulated to Members for approval prior to the meeting, based on insured values applied by the insurance company at renewal in June 2015. A percentage increase would be applied by the insurance company on renewal FOR 2016/17. The Council was referred to a number of the Parish Council's valuations being out of date. Members agreed it was unnecessary to obtain updated valuations given the automatic percentage increases. The insurance schedule was agreed subject to the automatic increases applied by the insurance companies.

94.3 Local Council Advisory Service- RESOLVED; to renew membership of the Local Council Advisory Service Scheme and for payment of the annual premium of £114. (Vote; Unanimous)

94.4 Events applications- none received.

94.5 Bishops Court- the Clerk had received a telephone call from the Chairman of the Newton Ferrers Reading Room Committee who had advised that he would consider the Parish Council's request for storage facilities at the Reading room. It was agreed the Clerk would contact SHDC to see if they could offer shredding facilities for documents that no longer needed to be retained. Given that planning applications were now available to view on the SHDC planning portal, it was further agreed that planning applications should be kept for one year unless the applications were likely to be/subject to appeal or potential enforcement.

Ms. Longworth and the Clerk would conduct an inspection of the consulting room at Bishops Court. There had been no response to date from Spectrum Housing Association for the suggestion of a pre lease termination site visit.

95/16 COUNTY COUNCIL

95.1 County Council- Cllr Hosking had not yet arrived.

95.2 Highways/Transport-

i) A379 – min 91.16 refers

ii) Dillons Green parking- a Dillon's resident was thought to have been placing notes on cars parked in Dillon's car park to the effect that non-residents should not be parking there. The Vice Chairman suggested that the car park had been transferred to the housing association building Dillons, in error, by SHDC. The public had continued to use the car park for many years. The situation would be monitored.

iii) Grass cutting- Mr. Nick Colton, DCC Local Highways Officer, had advised that he had spoken with County Hall and the order to cut the urban grass around Newton and Noss parish had been raised with South West Highways for this financial year. Rural cutting would be as per last year so the Collaton visibility splay would continue to be cut. Mr. Colton had previously sent maps showing the visibility areas at the top of Wright's Lane, along Parsonage Road between Hoskin's field and the water tower, the areas by the water tower and from the water tower leading past the houses at Butts Park towards Newton Down Farm, to the edge of Butts Park playing field.

He had given details of DCC policy on grass cutting. DCC carried out grass-cutting on highway verges in areas that were key to maintaining visibility, such as at junctions, laybys, and the inside of bends. The aim of grass-cutting was to keep the highway safe and to maintain visibility for all road users.

- Grass-cutting in the visibility areas alongside rural roads would be normally carried out once a year. The Timetable version dated April 2015 appeared to show this would be between mid May- mid June.
- Rural roads that were more important to the network, such as A and B roads, may be cut more frequently, usually twice a year.
- Grass-cutting in visibility areas alongside urban roads would be undertaken up to four times a year largely by district and parish councils using a contribution from Devon County Council. Details of this were awaited.
- Grass-cutting could be done more frequently by city or district councils; this was at their discretion and would be funded by them.

Additional cutting was done to facilitate maintenance work, such as surface treatment or ditch cleaning. Grass-cutting was also done to provide forward visibility to essential road signs. DCC would not cut grass at the access to private roads and drives. Places where pedestrians were encouraged to cross, such as where a public right of way met a road, were included. Some hedges were also cut in visibility areas, even though they were the responsibility of the adjacent landowner. DCC suggested only to report grass for cutting if it was affecting visibility and preventing a safe line of sight and stopping distance.

