

**MINUTES OF THE MEETING OF THE  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 28<sup>th</sup> JANUARY 2010 AT NORTON PARISH HALL, LITTLEWORTH**

Public question time discussions are included as Appendix 2.

**1. Apologies for Absence:** A. Bennett, P. Richmond, M. Reeves.

**Attending:** H. Turvey (Chair), Mrs. C. McGovern, Mrs. D. Hewison, K. Fincher, D. Lucas, G. Dyer, Cllr. Adams (District & County Cllr), Mrs. J. Greenway (Clerk/Responsible Finance Officer).

**2. Changes to Membership**

The Clerk reported that Wychavon DC has advised that the Parish Council should co-opt to fill the vacancy following the resignation of Richard Phillips. The vacancy has been advertised on the Parish Council notice boards, requesting applications by 5<sup>th</sup> February.

**3. Declarations of Interest**

Cllr. Lucas declared a personal interest in agenda item 7, SWJCS.

**4. Minutes of the Parish Council Meeting Held on 26<sup>th</sup> November 2009**

It was proposed by Cllr. Mrs. McGovern, seconded by Cllr. Mrs. Hewison **and all were in agreement** that the minutes of the 26<sup>th</sup> November be approved.

**5. 2010/1 Reports**

**a) Cllr. R.C. Adams (District & County Councillor)**

Cllr. Adams provided his report after agenda item 5k. Cllr. Adams briefly reported upon crime within the general area and advised that a meeting has been arranged to discuss the SMH planning applications with Wychavon DC. Cllr. Turvey and Cllr. Richmond were invited to attend. Following discussion detailed under Planning below, it was agreed for Cllr. Adams to seek a meeting between Wychavon DC and the residents of Lavender Cottage, Woodbury Lane to seek to resolve the outstanding planning issues. Cllr. Adams advised that the need for improvements to J7 M5 and for a pedestrian crossing point along Norton Road have been brought to the attention of Worcs CC. These improvements are considered necessary for the existing volumes of traffic in these vicinities.

**b) Planning Committee**

**i) The Clerk summarised the current applications:**

Approvals

Worcester Norton Sports Club Ref: W/09/02552	Siting of portacabin for use as a clubhouse, storage and social area (retrospective). Parish supports subject to comments.
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Refusals

Land adj. to Hatfield Farm, Hatfield Bank. Ref: W/09/02803	Erection of detached single storey dwelling. Parish does not support.
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Awaiting Decision

Woodside, Hatfield Lane Ref: W/09/02055	Demolition of bungalow and redevelopment of three no. dwellings plus various amendments. Resubmission of Ref: W/09/00042. Parish does not support.
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Land adj. to Merryfield House, Woodbury Park. Ref: W/09/02824	Change of use to extend garden area. Parish supports subject to comments.
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## Internal Consultation - None

### Other

Hatfield Court, Hatfield Bank      Domestic extensions. Parish does not support.  
Ref: W/09/02794                      Withdrawn by applicant.

Cllr. Turvey added that it is understood that SMH has submitted landscaping plans to Wychavon DC and these will be discussed, along with other matters, at the meeting arranged by Cllr. Adams with Wychavon DC. The enforcement notices issued by Wychavon DC regarding Lavender Cottage, Woodbury Lane were discussed and it was agreed that the Clerk will write to the Planning Inspectorate in Bristol upholding planning procedures and the due planning process. The need for a consistent approach in such matters by Wychavon DC and also the Parish Council was agreed. It was also agreed that the Clerk will write to Wychavon DC with reference to the issues surrounding the hedge and fence adjacent to the footpath running from Hatfield Lane to the churchyard gate (alongside the new church car park) which have been highlighted to Rev. Sloggett.

The Clerk advised that the traffic count survey along Norton Road and Crookbarrow Road is being undertaken by the Worcs CC Sustainable Scheme Team to monitor HGV traffic in the area and vehicle speeds due to concerns raised regarding traffic movements as part of this network is on a cycle route. A copy of the results has been requested.

