

## Notice of Meeting

Members of Barnt Green Parish Council are hereby summoned to attend the parish council meeting to be held on **Wednesday 7<sup>th</sup> September 2016 at 7.00pm**  
**at 80 Hewell Road, Barnt Green, B45 8NF**

The meeting is open to the press and members of the public. Residents of Barnt Green parish are especially welcome to attend and may take part during the adjournment of the meeting (agenda item 125 below) to put forward any questions or concerns regarding matters on this agenda or for future consideration.

## Agenda

### 122 Apologies

To receive apologies and to approve the reason for absence.

### 123 Declarations of Interest: Councillors are reminded-

- a) Of the need to keep their Register of Interests form up to date.
- b) To declare any Disclosable Pecuniary Interests (DPI) in agenda items and their nature.
- c) To declare any Other Disclosable Interests (ODI) in items on the agenda and their nature.
- d) Written requests for the council to grant a dispensation (Localism Act 2011, s33) are to be lodged with the clerk in advance of the start of the meeting.

Councillors who have declared a DPI, or an ODI which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items unless granted a dispensation.

### 124 To consider any dispensations received in writing from parish council members.

### 125 Adjournment of meeting to hear from:

- a) **Members of the Public**
- b) **Worcestershire County Councillor** – Peter McDonald (Beacon division)
- c) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood ward)

### 126 Adoption of previous minutes

To approve adoption of the minutes of the parish council meeting held 28/07/2016

### 127 Chairman's Report

The Chairman will provide a report.

### 128 Executive Officer's Report

To be advised of any decisions taken under delegated powers since the last meeting and receive updates to ongoing matters; report attached.

### 129 Co-option to fill the current vacancies

To discuss recruitment campaign.

### 130 Finance

- (i) To note the current financial position and bills for payment
- (ii) To be advised of satisfactory completion of external audit; to note auditor's comments
- (iii) To note insurance increase of .5% to rate of Insurance Premium Tax

### 131 Committee and Working Party reports

- a) **Village Centre improvements:** report on meeting with Town Centres Manager
- b) **CALA Homes:** report on meeting to hear of plans for new application to vary condition

### 132 Events

- a) Community Walk with refreshments and live music on 24<sup>th</sup> September from 1.30pm
- b) Agree date and input for the Christmas Lights switch-on event
- c) Ongoing: Hosting of future Shindig events in 2017; support of Barnt Green fun run

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## 133 Environment & Community Wellbeing

Detail provided in attached report

- a) New Homes Bonus grant: response to application for cycle racks by shops
- b) Street lighting improvements:
- c) To agree to accept sponsorship funding for the Christmas Lights competition
- d) To consider request for funding to support churchyard maintenance
- e) To consider replacement of bin at Parker's Piece
- f) To agree to removal of dead wood from Oak tree, Millennium Park
- g) To agree publicity campaign for new car park, CALA development Fiery Hill Road

## 134 Planning

- a) The following applications are to be considered in this meeting:

PC Log no. / BDC App. No	Address	Proposal
Log no. 038 / App ref: 16/0796	33 Fiery Hill Road	New garage, drive and crossover
Log no. 039 / App ref: 16/0818	32 Sandhills Road	First floor extension over existing garage to side of dwelling
Log no. 040 / App ref. 16/0793	33a Fiery Hill Road	Change of use from a flat linked to 33 Fiery Hill Road to a separate dwelling
Log no. 041 / App ref. 16/0831	St Andrews C of E First School	Double decker bus to provide additional learning space
Log no. 042 / App ref. 16/0800	1 Cherry Hill Drive	Part single part two storey rear extension; single storey front extension

- b) To note receipt of CALA Homes intention to submit planning application requesting 45 homes are allowed to be occupied before realignment work starts on Kendal End Road
- c) To note the recent listing of Barnt Green War Memorial
- d) To note a consultation copy of the District Plan is available at the parish council office

## 135 Governance

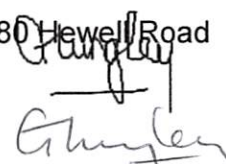
To establish a schedule of policy review and requirements

## 136 Future Meetings and Items for future agendas

Councillors will be reminded of meetings to be attended and may use this opportunity to raise items for future agendas

## 137 Date and Venue of Next Meeting

Wednesday 5<sup>th</sup> October at 80 Hewell Road



Executive Officer 02/09/2016

**Supporting notes to agenda for meeting 7<sup>th</sup> September 2016**  
**From Gill Lungley, Executive Officer, BGPC**

Agenda items 122 - 124 are standard items.

**Item 125: The adjournment** provides an opportunity for members of the public to speak to the meeting which helps to foster good relations with residents who would otherwise be unable to voice any concerns at any other point in the meeting. It is expected that parish councillors will take this opportunity to listen to parishioners concerns at this time however this is not a time for discussion on the various issues raised. Council members may ask the member of the public for clarification of the issues raised but are not expected to enter into in-depth talks or make any decisions at this point in the meeting.

- a) **Members of the public**
- b) **County Councillor Peter McDonald** is invited to provide a report on his work at County Hall on behalf of Beacon division constituents.
- c) **District Councillor Charles Hotham** is invited to provide a report on his work at Parkside on behalf of Barnt Green and Hopwood ward constituents.

**Item 126: Previous minutes (pages)**

To approve the minutes of the parish council meeting held 28/07/2016. It would be helpful if you have a query about any aspect of the draft minutes to let the EO know in advance to help clarify the issue in the meeting.

**Item 127: Chairman's report**

Cllr R Cholmondeley will report.

**Item 128 Executive Officer's report, as follows:**

CALA/Fiery Hill Road development	Concerns noted that the sales team on site are promoting the car park for residential parking (rather than making clear it is intended for use by commuters); concerned this may mislead potential residents and cause problems in the future.
RoSPA inspection	The gate stop into the play area at Millennium Park has been re-sited. This item is now closed.
Meeting with village retailers	See report at item 131(a).
Repairs to play equipment, Millennium Park	Repairs to the over-head hand rail on the climb equipment and the hole in the rubber safety surfacing have been completed.
Use of Social Media	Discussed at the previous meeting, more consideration needs to be given to the subject to ensure the chosen route is acceptable.
Hanging baskets	Hot summer has meant the plants have declined early. Council must consider what to do for next year. EO is to place order for winter planting in the Hewell Road & park planters.
Street light not working	Three reports over 5 weeks have been submitted (by the same person) of light near 24 Green Bank not working. EO passed on to contractor but as yet no feedback report. EO had previously passed to Western Distribution who confirm there is no fault with the power supply.
Verge on Hewell Road	WCC confirm the hedge and verge between Rose Terrace and Green Bank is looked after by BDC
Barnt Green Bulletin	Newsletter for Autumn '16 has been printed; delivery in progress.
Dead trees, Millennium Park	The three dead trees have been removed.
Litter bin, Cherry Hill Drive path	Lickey Hills Society, who requested BGPC support for the bin are awaiting response to New Homes Bonus grant application

