

**BROADWAY PARISH COUNCIL**

**MINUTES**

**of PARISH COUNCIL MEETING  
held at 5 Russell Square, High Street, Broadway,  
on Thursday, 25<sup>th</sup> August 2011, at 7.00 pm**

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PRESENT: Councillors D. W. Folkes (Chairman), Miss D. Hardiman, L. D. Keane, F. L. Penny, Mrs. S. Stephenson, Mrs. J. M. Stock, J. Williams, Mrs. C. C. B. Wilson  
Also present: County and District Councillor Mrs. Eyre, District Councillor B. M. Parmenter Mr. J. Vincent / Broadway Trust, West Mercia Police, Evesham Journal, Evesham Observer  
Absent: Councillor Robinson

- (1) APOLOGIES FOR ABSENCE: Councillors Haslam and Mrs. Locker
- (2) DECLARATIONS OF INTEREST: None.
- (3) PRESENTATION OF CHEQUE:

Seventeen members of Broadway Cricket Club answered the Parish Council's request to carry out a village pick. This took place on Sunday morning, 24<sup>th</sup> July, prior to departure of the Club's annual cricket tour, resulting in over sixteen bags of rubbish being picked up from High Street, Leamington Road, Station Road, Snowhill Road and Broadway Arcade. The Chairman invited the Club's Mark Evans to receive a cheque in the sum of £250 in recognition of their efforts, and asked that the thanks of the Parish Council be passed on to all those who took part.

- (4) POLICE REPORT:

WPC Greenhouse reported that the series of burglaries has continued with two further burglaries occurring during the last two weeks. She stressed that when residents are out they should ensure all windows are shut and doors locked, giving special attention to the rear of their properties, and to leave some lights on when out at night.

- (5) MINUTES OF MEETING OF PARISH COUNCIL HELD ON 23:06:11:

Proposed by Councillor Mrs. Stock, seconded by Councillor Williams, and carried unanimously, the Minutes of the Parish Council Meeting held on 23<sup>rd</sup> June 2011 were approved as a true record, dated and signed.

- (6) COUNTY AND DISTRICT COUNCILLORS' REPORTS:

A copy of a report from County and District Councillor Mrs. Eyre had previously been circulated to all members, and is now available for reading in the Parish Council office. Councillor Mrs. Eyre highlighted a new initiative whereby each elected county councillor had £10,000 per year from the Worcestershire Councillors' Divisional Fund to

spend on supporting local projects within their area. She asked all councillors to make local groups aware of this fund, adding that groups applying should be prepared to match any funding given. Other items highlighted included Badsey Brook and High Street Highway flooding schemes, increased car parking charges in the district, and trees in Leamington Road and the Avenues. Councillor Mrs. Stephenson asked if there were any figures available for Milestone Car Park since it had been extended, as it still appeared to be underused. Councillor Mrs. Eyre replied that as it had only just been completed, and had not been properly signed or promoted, there had been no change in parking behaviour and reported that the County Council was in the process of undertaking a car parking scrutiny. Councillor Mrs. Wilson queried the new car parking charges, and Councillor Mrs. Eyre replied that details of the new charges were displayed in all car parks and that the Clerk had a copy of the Notice. Councillor Eyre stated that she would again be promoting the annual car parking pass for the over 65's which would make parking cheaper for that age group. The Chairman stated he was very pleased to see that the Sunday morning Church concession was still available. The increased parking charges would be used to improve meters, IT systems, and general improvement in parking services. The District Council was looking at an electronic card system similar to that used in Stratford-upon-Avon whereby money is put onto the card which can then be used when parking, although the coin facility would still be available. The Clerk had asked Councillor Eyre for assistance in the rebuilding of the fallen wall on the footpath between Back Lane and the Library as the matter could not be resolved due to unknown ownership of the said wall. Councillor Eyre stated she had asked officers to attempt to resolve this matter and would report back accordingly. Following discussions with councillors the Clerk was instructed to obtain quotations for the cost of repairing the wall for further discussion at the next meeting.

