



Parish Clerk: Arin Spencer
C/o The Croft, Kempley, Dymock, GL18 2BU
Tel: 07484 619582 / Email: kempleyparishclerk@gmail.com
Website: www.kempleyparishcouncil.org

Dear Member,

NOTICE IS HEREBY GIVEN that an **Ordinary Meeting** of **Kempley Parish Council** will be held in the **Village Hall** on **Tuesday 02nd October, 2018 at 7:30pm**. All members are summoned to attend. The business to be transacted is set out in the agenda, which is detailed below.

AGENDA

Public Participation: *As per Standing Orders, members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A person wishing to speak should raise their hand and, when invited to speak, state their name and interest in the matter under discussion. Members of the public should limit their individual contribution on an item to not more than 5 minutes. The Chairman may direct that a written or oral response be given to a question.*

1. Apologies

- 1.1. Apologies received from Cllr Bob Earll.
- 1.2. Cllr Roger Coombs resigned on 15 September 2018.

2. Declarations of Interest

3. Minutes

- 3.1. To confirm minutes of the meeting held on 04th September 2018.
- 3.2. Matters arising from previous minutes not included elsewhere on the agenda:
 - 3.2.1. Data Audit
 - 3.2.2. Beauchamps Villas
 - 3.2.3. Village Hall Public Works Loan
 - 3.2.4. Donations

4. Finances

- 4.1. Review of monthly accounts.
- 4.2. Councillors to consider what could or should influence the budget for 2019/20.

5. Notice of Motions

- 5.1. *Cllr Neil Dransfield*

THAT the Council assign a priority level of either high, medium or low to each of the items on the KPC Task List (Appendix 1) to enable resources to be properly focused.

5.2. *Cllr Neil Dransfield*

THAT the Council adopts the Complaints and Comments Policy tabled under minute 97/18.

5.3. *Cllr Neil Dransfield*

THAT the Council consider the attached (Appendix 2) Planning Policy for adoption at its November meeting.

5.4. *Clerk (Arin Spencer)*

THAT the Council join the Dementia Action Alliance.

6. **Member Questions**

Cllr Liz Daykin

'Felania': When is the section of hedge removed for building works going to be reinstated as per the planning permission?

7. **Meetings**

Next ordinary Parish Council meeting to be held on 06 November 2018 at 7:30pm in the Village Hall.

Schedule of meetings:

Meeting Date	Key Tasks
06/11/2018	Councillors to submit ideas/proposals re items for inclusion in the budget.
04/12/2018	Agree 2019/20 budget and agree precept figure.
02/01/2019	Sign precept form.
05/02/2019	
05/03/2019	
02/04/2019	
07/05/2019	Annual Parish Council Meeting

Submission of Motions for a Meeting: *Members of the public may submit requests to any Councillor or the Clerk for questions or motions to be included on the meeting agenda. Requests received less than 5 clear days before the meeting will be carried over to the next meeting. Please see Standing Orders (published on the Parish Council's website) for further guidelines regarding the submission of Motions for a Meeting.*



Arin Spencer
Clerk to the Parish Council

Appendix 1

KEMPLEY PARISH COUNCIL: FUNCTIONS AND LEAD ROLE ALLOCATION

FUNCTIONS & TASKS	LEAD PERSON
GOVERNANCE & FINANCES	PARISH COUNCIL
COMPLY WITH LEGISLATION	Neil Dransfield
Freedom of Information Act 2000	
Data Protection Act 1998 / GDPR 2018	
Equality Act 2010	
Employment Law	
FOLLOW RULES FOR COUNCIL ADMINISTRATION	
Appoint a chairman	Simon Hanes
Appoint officers as appropriate for carrying out PC functions	Clerk (Arin Spencer) <u>List of Councillors</u>
Appoint a responsible financial officer (RFO)	Clerk (Arin Spencer)
Appoint independent and competent internal auditor	John Birt
Adopt a Code of Conduct	
Hold min 4 meetings / year (one must be Annual Parish Council Meeting)	
Hold Election every 4 years	
Maintain asset register	
BASIC SERVICES	
PLANNING	Neil Dransfield
CLP 4.4: Scrutinise new planning applications and alert residents.	
HIGHWAYS	Liz Daykin
CLP 2.5: Keep traffic calm through village and maintain quality of roads	
TRANSPORT	Liz Daykin
SERVICES	
CLP 4.1: Develop a long term plan to ensure basic fixed asset infrastructure of Kempley remains fit for purpose (including roads, sewers, telecommunications, water, public footpaths and power).	
Gas	
Water	
Electricity	
Drainage	
COMMUNITY SPIRIT	
COMMUNITY SAFETY	
CLP 1.1: Maintain NHW Scheme	Clerk (Arin Spencer)
CLP 1.4: Review and keep Community Emergency Plan updated	Clerk (Arin Spencer)
COMMUNITY SUPPORT	
CLP 1.2: Support pastoral care for vulnerable community members	
CLP 1.3: Create and maintain a skills register	
CLP 1.5: Maintain Contact with Village Agent	
COMMUNITY HEALTH	
Defibrillator maintenance	Simon Hanes (Chair)
CLP 4.8: Maintain health awareness eg. First aid, defibrillator, dementia training.	
COMMUNITY ENGAGEMENT	
Annual Parish Meeting	
CLP 4.10: Review and maintain Community-Led Action Plan	

