

**BROADWAY PARISH COUNCIL**  
**MINUTES**  
**of PARISH COUNCIL MEETING**  
**held at 5 Russell Square, High Street, Broadway,**  
**on Thursday, 24<sup>th</sup> March 2011, at 7.00 pm**

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PRESENT: District Councillor D. W. Folkes, Councillors T. L. Greig, L. Keane, F. L. Penny, N. Robinson, Mrs. S. Stephenson, Mrs. J. M. Stock, J. Williams, Mrs. C. Wilson  
 Also present: Mr. J. Vincent - Broadway Trust + three members of the public

ABSENT: Councillor C. E. G. Toye

- (1) APOLOGIES FOR ABSENCE: County Councillor Mrs. L. Eyre, Councillors R. Haslam and Mrs. A. Locker (apologies received and accepted)
- (2) DECLARATIONS OF INTEREST: None
- (3) POLICE REPORT:  
 In her absence, WPC Greenhouse e-mailed the following report: "There had been a further dwelling burglary which occurred while the occupants were on holiday, but despite recent press coverage regarding home security, properties were still being left in darkness when unoccupied – a green light for burglars. A vehicle had been recovered in Broadway after having been stolen in Oxfordshire. There were several parking problems in the new development at Shear House, mostly by the occupants, but the Civil Enforcement Officers were patrolling the area in an effort to resolve this matter.  
 Councillor Mrs. Wilson reported that guests at the Bed and Breakfast at the corner of Springfield Lane and Back Lane were parking on the side of the road, which Mrs. Wilson felt was dangerous and should be discouraged. The Clerk was instructed to report this matter to the Police.
- (4) MINUTES OF PARISH COUNCIL MEETING HELD ON 20:01:11  
 Proposed by Councillor Greig, seconded by Councillor Mrs. Stephenson, and carried unanimously, the Minutes of the Meeting held on 20<sup>th</sup> January 2011 were approved as a true record, signed and dated.
- (5) COUNTY AND DISTRICT COUNCILLORS' REPORTS: The report of County Councillor Mrs. Eyre had been circulated to all councillors.  
 The Clerk had been asked by Councillor Mrs. Eyre to highlight her need for a volunteer for help regarding the financial side of setting up a non-profit making local bus service.  
 Councillor Robinson asked if the Clerk could obtain an update on the proposed rebuilding of the toilets at Fish Hill Picnic Area. The Clerk was instructed to contact Councillor Mrs. Eyre.

## (6) CLERK'S REPORT AND CORRESPONDENCE:

The Clerk reminded all councillors who wished to be re-elected in May and who had received a nomination pack, that this must be fully completed and delivered personally to Wychavon District Council in Pershore between 9.00 a.m. and 5.00 p.m. on each working day from Monday, 28<sup>th</sup> March, until the close of nominations at noon on Thursday, 4<sup>th</sup> April. Nomination packs were also available at the Parish Office or at Wychavon District Council for anyone else who wished to become a parish councillor. The Notice of Election had been received and displayed on the notice board, along with the Notice of Referendum and Notice of District Council Elections.

The Parish Council had been advised of a further open day on 7th April at Stanway Estate which included a visit to the quarry and the viewing of two roofs in Stanway which had recently been clad with the stone tiles. Lunch was available at the House which was also open to view, together with the recently restored water mill.

A quotation in the sum of £50 from Richard Hope had been received to replace a broken slat in the bench outside Rikki-Tikkis in the High Street. It was unanimously agreed that this quotation be accepted and the work put in hand.

Sketts had requested use of the small Green on Sunday, 18<sup>th</sup> September, for an Apple Day market; the Gloucestershire Morris Men had requested permission to dance in Broadway as part of their Tour of the Cotswolds on Bank Holiday Monday, 30<sup>th</sup> May, at approximately 10.30 am., the Ladies Bowling Club had requested use of the small Green on Saturday, 11<sup>th</sup> June, for their mini-market, McMillan Cancer Support had requested use of the small Green on Saturday, 9<sup>th</sup> April, and St. Michael's and All Angels Church had requested use of the large Green on Monday, 30<sup>th</sup> May. All dates were available and public liability insurance requested.