(7) CLERK'S REPORT AND CORRESPONDENCE:

The external auditors, Clement Keys, had given an unqualified audit opinion to the Parish Council, and the statutory notice advertising the Closure of Audit was displayed for fourteen days from 1<sup>st</sup> August

Use of the Village Green on 26<sup>th</sup> May 2012 had been requested by St. Mary's R.C. School for their annual school fete. The date is available and public liability insurance would be requested at a later date.

The Royal Horticultural Society advised the Parish Council of the opportunities and benefits to local people and businesses of taking part in "Britain in Bloom". After discussion it was suggested that the Clerk contact the Gardening Club to see if it would be interested in taking on this project. An RHS pack in the Parish Council office gives all the information required.

The County Council had sent a copy of Public Notices regarding (a) temporary closure of Childswickham Road from its junction with Pennylands Bank to its junction with the Cheltenham Road in order to facilitate carriageway patching works - this order was expected to be operative for five days over a three week period commencing 19<sup>th</sup>

September; (b) waiting restrictions to be temporarily varied on the Swan car park when there would be suspension of limited waiting and disabled persons' parking spaces in order to utilise the car park as a works compound in conjunction with a major Highways drainage scheme to alleviate flooding on the High Street - it was expected that this Order would be operative for three months commencing 19<sup>th</sup> September; and (c) a temporary ten-mile per hour speed limit to be imposed on Cheltenham Road from its junction with Station Road to the County boundary in order to facilitate essential carriageway repair works expected to be operative for four weeks commencing 5<sup>th</sup> September.

The painting of sixty-two lighting columns along Leamington Road and the surrounding estate has now been completed. All Councillors were in favour that the next phase of the painting programme be organised. The annual Parish lighting report had been completed and it was noted that a number of columns remained illuminated through part or all of the day due to the cells controlling when the lights come 'on' or 'off' coming to the end of their functional life. It was suggested that a small stock of new cells be purchased to repair the faulty cells as and when they were identified, and the cost of this could be met from Broadway's street lighting budget held with the County Council. All councillors were in favour of this purchase.

Since the last meeting the Clerk had written to the family of the late Mrs. Jill Cross and various organisations within the village asking for donations towards a bench in her memory to be placed in Station Road. The cost of the seat would be approximately £800 and to date £100 in total had been received from Signpost, United Reform Church and Broadway Guides, and the family of Mrs. Cross had agreed to match any donations received. It was unanimously agreed that the Parish Council top up the donations by contributing £300, making a total of £400 which the family will then match. It was also agreed that the positioning of the seat should be on the grass verge outside Bredon Court, and the Clerk was instructed to contact the County Council to request confirmation that this would be in order.

The Queen's Diamond Jubilee will be celebrated in 2012 with the official Jubilee weekend being the 2<sup>nd</sup> to the 5<sup>th</sup> June, and the Clerk has been approached by a number of people asking if the village would be celebrating this event. The Parish Council supported this idea in general and suggested that the Traders' Association be approached as it had organised a number of successful events in the past. The Clerk was instructed to contact them and report back accordingly.

At the last meeting, Councillor Robinson asked if a rubbish bin could be situated on the footpath along West End, and a resident had since informed the Clerk that there were no bins along Station Road. The District Council stated that the cost for a 50-L bin would be £95.00 per bin, plus an annual cost of £59.56 for one collection per week and a twice yearly clean. Following discussion, it was decided not to site a bin in West End, but it was unanimously agreed that a bin should be purchased and positioned in Station Road.

The annual report of the Standards Committee 2010/11 had been received from the District Council and circulated to all councillors.