Communities were encouraged to work together and help each other to deliver minor maintenance work if a verge in the area was no longer being maintained. Their Devon Highways Community Road Warden and Self-Help Schemes could help to support communities to ensure that self-help was well managed and that resources were used effectively and work was carried out safely. Interest had previously been invited from the Parish but no responses received.

iv) Speed data (The Green)- Parsonage Road Speed Data had been collected from a temporary radar installed on Parsonage Road (north bound and south bound) from 2 March 2016 to 14 March 2016. The Parish Council was encouraged by the data which did not appear to suggest there was a speeding problem with vehicles exceeding

30mph. Members suggested that sensible car parking at school times served to slow traffic down further. The revised school parking plan following Mr. Colton's land registry investigations was with the Vice Chairman and Mr. Hussell before forwarding to the Primary School. Ms. Longworth confirmed that the School periodically reminded parents about considerate parking in the area. There were a higher number of children at the school living outside the Area. The Vice Chairman advised there had been no accidents in the area as far as he was aware. It was agreed to respond to Nick Colton advising the Council was encouraged by the results, whether it would be possible to have 20 mph flashing signs in place at The Green for school drop off and collection times and for any suggestions the Highways department may have to improve the situation.

v) Puslinch 11-15 April bridge repairs- some work had been undertaken on the bridge as a result of damage by a lorry.

vi) Road drainage-Mr. Colton had responded to the letter from a parishioner regarding highway drainage concerns. He had provided a website link show where DCC was currently with regards to frequencies of gully cleaning within Devon and the differences between Urban and Rural types.

<https://new.devon.gov.uk/roadsandtransport/maintaining-roads/flooding-and-drainage/>

With regards to installing extra drains along Yealm Road, it was not something that DCC had received a request to do in his time looking after the area, but it was potentially a complicated issue due to the amount of utility apparatus under the road. Currently DCC was only maintaining existing systems that were broken and not adding new so all he could do at this time was keep a note of the request. Without designing a full scheme it was difficult to give exact costs but it would not be unreasonable for him to estimate DCC would have to pay a contractor in excess of £30,000.00 and he suspected some permissions would need to be sought from South West Water to utilise their sewer (which he was sure the existing gullies already connected into).

vii) Wrescombe- the forthcoming road closure for surfacing repairs was noted.

96/16 AUTHORISATION OF PAYMENTS – cheque payments were authorised and signed in accordance with the schedule prepared by the Clerk, checked by Mr. Hussell and listed in Minute 97/16

97/16 AUTHORISATION OF PAYMENTS

Santander Current Account :	Total balance at 31/3/16	£55709.26
The balance includes: Hedge Cutting Bond		£3000
Monies held on completion of Newton & Noss Play Park Improvement Project		£36.02
Monies held in respect of the maintenance of the Revington Memorial Seat		£390
The following cheques were authorised totalling:		£2430.57

Chq No	PAYEE		AMOUNT
2080	Newton & Noss Village Hall	Hire fee NNPC Meeting 14 April 2016	£24.00
2081	Newton & Noss Village Hall	Hire fee NNPC Meeting 28 April 2016	£24.00
2082	S. McDonough	Net salary-March 2016	£1,222.98
2083	HM Revenue & Customs	Clerks monthly Tax & National Insurance	£287.74
2084	DALC	Annual subscription	£433.51
2085	RYHA	Slipway Cleaning Fluid	£24.00
2086	South Hams District Council	Election expenses 7 May 2015	£130.34
2087	L. Finch	Noss Voss/Pope's Quay cleaning March 2016	£60.00
2088	South Hams Garden & Property Services	Complete dismantling & removal Cricket nets posts Butts Park	£50.00
2089	South Hams Garden & Property Services	Stream grille repair- Noss Play Park	£30.00
2090	South Hams Garden & Property Services	Grass cutting; The Green11 & 25 March 2016	£32.00
2091	DALC	New Councillor training course	£30.00
2092	M. Hingston	Newton Voss & steps cleaning March 2016	£82.00
		Total	£2,430.57
SO	Spectrum Housing Group Ltd	Bishops Court rent April 2016	£363.62
DD	EDF	Sports Pavilion	£15.00

*Section 137 Local Government Act 1972 payments: £0 total to date; £0

98/16 MEETINGS ATTENDED

98.1 Harbour Authority- Mr. Carter advised there were no issues to raise.

98.2 Halls- the Vice Chairman advised that he was no longer Chairman of the WI Hall Committee. Ms. Adams would be attending future committee meetings as Parish Council representative.