The Clerk had circulated to all councillors a copy design for a proposed plaque to be placed on the wall of No.1 Bricknell Cottages, owned by Mrs. Dennis, to mark the site of China Square. The District Council had been consulted on this matter and had raised no objections to the plaque being placed on Bricknell Cottage wall. The design of the plaque was unanimously approved, and the Clerk was instructed to place the order.

Approval was recently given by the Parish Council for the clearance of the footpath along Snowhill Road, which had now been completed by Maurice Parkinson, the Parish Council's lengthsman. Having completed the work it was apparent there was no permanent surface, and a quotation had been received in the sum of £690 from the lengthsman for Cotswold stone to be spread along the length of the footpath. Several councillors raised their concerns regarding the suggested use of Cotswold stone, and that other materials may be more suitable and less costly. The Clerk was instructed to contact Maurice Parkinson to discuss other options and will report back accordingly.

Tour dates for Giffords Circus had now been released, and performances for Broadway would be from Thursday, 16<sup>th</sup> June, to Monday, 20<sup>th</sup> June, in the Hunt Field.

The Clerk contacted the County Council Property Services regarding the repair of the collapsed wall along the footpath from Back Lane to the Library, who stated that investigations were being made as to the ownership and were also obtaining costs from a building contractor so that work can be carried out once this has been established.

At the last Parish Council meeting it was reported by the Police that there had been problems with the operation of the CCTV cameras in Broadway, and the Clerk contacted Nigel Jancey of the District Council who stated that cameras were checked throughout the day with any faults detected immediately reported to the appropriate maintenance contractor. A fault had been reported on the Broadway cameras which had been rectified.

A letter was received from the Chairman of the District Council stating that a Certificate of Commendation had been awarded to Mr. William Bailey, who the Parish Council had nominated for the annual Wychavon Bursary Award.

Letters of thanks had been received from the Tourist Information Centre, Broadway Pilots, and Broadway Gardening Club, regarding donations received from the Parish Council.

The Clerk had returned a completed worksheet regarding Public Rights of Way prioritising maintenance to the County Council Countryside Access Manager, categorising each footpath within the Parish and whether it met target standards. Thanks must go to Mr. Frank Benham who completed this on behalf of the Parish Council.

It was with great sadness the Parish Council learnt of the death of Mrs. Jill Cross who lived in the village since 1953 and was a worthy winner of the Community Award in 2005. It was suggested that a seat in her memory be placed in Station Road, a road she walked along on a regular basis, and the Clerk was instructed to contact Mrs. Cross's relatives for their thoughts and, hopefully, approval. Subject to approval, the Clerk would then contact all organisations Mrs. Cross was associated with to ask if they would like to contribute to such a seat.

CALC had informed the Parish Council of the 5<sup>th</sup> Parish Conference to be held on 12th April, 7.00 to 9.00 pm., in the Council Chamber at County Hall.

The County Senior Highways Liaison Engineer had advised that Broadway's budget for the Parish Lengthsman Scheme 2011/2012 would be maintained at its current level of £2,070 per annum. The Clerk would complete the annual agreement and return as requested, and would also send a copy to Maurice Parkinson, the Parish lengthsman.

A poster in the Parish Office window advises all residents of the changes to the Worcestershire concessionary travel arrangements which will come in to force on 1<sup>st</sup> April 2011. From that date the responsibility for providing bus passes will move from the District Council to the County Council, resulting in all travel concessions within Worcestershire being brought into line. Bus passes can be used for free travel on local services between 9.30 a.m. and 11.00 p.m. on weekdays, and all day on weekends and

bank holidays, although a number of services operating before 9.30 a.m. will continue to accept passes where there is no alternative service before 11.00 a.m.