On the 29<sup>th</sup> July the Traders' Association organised a late-night shopping event followed by entertainment on the Green. Very kindly assisted by the District Council in its promotion, the event was very successful and very well attended, with no charge or donations requested from the public. The Traders' Association had asked for a donation towards the cost of this event, and the Clerk was instructed to ascertain what costs had been incurred so that a decision of a suitable donation could be discussed at a future meeting.

Letters of thanks had been received from Broadway Bowling Club and St. Mary's RC Primary School for the grants they received at the last meeting.

Last year, the Parish Council was notified that the Wychavon Way was being re-routed and the start/finish was now in Broadway. A monolith has been designed which would be located next to the directional post on the grassed area outside the Arcade.

A new 32-bedroom block was nearing completion at nearby Farncombe Estate to be used for the growing demand for training and conference business. The new building would be called Maudslay Court in memory of Henry Eric Maudslay DFC whose family lived on the Estate in Foxhill Manor during the Second World War, and who was a member of the 617 Dambusters Squadron, losing his life in the daring raid on the German dams.

The Lengthsman Scheme was now approaching its tenth anniversary and had been an unqualified success. The County Council had written to all lengthsman thanking them for their hard work, and the Clerk had also written to our lengthsman, Maurice Parkinson, expressing the appreciation of the Parish Council.

The County Council had forwarded details of the winter service for 2011/12. It is looking for help of the Parish Council to enlist more local contractors to clear snow in severe weather, and the Clerk asked councillors to supply a list of local farmers and contractors who they felt it may be appropriate to ask. Regarding grit bins, the County Council was also preparing a plan so that Parish Councils could provide their own grit bins at a reasonable cost for placement in their community. The grit bins could be sited in areas not normally gritted by the County Council and would, therefore, provide a very important commodity for the village as a whole. The cost of each bin, including delivery and filling with an initial supply of salt, would be approximately £135. The County Council was also proposing to supply each Parish with a 1-ton bag of salt to replenish the bins within the village, but needed storage which must be under cover. The availability of salt was always vital to the community in adverse winter conditions, but the problem was that residents were unable to access the gritted main roads because the side roads were impassable. All councillors were in agreement that these additional bins were a worthwhile necessity in which to invest so that these problems could be alleviated. The suggested locations of these additional bins were Sands Estate, Bibsworth Avenue and

upper High Street, with a possible location for storage of salt in a garage in Shear House car park or a garage by the Youth Club. The Clerk was instructed to take the necessary action regarding the procedure for the purchase of the additional grit bins, and to contact Rooftop Housing Group regarding the possible storage of the salt at the suggested locations.

Regarding the bench which was removed from the Millennium Garden as being beyond repair, the Clerk had been unable to trace the family who donated it, but it was unanimously agreed to replace the bench as there were funds set aside for such replacements. The Clerk was instructed to organise the replacement.

The Parish Council had previously raised concerns regarding the state of a property in Bibsworth Avenue, but following further investigation by the relevant authorities it was not possible to take any further action at the present time. District Councillor Parmenter stated, as previously reported, that as far as he was aware all avenues had been investigated, but it was suggested that as this was an ex Council house it was not permitted for a business to be run from the property, and there should be a covenant restricting such use. Councillor Parmenter would make further enquiries regarding this point and report back.

The Chairman of The Court Residents' Association has requested permission to hold a community event on the Activity Park following a visit from Spots and Stripes, a community linked group promoting the 2012 Olympic Games, who suggested that such an event involving local youth groups, schoolchildren, and older people, all mixing together would be of benefit to the village as a whole. The event would be supervised by the Residents' Association and the Activities Co-ordinator at Rooftop Housing, with the emphasis being on community games including giant Jenga, connect four, tug of war, football, etc. This would be a non profit venture although they would like to run a raffle to support a social enterprise group, Our Future's Now. The date requested was Sunday afternoon, 25<sup>th</sup> September and, if given permission, they would like a Parish Councillor to open the proceedings on their behalf. The Parish Council unanimously agreed to this event taking place in the Activity Park.