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Severn Trent Water	No plans for further works after sewer investigation works in Fiery Hill Road in July 2014. (Follow up to enquiry by SW)
New phone service: "105"	From 6 <sup>th</sup> September anyone suffering a power cut will be able to call '105' to both report the fault and receive information about it.
World Scout Moot Fundraising	Reported for information: The 19-year old scout leader of a Redditch-based cub group wrote to BGPC asking for funding to support her attendance at the 15 <sup>th</sup> World Scout Moot, in Iceland. EO advised Parish Councils are unlikely to sponsor individuals and those with no connection to the parish.
Dates for site visits	Members are to attend two site visits: 1) Millennium Park and Parker's Piece & 2) Whole village. A separate email will be sent to arrange the most suitable dates.
Matters carried forward	SmartWater campaign (awaiting response from PACT meeting) Barnt Green station (funding for lifts has been confirmed) Railway footpath crossing to Cofton (footbridge funding confirmed) On-street car parking.
General correspondence received and circulated to members  Regular correspondence: <ul style="list-style-type: none"> <li>• WorcsCALC update newsletters</li> <li>• BDC Weekly planning lists</li> <li>• Police &amp; Crime Commissioner</li> </ul>	<ul style="list-style-type: none"> <li>• Invite to BDC Chairman's annual civic service</li> <li>• Wellbeing in Partnership newsletter</li> <li>• Community First E-Bulletin</li> <li>• Police SNP Crime and incident reports</li> <li>• Invite to BDC Chairman's Charity Caribbean Night</li> <li>• Notification of various road closures re Twatling Rd, Cherry Hill Road, Fiery Hill Road</li> <li>• Notification of consolidation of speed limits</li> <li>• Safer West Mercia Plan consultation</li> <li>• Bark in the Park event in Worcester 10/09/2016</li> <li>• Tesco Bags of Help funding</li> </ul>
Visits / calls to the office by residents and members of the public	<ul style="list-style-type: none"> <li>• Concerns re speeding in Cherry Hill Road and lack of barrier between Cherry Hill Drive footpath and Pinfield Wood access</li> </ul>

## Agenda item 129: Co-option to fill two vacant seats

There has been no application to fill these vacancies; the notices that were posted to the entrance to Parker's Piece and Millennium Park have been removed. Information is attached; it is now more than a year since the parish council operated at full strength so perhaps a review of approach is needed.

## Agenda item 130: Finance

- i) Current financial position – see spreadsheets showing receipts and payments for end part-July and all August.
- ii) Alto card withdrawal: EO currently using own card and will explore alternatives.
- iii) External Audit has been satisfactorily completed; the Auditor's comments are attached, relating to treatment of internal transfers and to period of notice of audit.
- iv) Zurich insurers have written to advise of 0.5% increase on Insurance Premium Tax.

## Agenda item 131: Committee and Working Party reports

- a) **Village centre improvements:** meeting held 09/08/2016 with Cheryl Welsh (CW's notes are appended) and follow up site visit on 31/08/2016 (notes to follow).
- b) **CALA Homes meeting:** meeting held 24/08/2016 attended by the Council Chairman (RC) and the Chairman of the planning committee (SW). RC's report is appended. Members are to discuss proposals for publicising the car park opening at agenda item 133g.

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, E Gumbley, J Jellie, S Whitehand + 2 vacancies

## Agenda item 132: Events

- a) The annual Community Walk will take place on 24<sup>th</sup> September. Choice of 3 walks - footpath officer Simon Richards will be leading the 8 mile walk; Steve Bach the 5 mile walk and Cllr RC the 2.5 mile walk (for which he will attend Walk Leader's training on 14/09/2016 along with EO). Refreshments will be provided via Meadow Farm butcher and Vinalia; live music via local Appalachian-style band. Cllr's RC and EG are co-ordinating.
- b) Christmas Lights switch-on: members are to agree to support this annual event and decide the format for this year.
- c) Ongoing events items: Hosting of future Shindig events; Barnt Green fun run.

## Agenda item 133: Environment & Community Wellbeing

- a) New Homes Bonus (NHB) grants: BGPC submitted an application for £455 funding from last year's unspent grant; the feedback from BDC NHB Committee meeting is to support the application but this is subject to BDC Cabinet and BDC council ratification.
- b) Street lighting improvements: The street lighting maintenance contractor has been asked to provide a scheme to improve the footway lighting between the doctor's surgery and the centre of the village.
- c) Christmas Lights competition: CALA have offered to sponsor the competition whereby winning designs will be made up into a Christmas light feature. Members are asked to consider accepting this sponsorship of up to £3,750.
- d) Churchyard maintenance: Application attached from St Michaels and St Andrews Church seeking support for maintenance of the St Michaels churchyard. Parish Council expenditure on churchyard maintenance is lawful, as per Local Government Act 1972.
- e) Replacement bin, Parker's Piece: A litter bin at the far end of the field was destroyed last month. Having discussed with the BDC Place Team a replacement is not required, however the BGPC grounds inspector disagrees and would like to see it replaced. Members are therefore asked to decide on which course of action to take.
- f) Oak Tree, Millennium Park: This tree needs surgical attention; a quote has been requested and should be available for this meeting.
- g) Car Park publicity campaign: With the imminent opening of the commuter car park off Butterwick Close, it has been suggested the parish council supports a publicity campaign to ensure it is used. Members are asked to plan ahead.

## Agenda item 134 Planning

- a) To consider and comment on the applications notified as per Agenda page 2 and any others received since the agenda was published.
- b) CALA Homes has written to say they have submitted an application seeking to vary the condition (condition 27) in the original approval (planning ref. 15/1057) for the development site off Fiery Hill Road, to allow up to 45 homes (rather than 30) to be occupied prior to the road re-alignment. RC and SW met with CALA representatives, as agenda item 131b, above. BDC have yet to notify BGPC of the application.
- c) BDC have provided advice that Historic England have listed the Barnt Green War Memorial, with a Grade II designation. See attached.
- d) BDC District Plan consultation copy is available in the parish council office. The deadline for comments is 21/09/2016.

## Agenda item 135 Governance

- a) To note a schedule of policies is needed; EO to prepare for next meeting.

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## **Agenda item 136 Future meetings and items for future agendas**

Councillors may use this opportunity to:

- (i) agree the attendance of councillors at forthcoming meetings:  
Bromsgrove Area CALC committee meeting Wednesday 14<sup>th</sup> September  
Bromsgrove District community emergency planning forum Weds 12<sup>th</sup> October
- (ii) report minor matters of information not included elsewhere on the agenda;
- (iii) raise items for future agendas

## **Agenda item 137 Date and Venue of Next Meeting**

The next parish council meeting will be on Wednesday 5<sup>th</sup> October at 80 Hewell Road

End of report.

Gill Lungley

Executive Officer

02/09/2016

# Barnt Green Parish Council

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## Minutes of the Parish Council meeting held at 80 Hewell Road, Barnt Green on Thursday 28<sup>th</sup> July 2016 at 7.00pm

**Members present:** Cllrs R Cholmondeley (Chairman), R Briggs, E Gumbley, J Jellie,  
S Whitehand (\*arrived during minute no. 16/109) (2 vacant seats)

**In attendance:** Two members of the public  
One member of the press (The Village)  
Gill Lungley (Executive Officer)

The Chairman welcomed all to the meeting.

**16/106 Apologies**  
Cllr C Hotham (vice-Chairman)

**16/107 Declarations of Interest**  
There were no declarations of interest.

**16/108 Consideration of dispensation requests**  
No dispensation requests had been submitted in advance of this meeting.

**16/109 Adjournment of meeting to hear from:**

a) **Members of the Public:**

\*Cllr Whitehand arrived during this item.

Hewell Road resident: spoke of the need for better footpath lighting between doctor's surgery at 82 Hewell Road and the centre of the village. The matter was considered later in the meeting at minute no. 16/117g.

b) **Worcs County Councillor: Peter McDonald** had sent apologies for non-attendance.

c) **Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward** had sent apologies for non-attendance and comments relating to:


1. New Leader at Bromsgrove DC is Coun. Geoff Denaro, Coun Kit Taylor as deputy.
2. Bromsgrove District Plan – consultation period on the Inspector's modifications will run for 8 weeks rather than 6 to allow for holidays.
3. Balanced budget - No progress on this or a sustainable medium term financial plan.
4. Dolphin centre - Work starts in mid-August.
5. Parkside – (BDC new offices) Questions relating to stamp duty costs.

**16/110 Minutes of the last meeting**  
The minutes of the Parish Council meeting held 15/06/2016 were agreed a true record and signed by the Chairman.

**16/111 Chairman's Report**  
Cllr Cholmondeley reported that the parish is looking much tidier than it did this time last year, due in part to the grass verges being cut regularly.