### **c) Allotments Committee**

Cllr. Mrs. McGovern advised that most bills are now paid and the Clerk is chasing those outstanding. Vacated plots are being allocated and drainage work will be undertaken as soon as land conditions allow. An existing tenant has requested plot splitting as plot 21A is proving too big to fully cultivate. Following discussion it was agreed for the Clerk to seek a quote to split this plot lengthways and install a turf path, proceeding up to a cost of c. £50.

### **d) Playing Fields Committee**

i) The Clerk advised that the Wychavon DC Dog Warden has visited the playing fields and will continue to do this on a periodic basis, although visits are during office hours, rather than early/late in the day. A notice has been placed in the spring edition of the newsletter. The Clerk is making enquiries regarding repair/replacement of the line marking machine.

ii) The Clerk reported on pitch hire costs via Worcester City Council and Wychavon DC which are broadly in line with the Parish Council pitch and changing room hire costs.

### **e) Footpaths Committee**

Cllr. Turvey advised that the outstanding PIP items are being worked on and that he remains in contact with Worcs CC regarding Parish Rights of Way maps/leaflets. He added that through Countryside Services, Worcs CC is considering utilising the farm bridge at the end of Brockhill Lane as a cycle path and pedestrian footpath to St. Peters. This was supported by the Parish Council and the Clerk will respond positively to Countryside Services. The restriction of access to Whittington Tump, due to installation of an electrified fence, was raised and the Clerk will investigate via Worcs CC.

### **f) Finance**

(i) The current account balance was £10,866.11 21<sup>st</sup> January with the deposit account balance at £35,664.41 on 31<sup>st</sup> December, plus Treasury Stock of c. £15k.

(ii) No queries were raised regarding the monthly accounts circulated with the agenda. The Clerk reported on the need to replace the mower, as the annual service inspection has revealed that it is uneconomical to repair. Replacement with an equivalent new mower was agreed at a cost of £375 + VAT to be paid from reserves (as this cost was not included in the original budget). The Clerk will make cost comparisons to confirm the competitiveness of this quote.

The Clerk also reported upon correspondence received from Rooftop Housing Group advising that the street lights in Regiment Close are their responsibility. It was agreed that the Clerk will write to Rooftop to arrange transfer of the electricity supply and future costs to them and to advise that residents and Worcs CC have been notified that Rooftop are responsible for the street lights and should be contacted in the event of any maintenance needs. It was agreed not to seek reimbursement of past power and maintenance costs paid.

The Clerk advised that the existing contractor has quoted a 2.5% (£1.27) increase in costs to mow the playing fields at the Parish Hall for the forthcoming year at £52.17 per cut. This was agreed on the basis that they have proven competitive previously and are very reliable.

The Clerk and Cllr. Fincher are reviewing longer term budget requirements and future reserve levels and will report back to the February/March Parish Council meetings.

#### **g) Parish Hall Management Committee (PHMC)**

**i)** Cllr. Lucas advised that a surplus position is predicted at the year end, which will be transferred to the maintenance budget. A new Treasurer has been appointed and the annual panto will return a profit to the Hall accounts. The Clerk advised that figures to the end of December are now available and will be circulated.

**ii)** Cllr. Lucas reported that an electrical inspection has been completed and a quote is awaited. It is likely that the work will need to be prioritised and scheduled over 2/3 years. Planned maintenance for the forthcoming financial year includes a portion of the required electrics work plus treatment of the Hall external timber work. Funds are available for completion of this work.

#### **h) West Mercia Police**

PC Woods and CSO Fogwill were unable to attend due to a conflicting PACT meeting.

#### **i) Brockhill Recreation Area**

The Clerk reported on a meeting attended with Cllr. Turvey, Persimmon Homes and Taylor Woodrow. In summary, the developers are looking at the 7 acre area of land adjacent to St. Peters Garden Centre and aim to submit a planning application to Wychavon DC during 2010. Initial discussions between the developers and Wychavon are anticipated during February. It was agreed that Parish Council representatives would accept the invitation to attend this meeting. The proposals would include a play area which would be laid out and equipped by the developers and then dedicated to Wychavon DC (or the Parish Council) to manage. The Clerk advised that the Play Builder Grant application was unsuccessful, which was not unexpected due to the fact that land had not been secured.