(8) REPORTS OF VARIOUS COMMITTEES AND GROUPS:

**P.A.C.T:** Councillor Keane reported on the Committee Meeting held on Tuesday, 23<sup>rd</sup> August, and the following matters concerning Broadway were raised –

- speeding motorbikes on Fish Hill – the Police are targeting the area with additional patrols and Highways have put up “Biker Beware” signs. The Police requested that all incidents should be reported to them when they occur making notes of times, etc. - the message being that the more reports received the more action could be taken.
- speeding – two speeding surveys were carried out in Snowhill Road (one in June, one in July). Of 159 checks, 7 were recorded over 36 mph, and warnings were issued to those motorists. Concerns were also raised regarding speeding at the entrance to the village along Cheltenham Road,

and it was suggested that the 30 mph sign be moved to beyond the Pry Lane/West End junction. All councillors were in agreement with this proposal and the Clerk was instructed to contact the County Council.

**Visitor Management Group:** Chris Brooks, the Chairman, updated the Parish Council on the upcoming Broadway visitor survey. The last survey carried out in the village was in 2005, and funds had been allocated from the Visitor Management Group and the District Council for a new survey to be completed. The contract had been awarded to Transformer Training, and work would commence at the end of August and would continue until October. This would ensure that there was a spread of visitor interviews including families and, perhaps more importantly for many Broadway businesses, those choosing to come and stay outside the school holidays. The survey would include questions on parking, signage, toilet facilities, welcome received from businesses and the TIC, and why they had chosen to come, how much they spent while here, and whether they would come back. Previous surveys have always shown Broadway in a very positive light, and to update this information would be extremely useful. A formal presentation to the Visitor Management Group would be made on completion of the survey.

**Finance Working Group:** The Committee, and other members of the Parish Council invited to the meeting, met with County Councillor Mrs. Eyre and Marianne Sumner from the County Council to discuss proposals for a Community Bus Service because, in September, the 559 bus would no longer serve Childswickham and Leedon's Park. The types of service, the proposed route and frequency of journeys, the vehicle and costs were fully discussed, together with figures, which showed that at this present time such a scheme was not viable. The committee wished to recommend to the Parish Council that having fully considered the proposed options, the Parish Council could not financially afford the risk to invest in such a scheme, and that any such scheme was not a viable way forward at this present time. A vote on the proposed recommendation was taken with three in favour and five abstentions and therefore carried. The Parish Council agreed to invite a representative from Evesham Volunteer Centre, which runs a scheme whereby residents could be picked up from their home and taken to the doctors' surgery, local hospital appointments etc., and then taken back home, to a future meeting to discuss how their organisation could help the residents of Broadway, including those who live on Leedons Park, to access facilities within the village and surrounding areas.

**Activity Park:** The Clerk updated the Parish Council as follows :-

- Annual Inspection Report – most of the recommended repairs had now been completed, and thanks must go to John Hankinson and the maintenance team for all their hard work. The remaining tasks were diarised to be completed in the Autumn/Springtime. The gyrospring had broken for the second time and the manufacturers had investigated and repaired the item free of charge. Concerns were raised regarding a broken safety chain on the giant swing, and following a visit from the

manufacturers, Kompan, the Parish Council had been advised to close this piece of equipment pending their investigation.

- Toilets – as instructed, the Clerk had contacted Rooftop Housing Group requesting an explanation regarding the further delay in the building of the new toilet block. A reply was received from the Senior Generation Officer giving the following statement from the contractors regarding the latest position –

“Designs have been finalised, and building regulations approval and planning approvals are in place together with the footpath closure.