**16/112 Updates and Decisions taken by the Executive Officer (EO) since last meeting**

CALA/Foxhills development	Cllrs Cholmondeley and Hotham had met with solicitor to progress the agreement. Separately the EO had confirmed to Cala that the PC did not intend to adopt the attenuation pond; it is expected that Severn Trent Water intend to adopt the pond.
RoSPA inspection	The gate stop into the play area at Millennium Park is to be relocated.
Bollards	The new (replacement) bollards in Hewell Road have been installed.

Flagpole	EO has no progress to report: item to be removed.	
Meeting with village retailers	The date of the meeting to be held with the Town Centres Manager, Cheryl Welsh is 09/08/2016, 5pm in PC office.	
Repairs to play equipment	EO has arranged for repairs in Millennium Park to the over-head hand rail on the climb equipment and to a small hole that has appeared in the rubber safety surfacing. Total cost £310	
Office keys and safety (Risk Management)	One full sets of spare keys to the doors (£15) and spare keys to the filing cabinets have been purchased £23.33, to ensure security of documents when the office is hired out. The Chairman has been given an ICE envelope to be opened only In Case of Emergency.	
	Youth Transformed: via the Baptist Church a group of youth volunteers had asked to be given a work project that would be of benefit to the community. They were given the task of cleaning the street furniture along Hewell Road on 26/07/2016; they were provided with hi-viz jackets and gloves which the EO had purchased (£16.64) and buckets, cloths, brushes etc.	
Shadow clerk	A fellow clerk, newish, has asked to shadow the EO in August.	
General correspondence received and circulated to members	<ul style="list-style-type: none"> <li>• West Mercia PCC</li> <li>• Community First e-bulletin</li> <li>• Network Rail FOI request</li> <li>• Highways sign clearance programme</li> <li>• Woodvale division update</li> <li>• M5 j4a - j6 improvements schedule</li> <li>• Wellbeing in partnership</li> </ul>	<ul style="list-style-type: none"> <li>• Local Councils EXPO at Chateau Impney 09/09/2016</li> <li>• Commercial ads including stone cycle stands</li> <li>• Healthy Minds Service</li> <li>• SNT report for June</li> <li>• Scrap Metal Dealers policy for BDC</li> <li>• Superfast Broadband update</li> </ul>
Visits / calls to the office by residents and members of the public	<ul style="list-style-type: none"> <li>• A resident requested (dated) map, or copy, showing house name</li> <li>• Rev Sheri Gidney, new curate for St Andrews</li> <li>• Concerns about the condition of steps to rear of Chinese takeaway</li> <li>• Cherry Hill Drive resident asked to know who owns the copse</li> <li>• Blackwell Road resident email asking for Children Crossing sign</li> <li>• Resident visited office re Sandhills Lane water splash and leak (18/07/16)</li> </ul>	

### 16/113 Co-option update

No progress has been made regarding filling the council vacancies.

### 16/114 Finance

- i. Members reviewed the current financial position to 30/06/2016 including first quarter comparison of budget to actual receipts and payments and noted the overspend on 'Events'. Receipts and payments for June and July are as listed on page 73; the bank reconciliation to 30/06/2016 was noted.
- ii. Members noted the Alto card (pre-paid debit card operated by the Executive Officer) facility was to be withdrawn by the bank; the alternative being offered by the bank would involve a monthly charge. It was agreed to consider in due course.
- iii. The external audit period has ended and the auditor's (Grant Thornton) report is now due.

### 16/115 Committee and Working Party reports

- a) **Planning Committee** The committee meeting held on 28/06/2016 was noted.
- b) **Neighbourhood Plan** Cllr S Whitehand had forwarded the first draft documents to members; the Economy section has yet to be completed and further work on 'housing' is needed. The Plan must conform to both the National Planning Policy Framework and to the District Council's Local Plan and 'go beyond' for instance with regard to identifying new housing numbers and potential new sites. The sustainability issue is key.



- c) **Recreation and Environment** Members agreed to arrange to meet to tour the parish to check on the condition of the environment including Parker's Piece and Millennium Park. It was noted that as part of the upgrade work to the railway system Network Rail are to start pile-driving on the four Saturdays in August, starting 06/08/2016. There was a query regarding the progress of plans put forward in 2014 by Severn Trent Water regarding a relief sewer for Twatling Road / Fiery Hill Road.
- d) **Finance and Staffing** Cllr E Gumbley agreed to carry out the quarterly check on the parish council's accounts.
- e) **SmartWater** A decision on whether to provide SmartWater marking fluid to all houses in the parish would be taken after the next PACT meeting (September).

## 16/116 Events

- a) **Open Gardens 2<sup>nd</sup> & 3<sup>rd</sup> July**

The community event was a success and enjoyed by many visitors; total raised to support 3 local charities was just over £5,000. Members recorded thanks to the organisers Rachel Banner and Maureen Frowley and to the residents who opened their gardens to the public. The winners of the best-dressed window were (1<sup>st</sup>) Oasis, (2<sup>nd</sup>) Allan Morris, (3<sup>rd</sup>) Acorns.
- b) **Community Walk, 24<sup>th</sup> September**

It was hoped to provide laminated maps for each of the three walks; the format would follow that of previous years and Cllr Cholmondeley would be liaising on behalf of the council with support from members. It was suggested that a brass band could be approached to provide music.
- c) **CALA Homes offer of sponsorship**

Cala had offered to sponsor the Christmas Lights; it was agreed to ask for support for the children's design competition, as promoted by Blachere, Christmas light suppliers.
- d) **Items carried forward:**

Barnt Green fun-run; Shindig theatre.

## 16/117 Environment and Community well-being

- a) **Request for litter bin**

It was agreed to provide a litter bin on the footpath between Fiery Hill Road and Cherry Hill Road leading to Pinfield Wood, as requested by the Lickey Rangers; this was subject to confirmation of arrangements for regular emptying and specific site. The cost of the 85 litre capacity bin requested would be £240.80 +VAT.
- b) **Barnt Green station**

Members had met on 28/06/2016 with the Head of Cross City Services to discuss the condition of Barnt Green station and improvements required.
- c) **Cofton Footpath (closed)**

Network Rail sponsor has confirmed 'the funding has been subject to re-authority' – it is thought this refers to installation of a footbridge over the railway to replace the closed path.
- d) **Volunteers (Duke of Edinburgh scheme)**

The two volunteers had completed their six-month period of activity; there was a question over sufficient monitoring of the activity and future approaches would be subject to review.
- e) **Flood concerns**

It was noted that the stream to the rear of houses on south-side of Bittell Road, to the east of Bittell Lane needed attention; Tom Curwell of North Worcs Water Management is aware.
- f) **Millennium Park**

It was agreed to arrange for the removal of three dead trees in the park area.
- g) **Street Lighting**

The street lighting contractor will be asked to provide an idea of costs for better footway illumination along Hewell Road.

**h) On-street car parking**

The Chairman had met with a resident of Oakdene Drive and the County Councillor to discuss on-street car parking in the Fiery Hill Road area. It was stated that the County Council will only install parking restrictions where necessary to ensure safety on the highway. The Chairman confirmed the parish council is looking at possible solutions including provision of off-road parking space elsewhere in the parish.

**i) Commuter car park**

The Agreement with Cala Homes had been signed by the Chairman and vice-Chairman.

**j) Footpath clearance**

Simon Richards, Parish Footpath Officer had cleared footpath no.507 by the Scout Hut with help from the Parish Footpath Officer for Cofton Hackett.

**k) Commuter Rail Information Day**

The Chairman had attended this event in Birmingham where he had spoken with a variety of Network Rail associates on the current issues.

**l) New Homes Bonus (NHB) Funding**

The Bromsgrove DC NHB fund was open for applications until 29/07/2016.

**It was agreed** to apply for funding of up to £455 to support the installation of bicycle stands in the village centre.