CLP 4.6: Encourage and support the Parish Council to achieve Quality Parish Council Status	
COMMUNITY ENGAGEMENT cont.	
CLP 4.7: Identify and train new community leaders / succession planning	
VILLAGE HALL - <i>Ensure village hall is made fit for purpose.</i>	ROBIN BENNION
CLP 1.7: Fundraise for refurbishment.	
CLP 1.8: Undertake Feasibility Study for Public Works Programme Loan	Cllrs Earll & Dransfield
COMMUNITY ASSETS	
Village Green (owned by Kempley Parish Council)	Liz Daykin
Bus Shelters	Howell Rees
War memorials	Howell Rees
Noticeboards	
ENVIRONMENT	BOB EARLL
FOOTPATHS	Howell Rees
CLP 2.1: Protect and maintain footpaths and rights of way...	
CLP 2.7: Work with Forestry Commission to maintain woodlands & footpaths	
TREES	Howell Rees
CLP 2.4: Appoint KPC Footpaths & Trees Officer	
LITTER / DUMPING	Liz Daykin
CLP 2.2: Promote a zero tolerance to litter, dog waste and dumping by organising litter picks.	
RECYCLING	Liz Daykin
CLP 2.3: Augment FoDDC efforts to reuse, recycle and reduce waste	
HEDGES & VERGES	
CLP 2.9: Maintain hedges and verges whilst staying sensitive to wildlife	
BIODIVERSITY	
Have regard to the protection of biodiversity in carrying out PC functions	
CLP 2.11: Improve knowledge and develop a plan to improve wildlife assets of Kempley through diligent observation, liaison with landowners and gardeners, positive action on habitat management and taking account of climate change impacts.	
CLP 2.12: Preserve dark skies	
VILLAGE AESTHETICS	
CLP 4.5: Maintain the look and feel of Kempley consistent with its rural setting with particular attention to property frontages and encouraging hedged boundaries.	
COMMUNICATION	ROBIN BENNION
SERVICES	
Telephone	
CLP 3.2: Secure improved mobile phone coverage	
CLP 3.3: Secure superfast broadband for all of Kempley	
ELECTRONIC COMMUNICATIONS	Clerk (Arin Spencer)
CLP 3.1: Create umbrella website for Kempley with links to all groups and organisations.	
CLP 3.4: Electronic newsletters to the village; alerting residents.	
CLP 3.5: Create an online village sharing / for sale noticeboard	Volunteer needed
PLANNING FOR THE FUTURE	
INFRASTRUCTURE	
CLP 4.2: Develop a long term plan to ensure the basic non-fixed asset infrastructure of Kempley remains fit for purpose (including postal services, ambulance and fire services, health services, dental services, public transport services and waste collection).	
INNOVATION & DEVELOPMENT	

CLP 4.3: Create an innovation and development team for Kempley designed to ensure Kempley takes full advantage of emerging technology.

Appendix 2



Working with the community for the community

PLANNING APPLICATIONS

POLICY

INTRODUCTION

This document is the written policy of Kempley Parish Council (the Council) regarding its consideration of Planning Applications made to the Forest of Dean District Council (the FoDDC).

This policy will also apply to Planning Appeals, but with the responses being to the Planning Inspectorate. The FoDDC must tell anyone who has commented on the original application that an appeal has been made.

A Policy is not the same as the Standing Orders adopted by the Council.

This Policy was adopted or modified by the Parish Council:

Action	Date	For Review
Adopted:	XXXXXXXXXX	Annual Parish Council Meeting
Modified:	None	

Changes to this Policy

We keep this Planning Applications Policy under regular review and we will place any updates on our website www.kempleyparishcouncil.org.

Contact Details

Please contact us if there are any questions about this policy at:

Kempley Parish Clerk

The Croft, Kempley, GL18 2BU

Email: kempleyparishclerk@gmail.com:

PLANNING APPLICATIONS POLICY

1. Principles:

Kempley Parish Council (the Council) wants to provide proper responses to Planning Applications made to the Forest of Dean District Council (the FoDDC). To do this the Council will normally:

- Provide the FoDDC with a response to each consultation it receives from them;
- Say whether there is support or opposition to the proposals, giving reasons;
- Where relevant say where, in the Council's opinion, the proposals align with or depart from the views of the community as expressed in the Community Led Plan, and
- Have a Councillor nominated with a Planning remit for liaison purposes.

2. Consultations:

The FoDDC provides the Council with notifications of Planning Applications made to it, and they give the Council a deadline date by which to provide comment. This consultation by FoDDC is not binding on them. For example any support or opposition by the Council to a particular application may not have a huge influence on the FoDDC decision, but they should have regard to what is said. Hopefully the Council's response will be helpful where there are contentious matters.