The Broadway Wine Company in Kennel Lane have applied for a variation to their existing licence for sale by retail and consumption on the premises between 8.00 am and 11.00 pm Mondays to Saturdays and 10.00 am to 10.30 pm on Sundays. The Parish Council raised no objections to this proposal.

The potholes in Back Lane were now repaired. The maintenance of this area is the responsibility of the residents of properties adjacent to the road who have paid for these repairs. The residents wished to thank the Clerk for all his efforts in resolving this matter.

(7) REPORTS OF VARIOUS COMMITTEES AND GROUPS:

**Activity Park:** Councillor Mrs. Wilson reported that the quarterly inspection was completed on 15<sup>th</sup> March, when a few minor faults were identified and reported to John Hankinson for attention. A new supply of cushion fall will be ordered to spread over all areas, with work to be completed in time for the Annual Inspection in April. The Clerk contacted the Playground Inspection Company which had previously made the Annual Inspection and was quoted the same sum of £150.00. The Committee recommended that this quotation be accepted which was unanimously approved. A donation had been received covering the full cost of the new picnic tables which were now in situ near to the picnic shelter and toddlers' area.

**Tree Committee:** Councillor Robinson reported that the trees had now been planted in Station Road, stating that he hoped all would agree they would provide a very attractive entrance to the village as they matured. A letter had been delivered to all residents in Station Road updating them on progress and asking if anyone would like to make a contribution. To date, three contributions totalling £175 had been received sending congratulations to the Parish Council on this project. Two complaints had been received regarding the positioning of the trees – one of which was satisfactorily resolved but the other was not. The consultant for the Parish Council, Andrew Woods of Abbey Forestry, had discussed the matter with the complainant regarding possible damage to drainage, proximity to the boundary wall, and impeded ability to mow the grass and cut the hedge. The choice of tree species was specially chosen to avoid the alleged problems, and the two trees concerned were planted marginally out of line with the others to avoid the underground services. Having consulted with Mr. Woods, the Tree Committee recommended that there were no justifiable reasons to remove the said trees, and this was unanimously approved.

**Allotment Group:** Councillor Penny reported that the Group had further discussed the proposed allotment site with the landowner regarding layout, parking and water supply, but the landowner was now having second thoughts of leasing the land to the Parish Council. The Clerk was asked to contact the local Press to place an article on

this subject in an effort to locate other landowners who would be willing to make land available for use as allotments.

**P.A.C.T.** Councillor Greig reported that a meeting took place on 9<sup>th</sup> February when an update was given by Mr. John Newbury on the Vehicle Activated Speed sign which is now installed in Broadway for the first month and then used by the other three parishes in turn. Maurice Parkinson, the Parish Council lengthsman, was in charge of moving the sign and recharging the battery.

Other points discussed included the recent dramatic rise in the number of domestic burglaries, now under Police investigation. There were also concerns of speeding along Leamington Road and Snowhill Road which was to be addressed by a Spring/Summer local enforcement campaign, along with the use of the VAS sign.

The next meeting of P.A.C.T. would be Tuesday, 17<sup>th</sup> May, to be held at the Parish Council office.

**VISITOR MANAGEMENT GROUP:** Councillor Mrs. Wilson reported on a meeting held on Wednesday, 2<sup>nd</sup> March, when the following matters were discussed :-

- GWR – a presentation by Steve Sperring from GWR gave an overview of the general situation, together with an update on Broadway. The target for the opening of the line between Cheltenham and Broadway, and the building of the Station is 2015. Fundraising was taking place and work was currently being carried out at Broadway usually on Wednesdays and Saturdays. Further details can be obtained from the Clerk.
- SIGNAGE – a draft policy had been produced, including A-boards, within the village. The policy will be discussed at the Annual General Meeting of the Traders' Association followed by the Parish Council.

Councillor Mrs. Wilson also reported that the Wychavon Way had now been re-routed, with the start now in Broadway and the finish at Holt Fleet. A plaque would be placed on the grassed area outside the arcade to mark the start / the Tourist Information Centre was in the process of the production of a new brochure for visitors / an allocation was made to the Visitor Management Group of an annual budget, and it was agreed that for 2011/2012 the funding would be used to commission a visitor survey which would be an invaluable source of information for various future projects, etc.