**m) Lengthsman issues**

Lengthsman has been asked to attend to overhanging vegetation in Sandhills Green and Aqueduct Lane and to debris washed down from Cherry Hill Road. A query was raised about responsibility for the hedge alongside Hewell Road/Green Bank.

**16/118 Planning**

**a) Current applications:**

Log no. 035 App ref: 16-0319 10 Cherry Hill Drive	Demolition of attached self-contained apartment and construction of three detached dwellings, two detached garages, associated drive and new vehicle access to existing dwelling.
PC Comment: The Parish Council would recommend refusal of this application as follows: <ul style="list-style-type: none"> <li>- The site is located within the established Barnt Green Conservation Area</li> <li>- The proposal seeks to increase the density of the Conservation Area.</li> <li>- There is no related Statement of Significance</li> <li>- There is no Design and Access statement</li> <li>- This represents backfill development the like of which has not been seen in this immediate vicinity before and would therefore set a precedent as well as affecting the character of the Conservation Area</li> <li>- With the addition of three 2-car garages to the site, the proposal has the potential to introduce a minimum of six extra vehicles to this quiet access road and with each proposed house having five bedrooms there is potential for considerably higher number of vehicles using the access road.</li> <li>- The access road is a single carriageway and has no passing points.</li> <li>- Not only is the access road barely capable of accommodating extra traffic, but the access onto Fiery Hill Road is a danger due to the blind bend to the south and parked cars (for the railway station) opposite the access point. With increased number and frequency of vehicles into &amp; out of Cherry Hill Drive, the likelihood of road traffic accidents will increase.</li> <li>- The first proposed house, due to its siting, will contravene the 40° rule with regard to the existing neighbouring property.</li> </ul>	
Log no. 036 App ref: 16-0638 1 Fiery Hill Road	Conversion of existing ground floor flat to 2 x one bedroom flats and construction of 2 storey extension incorporating two flats – Renewal of previous planning permission granted 16/07/13
PC Comment: Planning permission has already been granted for this proposal in 2013. Would it be correct to assume that applications for the same site that were submitted since July 2013 will have been granted or refused on the assumption this proposal would be progressed? Therefore, the Parish Council has no objection but asks for assurance there will be adequate on-site parking provision for the increased number of residents.	

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Log no. 037 App ref. 16/0723	47 Fiery Hill Rd Redevelopment of site to create 4 apartments
PC Comment: The Parish Council has concerns about the potential increase in number and frequency of vehicles entering and leaving the site, their safe egress and the impact on the adjoining road, Fiery Hill Road. It is believed the increased number of journeys into and out of the site will be detrimental to all using this road due to the blind bend to the south and parked cars (for the railway station) on both sides of the road. Also this site is downhill of the blind bend at a point where cars may be travelling at more than the 30mph speed limit. Residents' parking must be catered for on-site with no expectation of on-street parking. Concerned also about the increased density of use of the site within the Barnt Green Conservation Area; the density use will be quadrupled. The council notes this will affect the character of the Conservation Area.	

- b) The parish council's comments submitted via delegation to the Executive Officer regarding log 034, Application ref. 16/0383 – application for dropped kerb at 64 Hewell Road were noted.
- c) Neighbourhood Planning within the district: **It was agreed** to meet with neighbouring parish councils to discuss the wider context of future housing development across the district, as suggested by Hagley Parish Council.

## 16/119 Governance

- a) Freedom of Information and Press and Media Policies  
**It was agreed** to adopt the policies relating to (1) Freedom of Information and (2) Press and Media.
- b) Community Engagement Policy  
Several changes were required to the draft policy before adoption.
- c) Bromsgrove DC Consultation on Scrap Metal Policy  
Comments raised would be forwarded to the consultation.
- d) Items for next parish council newsletter  
Members would submit items in due course; deadline being 10/08/2016.

## 16/120 Future Meetings and Items for future agendas

- Bromsgrove Area CALC committee meeting Wednesday 14<sup>th</sup> September
- Bromsgrove District community emergency planning forum Weds 12<sup>th</sup> October
- a) There was concern about the state and appearance of the flat roof over the entrances to the row of shops at 26 – 32a Hewell Road.

## 16/121 Date and Time of Next Meeting

The next parish council meeting will be on Wednesday 7<sup>th</sup> September 2016 at 80 Hewell Road, starting at 7.00pm.

This meeting ended at 9.15pm.

.....  
Chairman 7<sup>th</sup> September 2016



Agenda item 129

# Hello you!

Copy of poster @  
① notice board  
② Parker's Piece gate  
③ Millennium Park gate.

Are you interested in local affairs, supporting the community and improving the environment?

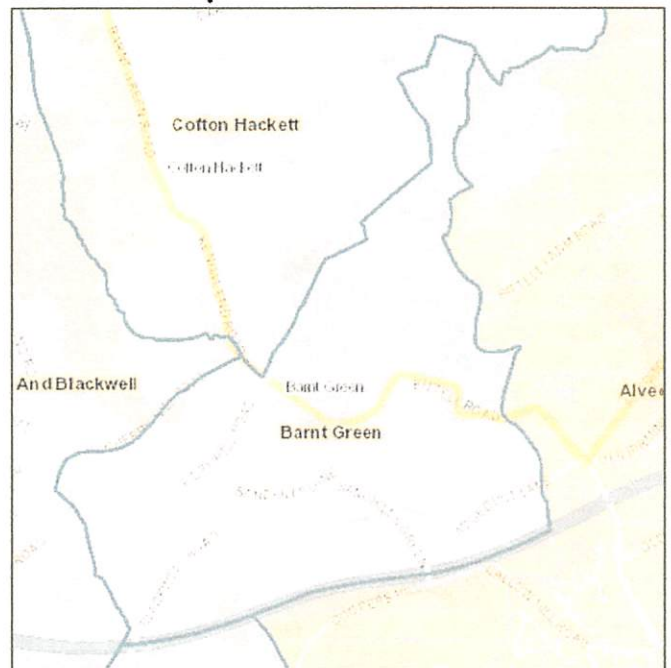
p13

Do you have enough free time to be able to attend at least one evening meeting each month and enough energy to support the occasional event & site visit?

Are you over the age of 18 and a British citizen?

And can you respond yes to at least one of the statements below: you...

- are registered to vote in this civil parish;
- live in, or within 3 miles of, the parish boundary;
- have worked here for the last 12 months or more;
- have occupied any land or premises here (as owner or tenant) for at least the last 12 months....



Then we want to hear from you. There are two vacant seats on the council - could you fill one?

Barnt Green Parish Council - tel 0121 447 9893

[exec@barntgreen.org.uk](mailto:exec@barntgreen.org.uk) / [www.barntgreen.org.uk](http://www.barntgreen.org.uk)

80 Hewell Road, Barnt Green, B45 8NF

## Qualifications for standing for election

1.1 To be able to stand as a candidate at a parish council election in England or a community council election in Wales you must:

- be at least 18 years old
- be a British citizen, an eligible [Commonwealth citizen](#) or a citizen of any other [member state of the European Union](#), and
- meet at least one of the following four qualifications:
  - a. You are, and will continue to be, registered as a local government elector for the parish/community in which you wish to stand from the day of your nomination onwards. See paragraph [1.11](#) for further information.
  - b. You have occupied as owner or tenant any land or other premises in the parish/community area during the whole of the 12 months before the day of your nomination and the day of election. For more details, see paragraph [1.12](#).
  - c. Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish/community area. More information is provided in paragraph [1.20](#).
  - d. You have lived in the parish/community area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election. See paragraph [1.21](#) for further details.