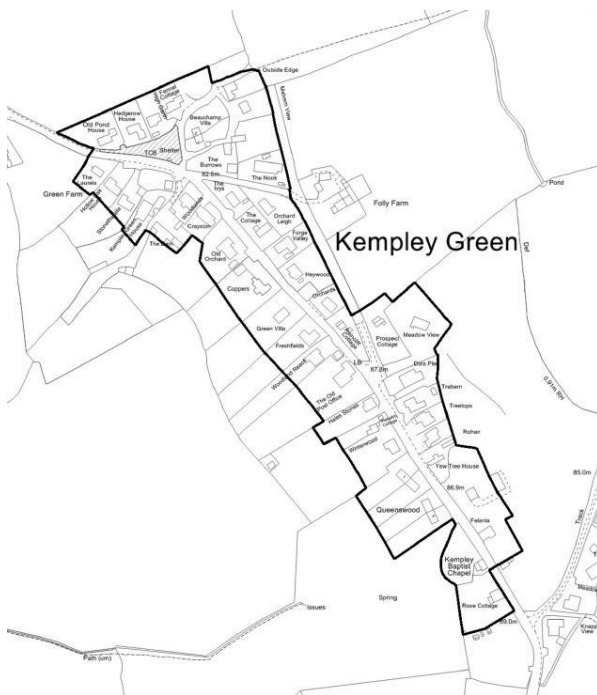
The FoDDC normally notify neighbours of a proposed development directly, as it is they who have the strongest voice. It is the Council's opinion that members of the community remote from an application site do not have such a strong voice, unless there is strong opinion expressed by many. In view of the latter the Council always urges individuals to provide comment directly to the FoDDC, and not simply rely on the Council's response.

3. The Community Lead Plan (CLP) :

The CLP was prepared after meetings of the community and a questionnaire circulated to all the community. The CLP states:

- *The Forest of Dean District Council (FoDDC) Allocations Plan (2015) features Kempley Green as a distinct area of consolidation within the dispersed rural area of Kempley as a whole. FoDDC has defined a Designated Settlement Boundary (DSB) as shown on the map. Kempley Green, as a defined settlement, has a population of approximately 108 in around 40 houses. The village is considered to be almost fully developed within the DSB with only one or two tiny areas still appropriate for infill development. The key issue stated in the Allocations Plan (2015) is to "protect the surrounding countryside from inappropriate development" and it is proposed that "the plan will continue a tight control on further development".*
- *With that background, combined with a number of comments from villagers, it is clear that any development within the DSB and, indeed, outside of this but within the village as a whole will be contentious.*
- *The questionnaire asked whether residents would be in favour of development within the DSB and 50% confirmed that they would albeit with some qualifications on design on a case by case basis. 88% of respondents were in favour of renewal / redevelopment of existing dwellings, again on a case by case basis.*
- *At the meeting there was hot debate on the potential of development outside of the DSB and comments received then and since typify the fierce sense of protection villagers feel about the locality, and*

- On a practical note, the majority of respondents would be interested in receiving alerts to new planning notices either via a village website or by email. This could enable villagers to submit their own comments to FoDDC within the usual tight deadlines.



Designated Settlement Boundary

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The Parish Boundary

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4. The Council's Procedure under this Policy:

The Council will normally seek to:

- Place a link to a planning application on the Council's website within three days of notification by the FoDDC;
- Provide a response to each consultation within the deadline time;
- Where an application is (in the Council's opinion) thought to be of low§ impact on the community councilors will confer by E Mail. Where timing permits the Council will express their views and take into account opinion provided by the community including that given at a scheduled Parish Council Meeting;
- Where an application is (in the Council's opinion) thought to be of high§ impact on the community they will either:
 - Ensure that timing permits views to be given by the community at a scheduled Parish Council Meeting, or
 - Convene an Extraordinary Parish Council Meeting, and

E. Coordinate opinion and require the Clerk to convey the majority decision of Councillors to the FoDDC in line with paragraph (1) above.

§ **Low Impact** applications would be ones normally involving:

Extensions, or alterations, to domestic properties within the DSB;

Minor alterations to means of access within the DSB, and

Minor development for an established farming use.

§ **High Impact** applications would be ones normally involving:

Single‡ or multiple new build dwellings within the DSB;

Extensions to domestic properties greater than “Permitted Development” rules outside the DSB;

Commercial applications (excluding low impact development for an established farming use) within or outside the DSB;

Alterations to a means of access outside the DSB, or significant alterations to a means of access within the DSB;

New build dwellings outside the DSB, and

Significant “Changes of Use” of land or buildings.

‡ Included as being high impact having regard to the CLP.

However, each application will be looked at on its own merits and some proposals may (or may not) be considered in the interests of the community having regard to the CLP. Where representations are made to the Council by the community that any proposal is high impact, it will consider the representation and where appropriate endeavor to act accordingly (so long as sufficient time is available).

5. Pre Application Advice

Where the Council is approached for opinion or advice prior to a planning application being made, the potential applicant will be advised to refer to the FoDDC or a Planning Consultant, and they will be advised of this Policy.