(8) PLANNING:

MEETING: 24:01:11

Application W/10/02917/PP

**MR. & MRS. PIERCY**  
Holly Tree Cottage, Pennylands Bank  
Extensions

The Parish Council raised no objections to this proposal

Application W/10/03002/PP

**MRS. WILLOUGHBY**  
35 Sandcroft Avenue  
Proposed demolition of existing single storey extension and construction of new single and two storey side and rear extensions including loft conversion.  
Proposed new single storey garden store.

The Parish Council raised no objections to this proposal

Application W/10/03068/PP **MR. & MRS. R. HASLAM**  
 Barn Cottage, r/o Woodpecker Cottage, 93 High Street  
 Replacement of part side elevation wall with double skin wall. New window.  
 Repositioning of garden wall to boundary  
 The Parish Council raised no objections to this proposal.

**MEETING: 07:02:11**

Application W/10/03093/CU **FENWICK AND FENWICK**  
 88-90 High Street  
 Change of use from retail premises back to 2 x residential units  
 The Parish Council raised no objections to this application, although it is noted there is no parking provision for occupants.

Applications W/11/00032/LB **MR. & MRS. BAKER**  
 and W/11/00052/PP Broadway Court, Snowhill Road  
 Replace skylight for new roof lantern  
 The Parish Council raised no objections to this application.

Application W/10/03057/PP **MR. R. GROVE**  
 Evalyn, Station Road  
 Single storey extensions to side and rear of domestic dwelling  
 The Parish Council raised no objections to this application.

Application W/10/02992/PN **MR. ROSE**  
 Sorven Properties Ltd., Farncombe Estate, Farncombe Drive  
 Erection of single storey office building  
 The Parish Council raise no objections to this application. This is described as a *single storey* office building but it is noted there is a basement area.

**MEETING: 21:02:11**

Applications W/11/00059/PP **MR. & MRS. BAKER**  
 W/11/00060/LB Broadway Court, Snowhill Road  
 Proposed garage outbuilding

The Parish Council object to this application on the following grounds:

- overlooking/loss of privacy
- visual intrusion/overbearing impact
- adverse impact on living conditions – e.g. noise
- harm to designated areas – e.g. conservation, AONB
- harm to listed buildings and their setting

Application W/11/00094/PP **MR. M. RUDDY**  
 4 Bibsworth Lane  
 Variation of Condition 7 of Planning Permission W/07/00657/PP to allow use  
 of first floor of garage as bedroom  
 The Parish Council raised no objections to this application

Application W/11/00148/PP **MISS K. CARTER**  
 12 Phillips Road  
 Erection of single store wooden cabin (retrospective)  
 The Parish Council raised objections to this application as overdevelopment

Application W/11/00031/PP **MRS. A. ROZWADOWSKI**  
 Elmwood, 27 Lifford Gardens  
 Conversion of existing loft space, single storey rear extension, internal  
 modifications  
 The Parish Council raised no objections to this application

## MEETING: 07:03:11

Application W/11/00141/PP **MRS. S. WADSWORTH**  
40 Bibsworth Avenue  
Single storey extension to rear

The Parish Council raised no objections to this proposal

Applications W/11/00122/PP **MR. F. MONTERO**  
and W/11/00123/LB The House on the Green, Church Street  
Alterations to entrance gates, railings, and stone walls to east elevation

The Parish Council raised no objections to this proposal

Application W/10/02931/PN **MR. J. MOULD**  
land at rear of Cotswold House, 21 The Green

The Planning Committee is still **strongly opposed** to this application and reiterates the comments sent to WDC in June 2010 regarding the previous application W/10/01158/PN (erection of two dwellings) as follows :-

"The Parish Council unanimously and strongly raise objections on the grounds that it is an overdevelopment of the site. Should permission be granted, the businesses within the arcade would be greatly affected during the build. The applicant is applying for two parking spaces within the development but there is no historical evidence of any parking on this site since the arcade was built some thirty years ago. The current entrance to the Arcade is used solely by pedestrians and is not suitable for access to vehicles which would pose a constant danger to people using the arcade and walking through to the car park and toilets at the rear. Furthermore, the arcade is gated and locked during night-time for security reasons"

In addition, there are now no parking facilities available; the gates to the arcade are locked every night between 2100 and 0800 hrs.; and the arcade entrance is a permissive right of way, not a public right of way.