An **eligible** Commonwealth citizen is a Commonwealth citizen who either:

- does not need leave to enter or remain in the United Kingdom, or
- has indefinite leave to remain in the United Kingdom

## Disqualifications

1.2 Apart from meeting the qualifications for standing for election, you must also not be disqualified.

## Co-option Supporting Information

There are no educational qualifications needed to become a parish councillor, however as the Parish Council is a statutory body, to stand validly nominated you must fulfil the following:

You must be:

- At least 18 years old;
- A British citizen, an eligible Commonwealth citizen, or a citizen of any other Member State of the European Union;

and meet at least one of the following 4 qualifications:

- Be registered as a local government elector for the parish; or
- Have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of nomination; or
- Your main or only place of work during the 12 months prior to the day of nomination has been in the parish area; or
- You have lived in the parish, or within 3 miles of it, during the whole of the 12 months before the day of your nomination.

You cannot stand if you are disqualified from being elected by reason of any disqualification set out in section 80 of the Local Government Act 1972 or section 79 of the Local Government Act 2000, and as shown on application form below.

It is desirable for members to have an interest in and understanding of local affairs and the local community, with a willingness to represent the Council and its residents and the ability to communicate clearly and effectively. Members should be willing and able to work with the parish council's partners such as local charities and voluntary groups, other parish councils and principal authorities as well as with fellow members.

The Parish Council's Members' Code of Conduct, provided with this application form, relates to the standards required of members of the Council and includes an outline of the Ten General Principles of Public Life.

If your application to be co-opted is successful you will be required to complete the Members' Register of Interests. The completed forms are held by the Monitoring Officer at Bromsgrove District Council and are published on both councils' websites. A blank copy is provided with this application form.

As a councillor you will be expected to attend all scheduled meetings; Barnt Green Parish Council meets 10 times per year and committees meet as scheduled, reporting to the full council. Basic councillor training will be available.

More information about the parish council can be found online at [www.barntgreen.org.uk](http://www.barntgreen.org.uk)

For any further information please do not hesitate to contact the Executive Officer.

# Barnt Green Parish Council

P16

Gill Lungley, Executive Officer, 80 Hewell Road, Barnt Green, Birmingham, B45 8NF  
Tel: 0121 447 9893 Email: exec@barntgreen.org.uk

## APPLICATION FOR CO-OPTION TO BARNT GREEN PARISH COUNCIL

Please complete this form and return to the office (address above) **with a covering letter detailing how your experience and skills will be of benefit to the Parish Council.**

You are deemed to have read and understood the attached "Co-option Supporting Information".

NAME : (Mr / Mrs / Other) .....

ADDRESS:.....

.....

e-mail address:.....

telephone: landline..... / mobile.....

### Qualifications (as provided in the Local Government Act 1972, s79):

- Will you be at least 18 years old on the date of co-option? Please tick if YES
- Are you a British citizen, an eligible Commonwealth citizen, or a citizen of any other Member State of the European Union? Please tick if YES

In addition, you must be able to comply with at least one of the following four statements: please tick as many as apply to you.

1. My name is on the current electoral register for the parish. (The EO can verify this)
2. I have occupied as owner or tenant any land or other premises within the parish for at least the last 12 months.
3. My main or only place of work has been in the parish for at least the last 12 months.
4. I have lived in the parish or within 3miles/4.8kms of the parish boundary (as the crow flies) for at least the last 12 months.

### Disqualifications (as provided in the Local Government Act 1972, s80).

Please tick any of the following six statements if they apply to you, otherwise delete:

1. I hold a paid office or any other position of profit with Barnt Green Parish Council
2. I have been surcharged by the District Auditor for £500 or more.
3. I have been disqualified by a court from holding public office.
4. I have been declared bankrupt at some point in my life.
5. I have been convicted of an offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)
6. I have been found guilty of corrupt or illegal practices under Election Laws.

Signed .....

Date.....



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For presentation to Barnt Green Parish Council meeting 7<sup>th</sup> September 2016, from Executive Officer  
 Receipts and payments record since previous parish council meeting (28<sup>th</sup> July 2016).

from 21/07/2016 to 31/08/2016						
pay method	v. no.	RECEIPTS	reason for receipt/payment	Gross	VAT	Net
d/d	v077	-	office telephone and broadband	9.00	1.50	7.50
cash	v078/R16	2.00	postage reimbursement for walks lit.	-	-	-
cash	v078	-	batteries for laptop mouse, keyboard	3.68	0.61	3.07
cash	v078	-	buckets for volunteers cleaning	3.00	0.50	2.50
cash	v078	-	batteries for loud hailer, sports relief	6.33	1.13	5.20
s/o	v079	-	Website support	58.00	-	58.00
ALTO	v080	-	keys for office cabinets	12.28	2.05	10.23
ALTO	v080	-	hi-viz vests and gloves, volunteers	19.28	2.64	16.64
ALTO	v080	-	keys for other office cabinets	28.00	4.67	23.33
ALTO	v080	-	spare set of office keys	15.00	-	15.00
		<b>35,840.51</b>	total for year to date	<b>32,266.48</b>	<b>3,124.52</b>	<b>29,141.96</b>
August		Receipts	Description	Payments Gross	Payments VAT	Payments Net
BACS	v081	-	Wet pour repair kit for Millennium Park	81.00	13.50	67.50
s/o	v082	-	Ground maintenance, July & environs	273.43	45.57	227.86
BACS	v083	-	Hedge cut at Parker's Piece	26.40	4.40	22.00
BACS	v084a	-	Millennium Park mowing, July	112.00	-	112.00
BACS	v084b	-	Hewell Road mowing of verges	28.00	-	28.00
BACS	v084c	-	Millennium Park beech hedge cut	60.00	-	60.00
BACS	v084d	-	Millennium Park tree trim	10.00	-	10.00
BACS	v085	-	Lengthsman's work, first quarter 16/17	500.00	-	500.00
BACS	v086	-	Gift voucher to RB re Open Gardens	29.90	-	29.90
BACS	v087	-	Cross bridge rope set, repair hand rail	291.00	48.50	242.50
d/d	v088a	-	St lighting energy, dawn to dusk	216.19	36.03	180.16
d/d	v088b	-	St lighting energy, continuous	11.98	0.57	11.41
BACS	v089	-	Laminating pouches, A4	10.21	1.70	8.51
BACS	v090	-	Copy paper, laminating pouches A3	22.93	3.82	19.11
d/d	v091	-	Pension contribution, July	150.73	-	150.73
BACS	v092	-	Training November 2016, RC & SW (late i	60.00	10.00	50.00
BACS	v093	-	Annual external audit	360.00	60.00	300.00
BACS	v094	-	Administration salary, August	1,027.32	-	1,027.32
d/d	v095	-	St lighting monthly maintenance	264.00	44.00	220.00
d/d	v096	-	office telephone and broadband	9.00	1.50	7.50
BACS	v097/R17	500.00	Lengthsman scheme reimbursement	-	-	-
cheque	v098/R18	170.00	Hire of Parker's Piece, 1st term 2016	-	-	-
s/o	v099	-	Monthly web site management	58.00	-	58.00
BACS	v100a	-	Play equipment check, litter pick MillP	60.00	-	60.00
BACS	v100b	-	Play equipment check, litter pick P'sP	60.00	-	60.00
		<b>36,510.51</b>	total for year to date	<b>35,988.57</b>	<b>3,394.11</b>	<b>32,594.46</b>

for PC meeting 7/09/2016  
Agenda item 130 (ii)

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This page is part of Section 3 - External auditor certificate and opinion 2015/16

**Barnt Green Parish Council**  
**Audit Report for the year ended 31 March 2016**

**Other matters not affecting our opinion which we wish to draw to the attention of Barnt Green Parish Council for the year ended 31 March 2016**

**Internal Transfer**

An internal transfer of £300 on a pre-paid card has been shown as a receipt and payment in boxes 3 and 6 of Section 2. This is incorrect.

In future the Council should ensure that internal transfers between the Council's own accounts are not included within receipts and payments.

The Council should restate the 2016 figures on next year's Annual Return and write "restated" beneath the £ sign on the 2016 column.

**Notice of Date of Commencement of Period for the Exercise of Public Rights**

We note that the Notice of Appointment of Date for the Exercise of Electors' Rights allowed 31 days for the inspection of the books and records.