#### **j) Parish Plan**

Cllr. Turvey advised that questionnaires from almost 50% of households have now been received. The report has been divided into sections, with members of the Parish Plan Team each writing a section. Progress has been slower than was anticipated due to volunteers' other commitments resulting in a revised target date of April/May 2010. Cllr. Turvey advised that to date costs have exceeded funding by c. £300 and confirmed that the Parish Council remains the only source of funding. This was noted along with estimated printing costs in the region of 2.5/3k which were included in the 2010/11 Parish Council budget. It was agreed to include an update on the Parish Plan in the next Parish Council newsletter along with a colour centre section if required.

Cllr. Adams arrived at 8.45pm and gave apologies for his late arrival due to an earlier meeting.

#### **k) Parkway Station**

No further news to report. The Clerk will contact Worcs CC to arrange a meeting for an update. It was noted that the Parkway Station is not included within Phase 1 of the Worcester Transport Strategy. It was agreed that individual councillors and co-opted members would respond to the

Worcester Transport Strategy consultation rather than a Parish Council response being submitted.

#### **6. 2010/2 EnviroSort**

Cllr. Lucas advised that the facility is operating during a trial period. The official opening is envisaged in February, with landscaping to be completed during March. The external lighting has been revised after consultation with residents at Woodbury Park, with only the perimeter lighting now remaining on after hours, for security reasons. Following feedback received, Cllr. Adams will make enquiries to establish if any lighting changes have been made in the vicinity of the Woodbury Lane/B4084 junction as this area was reported as appearing less well lit.

#### **7. 2010/3 South Worcestershire Joint Core Strategy (SWJCS)**

Cllr. Turvey advised that he attended the Villages Site Allocation meeting in Kempsey for the areas of NJK and Kempsey. Due to the short notice given, and the low level of publicity, there were not many residents from NJK in attendance but it gave the opportunity to engage with the transport team. Information gathered at a Worcester West development meeting with Bloor Homes indicates that a planning application has either been submitted or is imminent, commencement of building is planned for 2013, the development area plans include plenty of informal green space and a northwest bypass is being pressed for. It is understood that Malvern Hills DC has a supplementary planning policy which links the amount of green space required to the development area/number of houses. Mr. Dyer attended the Drakes Broughton meeting, which was again not very busy, but included Wychavon DC officers. Whilst the updated Villages Facilities Survey is not yet available, it was suggested that the village of Norton may have been re-categorised to a Category 2 Village. The Clerk has chased for a copy of the revised report. It was also noted from the meeting that the Cricket Club land has been ruled out for development as this has been deemed public open space and maps are being updated accordingly. The link between viability of villages and development needs was also noted.

A letter has been sent to Peter Luff MP requesting specifics regarding Conservative Policy and his own view on the number of houses required and the basis for this. The response will be circulated once received. A letter has also been sent to the SWJCS Project Manager concerning the green gap proposals and the non-dualling of the southern link road and a meeting is being arranged to discuss. It was agreed that another public meeting would be held within the Parish after Easter and that Cllr. Fincher will write an update for the Spring edition of the Parish Council newsletter.

#### **8. 2010/4 Flooding Issues**

- a) The Clerk advised that the ground at the allotments remains too wet to start work. It is likely that ground conditions will delay the work until end February/early March.
- b) The Clerk advised that Network Rail work appears outstanding and Wychavon DC will be contacted for an update on progress. Once this has been completed, it should be possible to assess the flow of water through the pipes in the field. Wychavon DC has offered to assist with surveying work required by the Environment Agency which the Clerk will progress. It has been suggested by Wychavon DC that the pipes on the far side of the railway line may be inadequate/inefficient which could impact upon the free flow of water away from the corner of the field where the reinstated ditch is proposed. It was agreed that if this is the case then it may be appropriate for Wychavon DC to contact the land owner to request work to improve the flow of water.