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The Chairman advised that the Newton & Noss Village Hall AGM would take place 25 April.

98.3 Yealm Estuary Management Group-Mr. Carter and Cllr. Green had attended the meeting that afternoon. Water was coming off Sherford into Coflete Creek. They had been advised, previously, water would run off into the Plym. People were advised to contact the Environment Agency hotline if there was a problem. This could potentially create difficulties for the Shellfish Farms.

The AONB would be issuing new draft planning guidance for consultation shortly.

SHDC required a Construction Environmental Management Plan for every development proposal on the estuary. SHDC advised that the onus for checking whether development proposals required and had supplied such a plan was the responsibility of the relevant Parish Council.

Natural England had undertaken a Special Area of Conservation Assessment and was likely to suggest "unfavourable". This was in the main due to the presence of TBT and a high level of Pacific Oysters (being an invasive species).

99/16 MAINTENANCE

99.1 Maintenance working groups-

i) Sports Pavilion- the advice from the insurers regarding rugby post protectors together with two quotations for rugby posts protectors had been circulated to the Parish Council. **RESOLVED:** To authorise the purchase of one set of rugby post protectors for the rugby practice posts at Butts Park Playing field to a maximum cost of £300. (Vote; 7 in favour, 2 against, 1 abstention.) Mr. Parry Smith would install them. Some concerns remained regarding the installation of the rugby posts. Mr. Carter had visited the site and was satisfied with the current state but suggested the working group monitor regularly- particularly during the summer months.

The working group had been forwarded updated draft Licences for the Football /Cricket Clubs by the Clerk. To progress matters it was agreed the Vice Chairman, in conjunction with Mr. Andrew Matthews, would review the draft Licences and meet with the Football/Cricket Clubs to conclude matters. The Clerk would press the Cricket and Football Clubs for their insurance details and risk assessments. Revised draft risk assessments for the Parish Council had been prepared by the Clerk and given in hard copy format to the working group that evening to consider and approve. As part of the Butts Play Park Annual Inspection, Allianz had commented on the need for regular documented inspections of the football posts. It was suggested the working group liaise with the football club regarding this.

ii) The Green/Dillons Green-Ms. Adams advised she would be seeing Mr. Swift regarding his offer to make something for the Parish from the Beech Tree to be felled.

iii) Play parks- Butts Park Play Park- upon the Vice Chairman's recommendation **RESOLVED;** to co-opt Mrs Penny Wheatley to the play park working group for the purposes of fund raising. (Vote; *Unanimous.*) Allianz had carried out its annual inspection of both play parks. SHDC were to fix a Category A defect. The play park group would review the remaining findings.

Noss Play Park- Earthwrights, the play park equipment suppliers, had done some research and as yet had not found a suitable material for cuffs to protect the base of the play park equipment from water ingress and strimming. Metal posed some problems re safety and sharp edges. They had carried out a test on their post saver sleeves which they now used to prevent moisture ingress which were moderately resistant to strimmer damage-it took about 80 passes of a strimmer to get through them. Earthwrights felt that a more robust solution may be required and would be investigating high density plastics the following week. As for the signage referred to in the Allianz inspection, they had asset tags (small circular labels which meet the requirements of the EN standards) which they could supply and install at labour only cost. As soon as Earthwrights had tested the plastic samples and worked through an installation method they would send a quote.

Cllr Hosking arrived.

100/16 COUNTY COUNCIL

Cllr. Hosking reported on the following;

100.1 Care and recognition tool-Devon County Council could offer support for people caring for a dependant adult. DCC was seeking help from Parish Councils to identify people who were caring for dependant adults. Help was available from a wide range of sources.

100.2 Broadband- the rollout of phase 2 was not going smoothly. The Tender would be at the end of June. There were question marks over funding and regarding technical issues for Phase 3. In the interim BT was continuing with Phase 1. There was now 280,000 properties in Devon and Cornwall and Somerset with access to fibre related services. Cllr. Green questioned the percentage of properties in Phase 1. The map showed areas in Newton and Noss which suggested they were covered but in practice they were not. He suggested the results should be audited. Cllr. Hosking advised BT had to demonstrate 90% coverage and should be assessed. He saw no reason why alternative technologies would not be able to reach the remaining properties - save perhaps for very rural and isolated properties. The Chairman suggested some properties Broadband speeds appeared to have slowed down and queried whether this was a result of other properties in the locality speeding up.