The Accounts and Audit (England) Regulations 2015 require that the inspection period must allow a single period of 30 working days for inspection, including the first 10 working days in July.

The Council must ensure that the inspection period is properly advertised in future years, and allows for the correct number of days for inspection.

*Alex Wong*  
for Grant Thornton UK LLP

Date 28/7/16

Our ref WRC009

**Meeting with Barnt Green Parish Council and Businesses**  
**Tuesday 09 August 2016, Barnt Green Parish Council Offices**

**Notes**

**Barnt Green Town Team**

- Businesses to advise Cheryl Welsh and Barnt Green Parish Council of a date/time they wish to meet and discuss ideas and projects to take forward
- Potential to create a "Town Team" and develop an action plan of projects and initiatives; terms of reference
- Bring in specialised knowledge and expertise; voluntary resources
- Funding opportunities; Centres Manager to support
- Strengthen relationship between businesses, Parish Council, community groups, schools etc
- Gets businesses working together with a common aim

**Branding**

- Under development is an overarching Bromsgrove brand which will include a website and social media strategy
- Each centre to have their own website area with business profiles and information
- Easy to negotiate

**Marketing**

**What?**

- Predominantly independents
- Tea Shop (popular)
- Destination pubs
- Woodland walks – "Barnt Green Day Out"
- Accessibility – Barnt Green station
- Village community spirit
- Visitor experience

**Where?**

- Rail station platforms
- "Outside" Barnt Green
- Local residents

- Social media

### Why?

- To raise the profile of Barnt Green
- Let people know we are here
- Remind local community to support their local village
- Increase footfall
- Introduce a new vibrancy and energy to the village

### Events

- Events that have a relationship with the Village; reflect our village identity
- Barnt Green in Bloom; seed swaps; plant sales; street market
- Specialised/theme markets
- Music events to create additional vibrancy and atmosphere
- Arts trail
- Christmas event
- Garden Open Day
- Outdoor library; storytelling
- Heritage and/or woodland walks
- Sport Relief Mile
- Community walk
- Relationship with other existing events to take advantage of increased visitors to the area
- Co-ordinated partnership annual events programme
- Seasonal events; Easter, Mothers Day, Valentines

### Public Realm

- Toilet
- Street furniture
- Signage
- Floral displays
- Car parking and enforcement

Cheryl Welsh  
Bromsgrove Centres Manager  
01562 732189  
M: 07580730162  
[Cheryl.welsh@nwedr.org.uk](mailto:Cheryl.welsh@nwedr.org.uk)

Bromsgrove Advertiser  
Weds. 15<sup>th</sup> June 2016.

# New chief ready to promote town

By Alex Townley

A NEW manager has been appointed in Bromsgrove to promote the town centre and surrounding centres in Alvechurch, Barnet Green, Catshill, Hagley, Rubery and Wythall.

Cheryl Welsh has been brought in by Bromsgrove District Council as a centres manager in a bid to work with local businesses and people in the private sector to launch a number of specific initiatives to promote activity in the town centre.

These include everything from developing the town centre, and marketing the area, to supporting retailers, promoting regeneration and investment, and creating sustainable strategies for all of the centres.

She will also be responsible for managing the new CJ Events markets, and co-ordinating a calendar of events and promotions for the town and village centres in a bid to increase footfall.

She said: "I have been in-post for three weeks so far and have



**Cheryl Welsh, the new centres manager for the Bromsgrove district**

been very impressed with the levels of enthusiasm and energy from local businesses and colleagues alike. There is a real appetite for building a better Bromsgrove and I am looking forward to being part of this.

There are already lots of positive things happening in the area and it's great to see businesses very proactive with lots of ideas and projects to en-

hance their centre, including local community volunteer support such as Rubery in Bloom. I have a passion for working with independents who bring a unique offer to centres and a real entrepreneurial spirit.

"This is an exciting time for Bromsgrove town centre too, with Waitrose building a new store on the former market site and a second Aldi supermarket to be built in the north of the town.

"I can see that it is a really fantastic area with loads of opportunities for a great lifestyle backed up by an excellent infrastructure and a supportive council."

Welcoming Cheryl to her new role, Dean Piper, head of north Worcestershire economic development and regeneration, added: "We are delighted to welcome Cheryl into this appointment and we are very pleased to secure an experienced and highly skilled town centres manager. We know Cheryl will work well with partners to promote all that is good about Bromsgrove and help us to attract more businesses to the area. We wish her all the best in this exciting new role."

## Notes of Meeting

Held on Wednesday 24 August 2016

Between Cala Homes (Midlands) Limited and Barnt Green Parish Council

**In attendance:** Reuben Bellamy (Cala), Richard White, (Cala) Susan Whitehand (BGPC), Robert Cholmondeley (BGPC)

**Background:** To discuss Cala's planning application for the completion of 45 houses (rather than the current 30) before the road improvement at the junction of Fiery Hill Road and Kendal End Road are completed, primarily moving the pavement to the opposite side under the railway bridge.

**Reason for the Application:** Richard White referred to the s278 agreement that has to be signed by Worcestershire CC and Cala which allows firms to undertake work on the public highway. This has been a more lengthy process than expected and is now signed. Worcestershire CC have asked for the work to be bonded, the documentation for which should be completed by the end of August 2016. Only at this stage can application be made to schedule the work which is likely to take 10 weeks before commencement. The work itself will take a further 10 weeks, with likely completion at the end of January 2017. There will be 30 occupations on the development site by the end of September 2016 and 45 by the end of February 2017. Cala do not want to stop work on the site.

**Justification of Acceptable Impact:** Reuben Bellamy referred to the traffic analysis which estimates that an additional 9 cars per hour would be using the junction at peak times before the junction improvements are completed.

**PC's Position on the Planning Application:** The PC delegates understood the reasons for the application and intend to recommend approval.

**Why will the work take 10 weeks:** The utilities under the bridge include gas, water and BT cabling.

**What will the road closures and diversions be:** Not yet known. The previous advertised closure at the end of July 2016 was not related to Cala, but one of the utilities. There is a potential issue, not only because of the actual diversion for drivers but increased traffic on the roads in Barnt Green that are already used for parking. A PR exercise or explanation would be beneficial for all parties – possibly using the PC's Bulletin in Nov/Dec, the Village magazine.

**Other Issues – Completion of Car Park:** The exact date isn't yet known, but it could be in about 6 month's time. The PC may wish to promote the facility both in the Bulletin and suggest an article for The Village magazine. Flyers under windscreens of parked cars and distribution in the morning rush hour on the platforms within a couple of days of opening are activities for consideration by the PC. Additionally, Cala suggested putting something in the Bromsgrove Advertiser and Bromsgrove Standard.

**Other Issues – Sponsorship and the Christmas Lights:** Richard White and Reuben Bellamy were not aware of the proposal but added that their Marketing Manager had recently left and they would be willing to consider a proposal. The idea of a school competition and the cost per light was explained.

**Follow Up Actions:**

- Ricard White is to send a copy of the s278 agreement to the PC
- PC to send the proposal for the Xmas Lights Competition and Sponsorship to Richard White
- PC to add proposals for publicising the car park opening to its agenda.

RC 270816

Agenda item 133 d: 7/9/2016



rec'd 15/08/2016.

scanned to file  
'finance' / 'miscellaneous'.

The Parish Office  
Sandhills Road  
Barnt Green  
Birmingham  
B45 8NR

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Charity No 1127031

Mrs G Lungley  
Clerk to Barnt Green Parish Council  
80 Hewell Road  
Barnt Green  
Worcestershire  
B45 8NF

10<sup>th</sup> August 2016

Dear Gill,

I am writing to ask whether Barnt Green Parish Council could consider contributing to the maintenance of St Michael's Churchyard in Cofton Church Lane. The help would be very much appreciated, and ensure that the churchyard continues to be well maintained and looked after.