#### **9. 2010/5 Norton Pre-school Proposals**

The update received from Pre-School (detailed in Appendix 2) was discussed and it was agreed that Pre-School is an important function within the Parish. Cllr. Lucas advised that he has sought to make contact with the Worcs CC funding officers to discuss the grants available and the application process but without any success. It was agreed in principle to support Pre-School to seek planning approval from Wychavon DC and to site a portacabin at the Parish Hall. Funds would need to be in place to complete the project prior to the portacabin being placed on site and subject to details of the proposal being agreed by the Parish Council, including lease arrangements and a maintenance/replacement plan. The Clerk will write to Pre-School.

#### **10. 2010/6 Use of Parish Hall by the Parish Council**

Cllr. Lucas summarised that the Parish Council has given the Parish Hall Management Committee (PHMC) responsibility for running the Hall and the PHMC aims to maximise revenue to assist in maintaining the Hall. Therefore it was suggested that consideration be given to charging the Parish Council for use of the Hall. After discussion, it was suggested that the Parish Council could pay an agreed sum per annum for use of the Hall facilities (rather than paying on an hourly basis which could prove time consuming to manage). Any such payment to the PHMC would need to be funded via the precept and should be utilised to assist with Hall maintenance. It was agreed that Cllr. Fincher and the Clerk would encompass this suggestion in the long term budget planning work and report back to the Parish Council in due course for a decision to be made.

#### **11. 2010/7 BBQ Area at the Parish Hall**

It was agreed to defer until the February Parish Council meeting.

#### **12. 2010/8 High Park Notice Board**

The Clerk reported on the lack of progress via Pershore High School. In view of the cost of replacing the notice board, it was agreed for Cllr. Fincher and Mr. Dyer to assist in progressing this with the School, liaising with the Clerk.

#### **13. 2010/9 Worcs CC Adult Learning Service**

The Clerk advised that to develop adult learning within the Parish, the Parish Council would need to provide knowledge about local needs, promote any proposed classes and identify venues. The Adult Learning Service would provide tutors and if necessary pay for room bookings. To gather information about local needs, it was agreed to place a notice in the next Parish Council newsletter asking if residents would like any classes provided locally and if so covering which topics.

#### **14. 2010/10 20mph Zones Outside Schools**

Cllr. Turvey provided background to this initiative being led by Worcs CC. It was agreed that the Clerk will write requesting that NJK First School is considered for a 20mph zone. This has been supported by the Head Teacher and Cllr. Adams also provided his support.

#### **15. 2010/11 Annual Insurance Renewal**

The existing cover was reviewed and agreed as adequate. The Clerk will renew the policy at a cost of £2,557.71.

#### **16. 2010/12 Appointment of Internal Auditor**

Appointment of Iain Selkirk as the Internal Auditor for 2009/10 was agreed by all.

#### **17. 2010/13 Parish Volunteer Group**

In view of the late time, it was agreed to defer until the February Parish Council meeting.

#### **18. 2010/14 Parish Council Website**

It was agreed to invite Mr. Sparling to assist with developing material for the Parish Council website. The Clerk will progress.

#### **19. 2010/15 Parish Council Newsletter**

**a), b) and c)** The Clerk advised that due to adverse feedback regarding the newsletter print quality (currently reproduced by photocopier), digital print costs are being investigated. The estimate of costs from the existing printer to produce the newsletter digitally was discussed. The Clerk will contact the printer to seek a reduction in this estimate. It was noted that the service provided by the existing printer is more extensive than merely printing a provided electronic copy of a newsletter. Input material is provided in many formats plus invoicing of advertisers and collection of fees are also undertaken. Additional leaflet printing jobs are completed at very short notice if necessary.

**d)** It was agreed for Parish Councillors to be spotlighted within the newsletter and Cllr. Turvey will be spotlighted within the spring edition.

## 20. 2010/16 Archive of Local Historic Photographs

In the absence of Cllr. Bennett it was agreed to carry forward to the February meeting.

## 21. 2010/17 Parish Emblem/Logo

It was agreed to defer until the March Parish Council meeting.