“The initial planned date for access to Keytes Lane has been vetoed by the Fire Service and all works cancelled. A meeting was held on 2<sup>nd</sup> August to re-plan access. Subject to final approval from Mr. Gary Jay of Hereford and Worcester Fire Service, we will be able to access Keytes Lane from the 13<sup>th</sup> to 20<sup>th</sup> September to lay electric and water in the services trenches which will effectively close the lane for one week. Western Power will be carrying out this work and they will be writing to the other residents and landowners affected by the works.

“We are having problems identifying the shepherdess who uses the fields at the bottom of the lane and it would be useful if any of the councillors could help.

“This revised date is around two weeks behind our planned commencement date, and the current estimated completion is February 2012”.

(9) PLANNING:

**Parish Council comments:**

Application AB/11/01117/AB

MEETING: 23:06:11

MR. STACEY  
Gorsehill Abbey Farm, Collin Lane

New building to replace existing building of corrugated iron and timber which is in a state of decay, and to provide covered storage for machinery, equipment, and vehicles, with the installation of solar panels.

The Parish Council raised no objections to this proposal

MEETING: 18:07:11

Application W/11/01207/PP

MRS. E. P. WATTS  
Austin House, Church Street  
Erection of Greenhouse

The Parish Council raised no objections to this application

MEETING: 08:08:11

Application W/11/01176/PN

MR. K. AGG  
Cotswold Nurseries, Childswickham Road

Construction of septic tank and 1.6m fencing around with related drainage

The Parish Council Planning Committee raised objections to this application as it is a retrospective, NOT a proposed application – photographs supplied with the application prove this. The application relates to a caravan site which has access from Pry Lane, NOT from Childswickham Road as stated on the application, and again the location map proves this access. The Planning Committee raised concerns over the increase in traffic which will use the junction of Pry Lane and Cheltenham Road for entry and exit from the site as this junction has poor visibility and the main road is not speed restricted.

MEETING: 22:08:11

Application W/11/01709/PP

MR. B. PARMENTER  
8 Lifford Gardens

Proposed rear extension to form orangery and internal alterations

The Parish Council raised no objections to this proposal

Application W/11/01479/PP **MR. M. HOPKINS**  
 15 Smallbrook Road  
 Erection of single storey rear extension, two storey side extension  
 and dormer window to front

The Parish Council raised no objections to this proposal

***Wychavon Approvals:***

Application W/11/01108/PP	Mrs. E. Dewey, 2 Wells Gardens Erection of single storey rear extension and alterations
Application W/11/00983/PP	Mr. M. Davies, Pear Tree Cottage, Springfield Lane Minor alterations to approved plan for garage W/10/02162/PP
Application W/11/01207/PP	Mrs. P. Watts, Austin House, Church Street Erection of greenhouse
Application W/11/01176/PN	Mr. K. Agg, 58 Bretforton Road, Badsey Construction of septic tank and 1.6m fencing around with related drainage

(10) SCHEDULE OF PAYMENTS & RECEIPTS from 15:06:11 to 17:08:11

**Payments:** verified by the Clerk together with two nominated signatories

	<i>net of VAT</i>
Unicom / telephone, internet	51.94
Play Inspection Co / Activity Park annual inspection	150.00
Vale Press / stationery	18.00
Kompan Ltd / Activity Park maintenance	22.08
K. Beasley / Clerk's salary – June	1,156.74
G. A. Tomkins / Asst. Clerk's salary – June	625.15
HM Revenue & Customs / PAYE	1,243.03
Broadway Bowling Club / grant	1,750.00
St. Mary's RC Primary School / grant	1,000.00
B & W Hire Limited / activity park toilet hire	264.00
G.B.D. (Evesham) Limited / mowing	583.30
Wychavon District Council / quarterly refuse bin collection	296.00
Worcestershire County Council / pension re Clerk	385.86
Unicom / telephone, internet	56.38
E-Solutions / photocopier charges	18.28
Grassroots Garden Services / Activity Park maintenance	50.00
Worcestershire County Council / lighting column painting	3,418.62
24/7 Security / security contract	89.00
Vale Press / stationery	15.00
Wychavon District Council / admin. fees re uncontested election	25.00
Wychavon District Council / half yearly office service charge	200.20
Wychavon District Council / annual insurance	113.65
J. Hankinson / Activity Park maintenance	95.00
Clement Keys / external auditor fees	550.00
K. Beasley / Clerk's salary – July	1,157.00
G. A. Tomkins / Asst. Clerk's salary – July	618.70
Proludic / Activity Park maintenance	174.08