Last year, the cost of maintaining and restoring St Michael's was approximately £25,000, and upkeep of the churchyard cost £5,962 including the trimming of trees and grass. In addition many tasks are undertaken by church members and other volunteers. A team of volunteers ensure that the church is regularly open to the community on a Sunday afternoon through the summer, as well as at the weekly service times.

We often receive donations from Cofton Hackett Parish Council (this year of £500). But the church and churchyard are used for the benefit of people from the whole ecclesiastical parish, which covers both villages. Many residents of Barnt Green have been married and buried there in recent years.

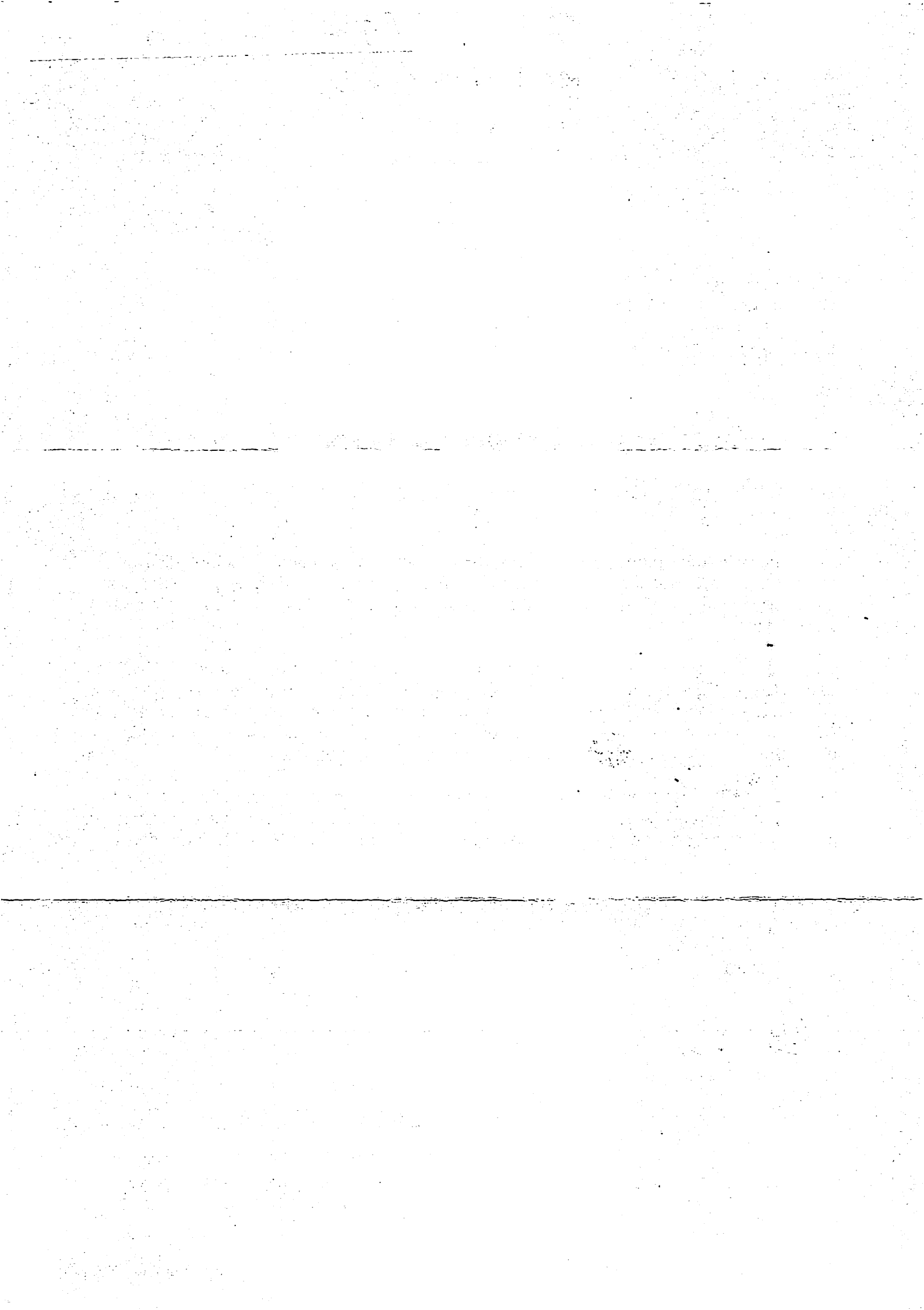
We would be very grateful for any support which the Parish Council is able to give towards helping to maintain this beautiful churchyard.

Yours sincerely,

Rev Canon R S Fieldson  
Vicar.

use GPOC : not contrary to law as per  
LGA s 214(6) provides .. 'may contribute  
to expenses.. providing & maintaining a cemetery  
in which the inhabitants of the authority's area  
may be buried'.







## BARNT GREEN PARISH COUNCIL

80 Hewell Road, Barnt Green, Birmingham B45 8NF  
Tel: 0121 447 9893 / e-mail: [exec@barntgreen.org.uk](mailto:exec@barntgreen.org.uk)  
Website: [www.barntgreen.org.uk](http://www.barntgreen.org.uk)

18<sup>th</sup> August 2016

Rev Canon R S Fieldson  
Vicar, St Andrews and St Michaels  
The Parish Office  
Sandhills Road  
Barnt Green  
Birmingham  
B45 8NR

Dear Rob

### **St Michael's Churchyard, Cofton Church Lane**

Thank you for your letter of 10<sup>th</sup> August seeking financial support for the maintenance of St Michael's Churchyard.

Parish Councils' spending is controlled by law and I'm pleased to note that the Local Government Act 1972, s214(6) allows parish councils to contribute to the expenses of providing and maintaining a cemetery in which the inhabitants of their area may be buried. This crosses the first hurdle by showing it would be lawful for parish council funds to be used in support of your request.

When the parish council is approached for funding support I would usually issue a copy of the Grant Awarding Policy and application form which I have attached for information. Even though maintenance of the churchyard is outside the intended remit of the policy and application form, it would help members if you could complete as much of the application form as possible to provide them with a good understanding of what you do and why you are seeking funding.

Your request will be added to the agenda of the meeting scheduled for Wednesday 7<sup>th</sup> September. A copy of the agenda will be available online via the parish council's website and also on the notice board by Millennium Park in Hewell Road.

You are welcome to attend this meeting and speak in support of the application during the Open Forum session near the start of the meeting; the meeting starts at 7pm and will be held at 80 Hewell Road.

Yours sincerely

Gill Lungley  
Executive Officer

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	<h2 style="margin: 0;">Barnt Green Parish Council</h2> <h3 style="margin: 0;">Grant awarding policy and Application Form (May 2013)</h3>	 <b>QUALITY PARISH COUNCIL</b>
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## Application Form

Please read the guidelines above before completing this form.  
Please complete using WORD or if in writing please complete legibly using black ink.

1.1	Name of organisation	St. Michaels & St. Andrew's Church Parish of Cofton Hackett and Barnt Green
1.2	What does the organisation do?	Serve the people of Cofton Hackett and Barnt Green by providing opportunities to worship, learn about the Christian faith and support the local community.
1.3	How long has the organisation existed?	Since 13 <sup>th</sup> Century in Cofton Hackett Since 1910 in Barnt Green
1.4	Where does the organisation meet?	St. Michael's Cofton Hackett St. Andrew's Barnt Green.
1.5	How many members belong to the organisation?	203 on Electoral Roll and hundreds of others (young and old) who worship from time to time or participate in church activities and groups.
1.6	How many members live within the parish?	A large majority of members live within the church parish, which includes both Cofton Hackett and Barnt Green Civil parishes.