Mr. Mould's agent has stated there is no provision on site for parking of operatives' vehicles, with any materials being transferred by wheelbarrow. The Planning Committee does not feel that this would be at all possible in practice.

Application W/11/00138/PP **MS. L. CHAMBERS**  
Vine Cottage, 98 High Street  
Replacement of windows to front elevations

The Parish Council raised no objections to this proposal

Applications W/11/00063/PP **MR. & MRS. EYRE**  
and W/11/00064/LB Holmwood, 150 High Street  
Internal alterations to update the property to include removal of walls.  
Proposed link kitchen extension

By association, the Planning committee declared a collective interest and, therefore, declined to comment

Application W/11/00358/LB **MR. & MRS. BAKER**  
Broadway Court, Snowhill Road  
Relocation of previously approved soil pipe

The Parish Council raised no objections to this proposal

**Wychavon Approvals:**

Application W/10/02917/PP **Mr. & Mrs. Piercy**, Holly Tree Cottage, Pennylands Bank  
Single storey side extension to property formerly known as Glenavon

Application W/10/02855/CU **Mr. N. Tabor**, Lybrook Farm, Snowhill Road  
Retention of farm access road, retention of storage area, and two containers

Applications W/10/02785/CU **Mr. B. Hancox**, Unit 1, Russell Square, 20 High Street  
and W/10/02786/LB Partial change of use from Art Gallery to restaurant, retail area and accommodation. Internal alterations to include reopening ground floor doorway, reopening of original flight of steps and new dormer window

Application W/11/00031/PP **Mrs. A. Rozwadowski**, Elmwood, 27 Lifford Gardens  
Conversion of existing loft space, single storey rear extension. Internal modifications.

Application W/10/03068/PP	<b>Mr. &amp; Mrs. R. Haslam</b> , Barn Cottage, r/o Woodpecker Cottage, 93 High Street Replacement of part side elevation wall with double skin wall. New window. Repositioning of garden wall to boundary.
Applications W/11/00052/PP and W/11/00032/LB Application W/11/00094/PP	<b>Mr. &amp; Mrs. Baker</b> , Broadway Court, Snowhill Road Replace skylight for new roof lantern <b>Mr. M. Ruddy</b> , 4 Bibsworth Lane Variation of Condition 7 of planning permission W/07/00657/PP to allow use of first floor of garage as bedroom
Application W/10/02992/PN	<b>Mr. Rose</b> , Farncombe Estate, Farncombe Drive Erection of single storey office building
Application W/10/02640/CU	<b>Mrs. C. Howe</b> , Broadway Dental Care, 9 Cheltenham Road Change of use from residential to dental surgery
Application W/10/03057/PP	<b>Mr. R. Grove</b> , Evalyn, Station Road Single storey extensions to front and rear of domestic dwelling
Application W/10/03093/CU	<b>Fenwick and Fenwick</b> , 88-90 High Street Change of use from retail premises back to 2 x residential units
<b>Wychavon Refusal:</b>	
Application W/10/02921/PP	<b>Mr. &amp; Mrs. Badham</b> , 2 Sandcroft Avenue Formation of room in roof space with rear dormer extension and front rooflight
<b>Withdrawals:</b>	
Application W/10/03002/PP	<b>Mrs. Willoughby</b> , 35 Sandcroft Avenue Proposed demolition of existing single storey extension and construction of new single and two storey side and rear extensions including loft conversion. Proposed new single storey garden store.
Applications W/11/00060/LB and W/11/00059/PP	<b>Mr. &amp; Mrs. Baker</b> , Broadway Court, Snowhill Road Proposed garage outbuilding

