



## BROMYARD & WINSLOW TOWN COUNCIL

### FULL COUNCIL

Minutes of The Extraordinary Full Council meeting  
held on Tuesday 19<sup>th</sup> March 2024, at 7pm in  
The Council Chamber, The Old Vicarage,  
1 Rowberry Street, Bromyard.

Minutes  
C24/25-C24/35

Members Present: Dr D Dunne-Thomas (Chairman),  
P Andrews, N Brookes, C Davies, L Holman, L Law, P Nielsen,  
R Page and C Robinson.

Officers Present: K Mitchell (Town Clerk)

#### **C24/25 Apologies**

LGA 1972 S85 (1)

Apologies for ill health were received and accepted from G Churchill, F Clark,  
M Franklin and M Stevens.

#### **C24/26 Declarations of Interest and written requests for dispensation**

Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159

Cllr R Page declared a Non-registrable Interest in agenda item C24/30 due to a  
familial connection to the designer.

#### **C24/27 Exclusion of members of the Public and Press**

LGA 1972 ss 101, 102

The were no items identified for consideration in private session.

#### **C24/28 Neighbourhood Development Plan (NDP)**

1. Cllr Brookes, NDP Project Facilitator, gave a verbal report on progress to date  
on the NDP.

She reported that the main focus had been on obtaining quotations from  
consultants in order to make an appointment. The next steps involve applying  
for a grant and conducting a launch meeting with the Steering Group and the  
chosen consultant. A meeting has been scheduled for Thursday, March 21st,  
where the draft Terms of Reference for the Steering Group will be discussed,  
along with the initial stages of plan development. The Clerk has been in  
contact with Herefordshire County Council to inform them of the progress and  
plans. The gathering of existing materials, such as the Bromyard Investment  
Plan, has already begun, and once a consultant is appointed, progress will  
accelerate with grant applications and plan development.

Cllr Page queried how the Steering Group (SG) plans to address the issue of  
the Herefordshire Local Plan entering into the Regulation 18 consultation  
stage. Unmade Neighbourhood Development Plans (NDP) must align with  
the Local Plan, but since the outcome and adoption of the new Herefordshire  
Local Plan is uncertain Cllr Page questioned how the SG and consultant can  
proceed. Additionally, Cllr Page mentioned difficulties in finding information  
about NDP grants on Herefordshire Council's website, to which the Clerk  
responded that grants for NDP's need to be applied for from Locality rather  
than Herefordshire Council. Cllr Brookes acknowledged the challenges of  
starting the plan at this stage and within an uncertain political context but

expressed confidence that much of the initial work can still be done. The broad topics to be covered, such as housing, health, leisure, travel, transportation, and the environment, remain relevant regardless of the status of the Herefordshire Local Plan.

2. Members reviewed the quotations received from consultants for the appointment of an NDP consultant to assist in developing an NDP for Bromyard and Winslow. A total of 7 consultants were approached, and two proposals were submitted for consideration. Cllr Brookes presented a comparison sheet outlining the details of the quotations; copies having been circulated. Company A had submitted a fixed price proposal with additional pro-rata elements; Company B had submitted a pro-rata proposal.

Following careful consideration **it was RESOLVED** to accept the quotation from Kirkwells (Company A) at a fixed price of £3,999 excluding additional pro-rata costs for non-scheduled elements.

#### **C24/29 Membership of Herefordshire Association of Local Council (HALC)**

**IT WAS RESOLVED** to approve the renewal of the Council's annual membership to HALC/NALC for the period 01/04/2024 – 31/03/2025 in the sum of £2,191.21 + VAT.

#### **C24/30 A44 Banner Designs**

1. Members considered the banner designs for the A44. Referred to Full Council by the Planning & Economic Development Committee. (P24/15 refers). Following discussion, **it was RESOLVED** to approve the banner designs as presented.
2. Members considered quotations to print and install the six banners on the A44. Following discussion, **it was RESOLVED** to accept the quotation from Bay Media for a three-year campaign in the total sum of £2,682 + VAT.

The display systems/graphic displays are owned by Bay Media and used under license on a lease basis. The customer may only use Bay Media to reposition or remove display systems and may only use Bay Media graphic displays on them.

#### **C24/31 Kempson Players**

1. Grant application  
Members considered an application from Bromyard Recreation Ground Charity for funding towards the Party in the Park event on 5<sup>th</sup> May 2024. (Referred to Full Council by the Finance Committee. (F24/11,1 refers).  
**It was RESOLVED** to approve the grant request in the amount requested of £1,000.
2. Members noted a request for free parking in Tenbury Road and Rowberry Street car parks for the Party in the Park event on Sunday 5<sup>th</sup> May 2024.  
At the Full Council meeting held on 26<sup>th</sup> February it had been resolved to remove parking charges on Sundays (Minute C24/13, 2.2 refers) therefore no action was required as free parking was already available on that day.

#### **C24/32 Worcester Bromyard Leominster Greenway**

To further consider a request from the Worcester Bromyard Leominster Greenway CIC, to join a consortium to promote the concept of a shared space

for the Greenway and Linton Light Railway between Bromyard and the Linton industrial estate. Letter attached.

This agenda item was withdrawn since it had previously been addressed and resolved during the Full Council meeting on February 26th, 2024. As a result, there was no need for further discussion or decision-making regarding this matter.

**C24/33 Town and Parish Charter**

The Herefordshire Council has established a small Working Group with the purpose of reviewing the outdated Town and Parish charter. The Town Council had been extended an invitation to nominate a Councillor to participate in this group. The Terms of Reference for the Working Group were provided for reference. However, no nominations were received, this information was duly noted.

**C24/34 Market Towns Maintenance Fund**

1. Cruxwell Street – Pedestrian Crossing  
Works to create a pedestrian crossing will commence on 25<sup>th</sup> March at 9:30am. This will be under a 24-hour closure through to 27<sup>th</sup> March where the closure will be taken down at 3:30pm. Herefordshire Council have contacted businesses in regards to their deliveries to obtain when and how many deliveries are taking place to manage accordingly. Noted.
2. High Street – Resurfacing Works  
Ahead of works to create the pedestrian crossing, Balfour Beatty Living Places (BBLP), have informed the Town Council that the condition of the High Street is degraded and therefore the full length would benefit from resurfacing. By carrying out the resurfacing works at the same time as those for the crossing this would minimise the disruption caused.

The Town Clerk informed the meeting that, due to tight timescales and the need to order materials promptly, BBLP was unable to wait for a decision from the Town Council. This agenda item was initially included in the agenda of the adjourned Full Council meeting held on 26th February. Noted.

**C24/35 Consultations**

1. Consultation on Licensing of Sex Establishments - Statement of Licensing Policy.  
This policy is currently being reviewed and the Town Council, as a consultee, has been invited to make comments by the closing date - 24<sup>th</sup> March 2024.
2. Consultation on Gambling Policy Statement of Principles  
Herefordshire Council is reviewing its gambling policy statement of principles - this must be reviewed every three years and includes a statutory consultation process of six weeks to 18<sup>th</sup> April 2024.

**It was RESOLVED** to note the above consultations.

There being no further business to transact, the Chairman closed the meeting at 19:58.

CHAIRMAN ..... DATE .....