## 22. 2010/18 Parish Hall

a) Cllr. Lucas briefly explained the development/maintenance costs associated with installation of a suspended ceiling and a new floor in the main hall. A grant application will be made which should cover the majority of the costs. It was confirmed that the pantomime organisers have been consulted regarding the proposed suspended ceiling.

b) Due to time constraints, it was agreed to carry forward to the February Parish Council meeting.

## 23. 2010/19 Direct Information Service from NALC

It was agreed by all to subscribe to this 'one stop' news service for one year at a cost of £90 + VAT. The Clerk will arrange.

## 24. 2010/20 Date of Annual Parish Council Meeting in May

At the request of the Clerk, it was agreed to change the date of the Annual Parish Council Meeting from 27<sup>th</sup> May to Wednesday 26<sup>th</sup> May. The Clerk will place a notice detailing the revised date in the Parish Council newsletter.

## 25. 2010/21 Finance

a) It was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Lucas **and all were in agreement** that the accounts detailed below be approved for payment/confirmation.

Accounts for Confirmation:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
Southern Electric	Regiment Close street lighting November 2009	2.31
Fleet Line Markers Ltd	Line marker – 2 bags (26/11/09)	17.11
Security Patrol Services	Locking of Parish Hall gates 2/11/09 to 29/11/09	112.72
P. Skeys	Lengthsman work Oct, Nov and Dec	472.50
Fleet Line Markers Ltd	Line marker – 2 bags (10/12/09)	17.11
Mrs. J. Sparling	1 <sup>st</sup> prize NJK Our Future Parish Plan photo competition	100.00
Mr. D. Watson	2 <sup>nd</sup> prize NJK Our Future Parish Plan photo competition	75.00
Mr. L. Chessum	3 <sup>rd</sup> prize NJK Our Future Parish Plan photo competition	50.00
Mr. G. Smith	4 <sup>th</sup> prize NJK Our Future Parish Plan photo competition	25.00
The Poppy Appeal	Donation following provision of poppy wreath for the Parish Council to lay at the Parish Remembrance Service	50.00
Duplikate	Winter newsletter (£641.25) plus extra Parish Plan questionnaires (£120)	761.25
Mr. D. Palmer	Return of refundable deposit relating to Midland Caravan Club booking at Parish Hall Dec 2009	300.00
Severn Trent Water	Allotment water	161.48
Security Patrol Services	Locking of Parish Hall gates 30/11/09 to 13/12/09	56.36
J. Roach	Litter picking Nov/Dec (15.5 hours)	89.90
Southern Electric	Regiment Close street lighting December 2009	2.30
Duplikate	Housing Update leaflets	34.00
	<b>TOTAL</b>	<b>2,327.04</b>

Accounts for Payment:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
Civil Consulting	Hire of projector and screen for public meetings re SWJCS upon Parish – 3 days hire	51.75
Tint Shop/D. Bradshaw	Bus shelter repairs	450.00
Zurich Insurance	Renewal annual insurance premium	2,557.71
P. Skeys	Lengthsman work January	157.50
Mrs J. Greenway	Honorarium December 2009 & January 2010	825.83
Mrs J. Greenway	Expenses December 2009 & January 2010	102.22
V. Eden	Winner Winter Newsletter number puzzle	10.00
S. Noon	Runner up Winter Newsletter number puzzle	5.00
Security Patrol Services	Locking of Parish Hall gates 14/12/09 to 10/1/10	130.93
Mrs. C. McGovern	Reimbursement for after panto party refreshments	34.26
	<b>TOTAL</b>	<b>4,325.20</b>
	<b>GRAND TOTAL</b>	<b>6,652.24</b>

- b) It was agreed not to make a donation to the Wychavon CAB at this time.
- c) It was agreed to renew the Society of Local Council Clerks annual membership at a cost of £95. The Clerk will arrange.
- d) It was agreed to purchase two brass plaques for the two new benches, in memory of John Draper and Rev. Ian Read, at a cost of c. £40.

**26. 2010/22 Correspondence for Information**

See Appendix 1 for a list of correspondence received.