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100.3 Road Warden Scheme-Devon County Council's public liability insurance would only apply to the work done or directly supervised by volunteers with appropriate Chapter 8 training as part of a Road Warden Scheme to which a Parish had signed up, and it did not apply to work done by anyone who was employed either directly or on a contract basis by the Parish Council, or who were doing work as a volunteer other than through the Road Warden Scheme.

A Parish would therefore need to ensure that they or their contractors carried their own public liability insurance (to £5 million) if they were not volunteers in the Road Warden Scheme. This did not apply to the separate Snow Warden Scheme.

100.4 Primary School traffic- Cllr. Hosking referred to correspondence from a parishioner regarding parking and traffic speed around the Green. He was considering options.

100.5 Highways defects- loose stones on Bridgend wall had been reported. The lane from Great Prideaux to Membland was much eroded particularly in two sections which filled with water. It was not a sufficiently high grade road to warrant repairs from the highways budget. He was investigating another option from the perspective of tourist related use of the road.

The Vice Chairman referred to the surface deterioration on A379 either side of the existing lane closure. Cllr. Hosking advised work was due to start on 18 April. He referred to the traffic speed restrictions and would enquire as to how long the work was likely to take.

Reference was made to the significant potholes on Puslinch Hill. He advised Members and the public to report via the website. Potholes would be repaired if they were of 30cm diameter and 5cm depth. This was as a result of budget issues He hoped Uniform Business Rates funding potentially in 2020 may improve matters or that the economy improved with more investment. It was suggested Cllr. Hosking request assessment of the pothole repairs near the Co-op by Newton Hill. Mr. Lyndon referred to the condition of overhanging trees near A379 roadworks. Cllr Hosking advised trees were the landowners' responsibility. There needed to be 16 feet clearance from the metalled edge of the road. He advised reporting online if there were concerns.

101/16 MAINTENANCE

101.1 Noss Recreation Areas- the Chairman had been investigating the registration of Noss Green as a Village Green. Evidence of ownership had to be supplied. The Clerk advised of the difficulties experienced in contacting Curtis Whiteford Crocker for an update regarding registration of the Parish Council's ownership of Noss Green at the Land Registry following the SHDC asset transfer. RESOLVED; to send a second letter of complaint to the Managing Partner of Curtis Whiteford Crocker regarding the conduct of the asset transfer and registration of ownership. (*Vote; Unanimous.*)

The Tennis Club were in the process of drafting their constitution. A meeting would be held to discuss the Licence terms. The Tennis Club was administering the hire of the tennis courts to the public and receiving the income.

Mr. Parry- Smith and the Chairman had met with the Newton & Noss Community Orchard Group on Tuesday 12 April. The Chairman gave an outline of the meeting, the funding secured by the group and draft plans which the group wished to discuss with the Parish Council. It was agreed the Clerk should feedback the following

1. Information Boards- members were happy with the idea for two signs, one in the car park and the other in the orchard. The Council wished to be consulted as to design.
2. Members would like to investigate the issue of access improvements but potentially limiting it to low key work to the path from the orchard to the play park. The Parish Council wished to be involved in the planning.
3. The Parish Council was not keen for the proposal for a shelter.
4. Planting- members were happy with the proposed planting of 5 plum trees, 2 walnut trees and inter planting of raspberries and wild honeysuckle in the hedge boundary with Hannaford Lane. Members felt that children enjoyed rolling down the slope on the boundary with Brookings Down Wood and were not in favour of Hazel planting proposals.
5. The plans for green wood workshops to build furniture for the orchard were supported. The Parish Council wished to be consulted as to design and plans
6. The Parish Council wished Brookings Down Wood Committee and local residents to be consulted.

99.3 Other areas for consideration-no areas were raised.

The Meeting closed at 9.30pm