## (9) SCHEDULE OF PAYMENTS/RECEIPTS from 01:01:11 to 15:03:11

<b>Payments:</b>	verified by the Clerk together with two nominated signatories	
		<i>net of VAT</i>
Wychavon District Council / quarterly waste bin charge		134.00
Unicom / telephone, internet		51.86
Worcestershire County Council / pension re Clerk		366.34
E-solutions / photocopier charge		12.40
Society of Local Council Clerks / annual subscription		151.00
Broadway Traders' Association / Christmas lights		500.00
The Court Tenants' Association / donation		500.00
Broadway Pilots / donation		500.00
Teal Turf / activity park maintenance		124.41
Broadway Traders' Association / new Christmas lights		578.00
Broadway Youth Club / grant		213.85
Wychavon District Council / office service charge		200.20
DLF Trifolium / activity park maintenance		60.00
Permutation Co. Ltd. / computer security		58.00
K. Beasley / Clerk's salary – January		1,135.17
G. A. Tomkins / Asst. Clerk's salary – January		592.19
Worcestershire County Council / pension re Clerk		336.34
Unicom / telephone, internet		51.93
Scribe 2000 / software licence		245.00



Jack Harris Gardening / Activity Park maintenance	100.00
24/7 Security / quarterly security contract	89.00
E-on / office electricity	349.73
Maurice Parkinson / general maintenance	476.00
Maurice Parkinson / VAS sign expenses	115.00
Lengthsman contract / siding out Broadway Road footpath	340.00
B & W Hire Limited / activity park toilets hire	264.00
C. Thomas / activity park maintenance	76.50
Abbey Forestry / Station Road trees	1,950.00
Severn Trent / office water	43.79
K. Beasley / Clerk's salary – February	1,135.37
G. A. Tomkins / Asst. Clerk's salary – February	521.10
Worcestershire County Council / pension re Clerk	336.34
Justice Fire and Security / security	15.00
E-on / electricity for Green	178.37
B & W Hire Limited / activity park toilets hire	264.00
Mark Harrod Limited / activity park equipment repair	47.50
Cotswold Building Supplies / activity park maintenance	8.01

**Receipts:**

Badsey, Childswickham & Wickhamford Parish Councils / VAS insurance contributions	19.11
Rooftop Housing Group / sponsorship of activity park toilet	100.00
Wychavon District Council / grant re verge maintenance	1,150.00
Worcestershire County Council / lengthsman	340.00
Signpost / contribution to electricity account	160.38
Signpost / contribution to water	21.89
Rooftop Housing Group / sponsorship of activity park toilet	100.00
Contribution / Station Road trees	125.00

**(10) COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA:**

Councillor Greig said that as this was his last meeting before stepping down as a Parish Councillor, he wished to say that it had been a privilege to serve Broadway and thanked everyone for their support. The Chairman stated that he was very sorry Councillor Greig was unable to continue as a councillor as he had moved from the area.

Councillor Mrs. Stock again voiced concerns regarding the barrier at the emergency exit of Shear House car park which is continually raised. The Clerk was instructed to bring this matter to the attention of Rooftop Housing.

Councillor Penny reported several instances of fly tipping on the avenues, especially the roadway between Numbers 8 and 9 Lime Tree Avenue. The Clerk was instructed to report this matter to the District Council.

Councillor Robinson enquired if there had been any developments regarding the extension of Milestone car park. The Clerk was instructed to obtain an update from Councillor Mrs. Eyre as the Chairman was not aware of any developments.

Councillor Williams raised his concerns regarding parking along Station Road. It was not illegal to park there, but the general feeling was that here was an accident waiting to happen.

There being no PUBLIC INFORMATION SESSION the Chairman closed the meeting at 7.45 pm

*Date /Time Next Meeting / 19<sup>th</sup> May (Annual General Meeting) at 7.00 pm*