**27. 2010/23 Clerk's Report on Urgent Decisions since the Last Meeting**

The Clerk advised that the bus shelter has now been repaired at a cost of £450, £285 of which will be reimbursed by the insurance company following submission of a successful claim. The Clerk reported upon a sewerage problem towards the end of St. James Close in mid-December which, after liaison with Cllr. Adams, was resolved by Wychavon DC. These actions were confirmed.

**28. 2010/24 Items for Update to Local M.P.**

Nothing further to report at this time.

**29. 2010/25 Councillors' Reports and Items for Future Agenda**

- (i) Concerns were raised regarding the speed of buses travelling along Wadborough Road and Church Lane. The Clerk will write to the bus operator asking for this to be addressed.
- (ii) Parking outside Smiths Livery Yard on Church Lane was noted as a continued hazard and the Clerk will update the Police and request a follow up visit to the premises.
- (iii) General hedge maintenance will be added as an agenda item for discussion at the February meeting.
- (iv) Newsletter items should be submitted to Cllr. Mrs. McGovern by 18<sup>th</sup> February.

**30. 2010/26 Date of Next Meeting – Thursday 25<sup>th</sup> February 2010**

The meeting closed at 10.30pm.

<b>Correspondence Received for 28<sup>th</sup> January 2010 Parish Council Meeting</b>	
<b>Sender</b>	<b>Subject</b>
Arien Signs	Product brochure
CALC	Updates on various matters, Area Meetings, Worcs CC Highways road works report, Lengthsman Scheme County Steering Group minutes
Clerks & Councils Direct	Magazine Jan 2010 and Suppliers Guide and Year Book
Community First	E-bulletins incl. funding opportunities, events and news
CPRE	Campaigns update, Fieldwork newsletter Dec 2009
EnviroSort	Severn Waste Services report and Liaison Group 9 <sup>th</sup> December meeting notes
GBD (Evesham) Ltd	Offer to quote for grounds maintenance work
Mr. Robins	Parking at school times and road markings. (Response made)
Mr. Watson	Thank you for Parish Plan photo competition prize
Mrs. Sparling	Thank you for Parish Plan photo competition prize
NALC	Local Council Review Winter 2009, consultation and events survey, Direct Information Service, Local Council Awards
NJK Our Future	Updates on Parish Plan progress
Norton Parish Hall	Appointment of Hall Treasurer wef 1 <sup>st</sup> Feb 2010
Norton Pre-school	Grant funding and revised proposals
Notts Sports	Play/recreation area safety surface product mailing
Peter Luff M.P.	Acknowledgment of letter and support of Parish Council stance re SWJCS
Rooftop Housing Group	Confirmation that the street lighting in Regiment Close is the responsibility of Rooftop.
Rural Services Network	Newsletters, Asset Transfer Unit, service provision in market towns
Soc. Local Council Clerks	Membership subscription renewal, Practitioners' Conference, The Clerk magazine Jan 2010
St. Richard's Hospice	Spring newsletter and raffle tickets
Stadia Sports	Product mailing and brochure
SWJCS	Green gap, petition, Site Allocations and Policies Development Plan, Villages Consultation events
Unlock Democracy	Empowering Parish and Town Councils by getting the Sustainable Communities Act Amendment Bill adopted in Parliament
Worcestershire Partnership	Newsletter Autumn/Winter 2009
Worcs CC	Adult Learning Service
Worcs CC	Budget Consultation Meeting – 25 <sup>th</sup> Jan, County Hall, 6.30pm (invitation previously circulated)
Worcs CC	Consultation – Worcs CC Planning Validation Document
Worcs CC	Consultation: Worcester Transport Strategy and 'Phase 1' Major Bid Scheme. Comments by 12 <sup>th</sup> March 2010.
Worcs CC	Usage of Evesham library mobile service
Worcs CC	Word on Worcestershire (WoW) magazine Winter 2009
Wychavon CAB	Donation request
Wychavon Community Action Partnership	Grassroots Grant Programme, Arts news, service survey
Wychavon DC	Agenda for Standards Committee meeting 20 <sup>th</sup> January 2010
Wychavon DC	Copy letter sent to land owner re maintenance of watercourse at 10 Wadborough Road.
Wychavon DC	Copy letter sent to land owner re maintenance of watercourse at 8 Wadborough Road plus subsequent letter confirming satisfactory work carried out.
Wychavon DC	Game On sports e-news
Wychavon DC	Gypsies and Travellers – a discussion evening: 24 <sup>th</sup> February, 6pm, Civic Centre, Pershore
Wychavon DC	Jan-Feb Sport e-news
Wychavon DC	Letter from Chairman acknowledging PC letter re update to Parish SWJCS petition
Wychavon DC	Letter from Head of Planning acknowledging PC letter re update to Parish SWJCS petition