2.1	Describe the activity or project requiring grant support (Refer to qualifying activities)	The Maintenance of St. Michael's Churchyard.
2.2	What will be the total cost of the activity or project?	£5,962 per year approx.
2.3	How much will you provide out of your own funds?	All members of the churches' congregation Aims £500 from Cofton Hackett Parish Council contribution
2.4	How much are you seeking from the Council?	£250
2.5	How will the activity or project benefit the residents of Barnt Green?	Ensure that the graveyard is maintained for those who have loved ones buried there, who visit the churchyard, or have family weddings there.



# Barnt Green Parish Council

## Grant awarding policy and Application Form (May 2013)



2.6 Please provide any further supporting information relevant to this application

*St. Michael's Church is open to the public every Sunday afternoon through the summer months, and is much visited by walkers from the local area and beyond.*

3.1	Secretary's name	<i>Chanelle Sedgwick</i>
3.2	Secretary's address	<i>Parish office Sandhills Rd Barnt Green Birmingham B45 8NR.</i>
3.3	Secretary's telephone no.	<i>0121 447 7097</i>
3.4	Secretary's email address	<i>office@chandbgparish.org.uk.</i>

### Declaration to be made by the Secretary

- (a) I am authorised by the organisation named at 1.1 above to make this application for grant support;
- (b) The organisation agrees to abide by paragraph 4(b) in connection with any award given by the Council;
- (c) I enclose a copy of the statement of income and expenditure approved at the last AGM together with copies of bank statements covering the past six months;
- (d) The information I have provided in the application form and in supporting documentation is true and accurate.

Signature: *G Sedgwick*

Date: *25.8.2016*

Email received 22/08/2016  
FW: Barnt Green War Memorial: Notification of Designation Decision

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Dear All

Please be aware that the above war memorial has now been listed Grade II.

Regards Mary

Mary Worsfold MSc BSc IHBC MRICS  
Conservation Officer  
Bromsgrove District Council  
01527 881329

**From:** [joanne.gould@HistoricEngland.org.uk](mailto:joanne.gould@HistoricEngland.org.uk) [<mailto:joanne.gould@HistoricEngland.org.uk>]  
**Sent:** 08 July 2016 12:21  
**To:** Mary Worsfold  
**Subject:** Barnt Green War Memorial: Notification of Designation Decision

Ms Mary Worsfold  
Conservation Officer  
Bromsgrove District Council  
The Council House  
Burcot Lane  
Bromsgrove  
Worcestershire  
B60 1AA

Our Ref: 1434863  
Direct Line: 01793 414725  
Email: [joanne.gould@HistoricEngland.org.uk](mailto:joanne.gould@HistoricEngland.org.uk)

08 July 2016

Dear Ms Worsfold,

**PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS)  
ACT 1990 BUILDINGS OF SPECIAL ARCHITECTURAL OR  
HISTORIC INTEREST**

**Barnt Green War Memorial, St Andrew's Church, Sandhills Road,  
Bromsgrove**

As you will know from our earlier letters we have been considering adding the above memorial to the List of Buildings of Special Architectural or Historic Interest.

We have taken into account all the representations made, and completed our assessment of the memorial. Having considered our recommendation, the Secretary of State for Culture, Media and Sport has decided to add Barnt Green War Memorial to the List of Buildings of Special Architectural or Historic Interest. The memorial is now listed at Grade II.

Please follow the link below to download a copy of our advice report, which gives the principal reasons for this decision. The List entry for this building, together with a map, has now been published on the National Heritage List for England, and will be available for public access from tomorrow. This List can be accessed through our website.

<http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=021CE935-0FA3-4064-86D2-3A2F664283CF&cn=E51FA9E1-95A6-4827-843B-18ADABE66F76>

Under section 2(5) of the above Act, a copy of the list entry is required to be made available by your local authority for inspection by the public.

Under section 2(3) of the Act, a local authority is required to serve formal notice of listing on the owner and occupier of the buildings affected. The form of notice is prescribed in the Planning (Listed Buildings and Conservation Areas) Regulations 1990 (SI 1990/1519), as amended. We would ask you to undertake this as soon as possible.

Please be aware that the listing of the memorial took effect on the day that the List entry was published on the National Heritage List for England. Our guidance document, *The Conservation, Repair and Management of War Memorials*, is available from our website <http://www.historicengland.org.uk/images-books/publications/conservation-repair-management-war-memorials/> Information about grants for war memorials is available from War Memorials Trust at <http://www.warmemorials.org/grantsforwarmemorials/>

As of 25 June 2013, the Enterprise and Regulatory Reform Act (ERRA) has enabled a number of heritage reforms, including an amendment to the Planning (Listed Buildings and Conservation Areas) Act 1990 that provides two potential ways to be more precise about what is listed. Whether or not the new provisions have been invoked with regard to this memorial is explained in the Advice Report. A List entry that makes use of these provisions will clarify what attached and curtilage structures are excluded from the listing and/or which interior features definitively lack special interest; however, owners and managers should be aware that other planning and development management constraints might apply to these structures, and should clarify these with the Local Planning Authority. Further information is available on our website at <http://www.historicengland.org.uk/caring/listing/listed-buildings/listing-and-the-erra/>.

If you consider that this decision has been wrongly made you may contact the DCMS within 28 days of the date of this letter to request that the Secretary of State review the decision. An example of a decision made wrongly would be where there was a factual error or an irregularity in the process which affected the outcome. You may also ask the Secretary of State to review the decision if you have any significant evidence relating to the special architectural or historic interest of the memorial which was not previously considered. Further details of the review criteria and process and how to request a review are contained in the annex to this letter.

Please do not hesitate to contact me if I can be of any further assistance. More information can also be found on our website at [www.historicengland.org.uk](http://www.historicengland.org.uk).

Yours sincerely

Joanne Gould  
Listing Coordinator - War Memorials  
Historic England  
The Engine House  
Fire Fly Avenue  
Swindon  
SN2 2EH

## Data Protection Act 1998

Your personal details, along with the other information you have provided and information obtained from other sources, will be retained by Historic England for administrative purposes and, where applicable, for future consideration. Historic England will not release personal details to a third party if the disclosure would contravene the Data Protection principles.

## Freedom of Information

Historic England is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 which provide a general right of access to information we hold. We may provide the information you have supplied in response to a request made under this legislation, subject to any exemptions which apply. Historic England will consult with external parties as necessary prior to releasing information.

## Annex 1

### Review Criteria and Process

A review will only be carried out in the following circumstances:

(1) there is evidence that the original decision has been made wrongly. Examples would include:

- where there was a factual error, eg. the wrong building was listed; or
- where there has been some irregularity in the process which has affected the outcome, eg. relevant considerations were not taken into account or irrelevant considerations were taken into account.

(2) there is significant evidence which was not previously considered, relating to the special architectural or historic interest of the building, as set out in the Planning (Listed Buildings and Conservation Areas) Act 1990. An example would be where new evidence relating to the date of a building has been discovered which might make a material difference to the architectural or historic interest of the building.

Having conducted a review, the Secretary of State will either affirm or overturn the original decision. It is important to understand that the original decision will stand until the Secretary of State has made a decision on whether the original decision should be affirmed or overturned. If the original decision is overturned, this will not have retrospective effect.

### How to request a review of a listing decision

Reviews are carried out by the Department of Culture, Media and Sport and review requests should be made on the Department's 'Listing Review Request Form'. The Form is accompanied by Guidance to assist you in making a review request. Both the Form and the Guidance can be downloaded from the 'Reviews of Listing Decisions' page of the Department for Culture, Media and Sport's website at:

<https://www.gov.uk/how-to-challenge-our-decision-to-list-or-not-list-a-building>

If you are unable to access the website please contact:

The Listing Review Officer  
Heritage Protection Branch  
Culture Team  
Department for Culture Media and Sport  
4th Floor  
100 Parliament Street  
London  
SW1A 2BQ

Review requests should normally be made within 28 days of the date of this letter. Requests made beyond this period may be considered in exceptional circumstances.

We are the public body that looks after England's historic environment. We champion historic places, helping people to understand, value and care for them, now and for the future.

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