B &W Hire Limited / Activity Park toilet hire	330.00
Worcestershire County Council / pension re Clerk	385.86
C. Thomas / activity park maintenance	218.75
GBD (Evesham) Limited / mowing	583.30
E-on / office electricity	118.42
Grassroots Garden Services / activity park maintenance	45.00
Abbey Forestry – tree maintenanc	390.00
Cotswold Building Supplies / activity park maintenance	15.53
Maurice Parkinson / lengthsman contract	230.00
Maurice Parkinson / lengthsman contract	64.00
Maurice Parkinson / VAS sign maintenance	90.00
Wychavon Sports / Parish games entry fee	59.00
Broadway Cricket Club / grant re litter pick	250.00

***Receipts:***

Wychavon District Council / donation re Italian market	100.00
Rooftop Housing Group / sponsorship of activity park toilets	117.00
Donated cash re dog foul bags	25.00
Rooftop Housing Group / sponsorship of activity park toilets	117.00

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

Following the non-contested election of this Parish Council in May there were still two unfilled positions on the Council. There are two people who would be interested, and it was unanimously agreed that the Clerk should instigate the co-option process and contact the two relevant interested parties.

Councillor Mrs. Stephenson again referred to the footpath along Snowhill Road which the Parish Council had cleared earlier in the year when, at the time, no top surface was applied. It was felt that the path now required further attention and the Clerk was instructed to contact the lengthsman

Councillor Miss Hardiman raised concerns regarding both the new and old trees along Station Road. The Clerk replied that the Parish Tree Consultant, Andrew Woods, had organised a number of waterings of the new trees, but it was now uneconomical to continue. The new trees would be assessed in the Spring, and any replaced if necessary. It had been previously been agreed that the old trees would be included in the new maintenance programme.

Councillor Mrs. Wilson stated that the roundabout at the bottom of Fish Hill was not as well maintained as that along the Evesham Road, to which the Clerk replied that maintenance of roundabouts was the responsibility of the County Council, and that they were cut along with the verges two or three times a year. Following a similar recently received comment, the Clerk had contacted the County Council with a request for either extra cuts to be made, or that the Parish Council grass cutting contractors could be

allowed to extend the village limits to include the roundabout, and will report back accordingly. Councillor Mrs. Wilson also raised various concerns regarding the recent Farmers' Market, to which the Clerk replied that this matter had been discussed at the last Visitor Management Group meeting when it was agreed that the Chairman of the Visitor Management Group would contact Sketts, who run the markets, to express the concerns raised, and would report back accordingly. Councillor Mrs. Wilson then announced her intention to resign as Chairman of the Activity Park Committee with immediate effect. Councillor Penny then thanked Mrs. Wilson for her hard work and commitment on behalf of the Parish Council.

Councillor Mrs. Stock asked if a post box could be situated outside Budgens in Russell Square, and the Clerk was asked to contact Royal Mail to ascertain if this was possible and to report back.

The Chairman closed the meeting at 8.30 pm and opened the next agenda item -

**PUBLIC INFORMATION SESSION:**

Mr. Vincent of Broadway Trust advised the Parish Council that he would be writing on behalf of the Trust to the owner of Fairview, Lower Green, regarding vehicles parking on the grass outside the property.

The Chairman finally closed the meeting at 8.35 pm.

*Date /Time Next Meeting / Thursday 20<sup>th</sup> October 2011 / 7.00 pm*