**Correspondence Received for 28<sup>th</sup> January 2010 Parish Council Meeting continued**

<b>Sender</b>	<b>Subject</b>
Wychavon DC	Notice of withdrawal of planning application W/09/2794 by applicant (Hatfield Court, Hatfield Bank – domestic extensions)
Wychavon DC	Notification of an appeal against the issue of enforcement notices re site at Lavender Cottage, Woodbury Lane. (Circulated to planning Parish Councillors for comments)
Wychavon DC	Planning Approval Notice: W/09/2552 – Worcester Norton Sports Club, Brockhill Lane (Siting of portacabin for use as a clubhouse, storage and social area (retrospective))
Wychavon DC	Planning Refusal Notice: W/09/2803 – Land adj. to Hatfield Farm, Hatfield Bank (erection of detached single storey dwelling)
Wychavon DC	The W Factor
Zurich Insurance	Annual insurance renewal

**Notes from the Public Question Time Prior to the Parish Council Meeting**

Alastair Walker, Chair of Norton Pre-school and Helen Hope, Pre-school Supervisor attended to provide an update regarding the proposal for Pre-school to move from using the Parish Hall into its own purpose built premises on land in the grounds of the Parish Hall.

The key points are summarised as follows:

- The grant application was not successful. Whilst the proposals were supported, insufficient funds were available. A further application can be made from April 2010.
- Two main points were raised for consideration by the Parish Council:
  - Installation of a portacabin instead of a bespoke log cabin. Depending on finances this could be new or refurbished and would be clad in wood or painted/textured as required by the Parish Council. The same site is proposed. A portacabin would sit on slabs and would not require a fixed foundation. The lifespan is understood to be 20/25 years.
  - Submission of a planning application to Wychavon DC as soon as possible to establish if permission would be granted and if so, what restrictions would be applied. Concern was expressed by Pre-School that if permission is only granted for 5 years, with a need to relocate at the end of this term, then the project would no longer be viable. Ideally, before progressing too much further, the viability of the project in terms of planning needs to be confirmed.

Parish Council support of these actions is required to enable the project to progress further and would also assist in strengthening the case for funding.

In response to questions, Pre-School advised:

- The April 2010 batch of funding is the last pot available and as Pre-School was allocated a sum last year (although not to the value of the application submitted), it looks favourable for an allocation in 2010/11 but for a smaller amount.
- Whilst enhancements to the Parish Hall e.g. an extension, would be a possible route, this would require additional funding that does not appear to be available. This route would also incur extra pre-application costs for Pre-School e.g. architects drawings. An extension to the Hall would not provide the free flow outdoor play space that is an important element of the development of Pre-School.
- The project would not be commenced without funding being in place and available to complete to the required standards of Wychavon DC and the Parish Council.
- Other funding opportunities are being investigated and contact is being made with another Worcestershire Pre-School group that has recently developed a new bespoke facility to gain from their experience.

It was suggested that Pre-School should also consider the following points:

- A maintenance and replacement plan for the portacabin to ensure that necessary maintenance is undertaken on a regular basis, that funds are allocated for this purpose and also for eventual replacement.
- To confirm the lifespan of the portacabin as 20/25 years could be considered optimistic.

Alastair and Helen were thanked for the update which will be discussed during the Parish Council meeting under agenda item 9.