

BROADWAY PARISH COUNCIL

MINUTES
of PARISH COUNCIL MEETING
held at 5 Russell Square, High Street, Broadway,
on Thursday, 27th August 2009, at 7.00 p.m.

- Present: District Councillor D. W. Folkes, Councillors T. L. Greig, R. Haslam, L. Keane, F. L. Penny, N. Robinson, G. Shaw, Mrs. S. Stephenson, Mrs. J. M. Stock, J. Williams
- In Attendance: County Councillor Mrs. E. Eyre, West Mercia Police, Evesham Journal, Evesham Observer
- (1) APOLOGIES FOR ABSENCE: Councillors Mrs. A. Locker, C.E.G. Toye, Mrs. C. C. B. Wilson (all received in writing and accepted).
- (2) DECLARATIONS OF INTEREST: None declared
- (3) POLICE REPORT:

In the absence of WPC Gail Greenhouse, who sent her apologies, CPO Phil Schoenrock reported that the District Council was currently experiencing a higher than usual level of domestic burglaries, especially in the villages within easy access to the motorway with two such incidents occurring in the last week. The Police asked for residents to be extra vigilant and to report any suspicious incidents or persons immediately.

The Police had begun a process of education in an attempt to reduce parking offences in Back Lane, commencing with notices of advice on vehicles and noting registration numbers of persistent offenders.

- (4) MINUTES OF PARISH COUNCIL MEETING HELD ON 25:06:09:

Proposed by Councillor Greig, seconded by Councillor Mrs. Stephenson, the Minutes of the Meeting held on 25th June 2009 were unanimously approved, and were duly signed and dated as a true record.

- (5) COUNTY AND DISTRICT COUNCILLORS' REPORTS:

A copy of County Councillor Mrs. Eyre's report had previously been circulated to all councillors. Councillor Keane asked Councillor Mrs. Eyre for updates on Mill Avenue flooding as this was not included in her report. Councillor Mrs. Eyre replied that this was an Environmental Agency matter, but stated that a website would be set up where residents would be able to see what the Agency was doing within the village. A

written communication would be sent to all affected residents advising them of timescales etc., and they were very close to holding a public meeting.

(6) CLERK'S REPORT AND CORRESPONDENCE:

The Clerk confirmed that arrangements had been made with Nigel Jancey of the District Council for councillors to visit the CCTV control room at Pershore on 24th September at 7.00 pm. Councillors were encouraged to car share for this visit.

The Chairman of the Standards Committee at the District Council had sent the Annual Report of the Standards Committee for 2008/9, a copy of which was circulated to all councillors.

The Clerk had received a response from the Sustainable Schemes Team at the County Council regarding the request for a barrier to be placed at the bottom of the path to the Activity Park. The request had been added to the Barrier Modification list and investigations would take place during November. The Clerk would monitor and update the situation accordingly.

It was reported to the Clerk that the iron railings in the Hunt Field next to the Activity Park were in a poor state of repair as some had broken and were protruding into the Park. The Clerk wrote to Mr. Houghton of the North Cotswold Hunt asking for the matter to be looked into, and a reply was still awaited.

A copy letter dated 16th July addressed to Mr. D. Parker of Buckland Wood House, Snowhill Lane, had been received from the Engineering Consultancy Manager of the District Council regarding the Land Drainage Act 1991 Maintenance of Watercourse at Snowhill Road, requesting Mr. Parker to (a) bottom out bed along his section of watercourse to remove silt build up and restore proper flow and (b) generally clear and maintain his section of the watercourse. These works were instructed to be undertaken within twenty-eight days of the date of the letter.

The County Council had issued a Public Notice informing of a temporary closure of part of the B4632 Leamington Road to facilitate essential drainage works. The Order would be operative for two weeks commencing 24th August.

The Bobby Club at Evesham Police Station had acknowledged with grateful thanks the sum of £100 from the Parish Council which would be used to keep the Bobby Club Magazine a free magazine giving important information on safety matters to children in the four to ten years of age group.

Mr. Graham Simms of the District Licensing Unit, had written to advise all councils that they were formally consulting on changes to separate policies for (a) Taxi and Private Hire licensing and (b) Gambling :-

⁶In respect of taxi and private hire licensing, they are asking whether or not they are right to continue with minimum requirement for vehicle size and type, and suggesting updates to their vehicle and driver licensing policies in

line with current "best practice".

The Gambling Policy is reviewed every three years and is intended to provide information and guidance to applicants, objectors and interested parties on the general approach that they will take in terms of licensing. They have made only relatively minor changes reflecting changes in national guidance issued by the Gambling Commission. The draft policy has been developed with neighbouring Councils throughout Worcestershire and Hereford and they are consulting, the following:

- statutory consultees as defined in the Act and interested trade bodies;
- all Wychavon councillors and each Parish and Town Council;
- all businesses currently known to them as holders of gambling related licences;
- a list of interested persons and organisations who have requested details of their policy;
- local media, and
- local residents and businesses, on request

The statement of principles will be finalised after the period of consultation and will then be recommended for adoption to the Council.

Any comments were requested to be forwarded to the District Council by the 4th October.

Wychavon Sport had written to the Clerk to confirm that Broadway had entered all the events in the 2009 Wychavon Parish Games, enclosing an invoice for the entry fee of £59 which has been budgeted for. A list of the overall results was to be sent out by the end of November.

The 1st Broadway Guides had invited the Parish Council to their 90th Birthday Celebrations to be held at Broadway United Reform Church on Monday, 28th September, at 7.00 p.m. Councillors Mrs. Stephenson and Mrs. Stock indicated an interest and the Clerk would contact the Guide Leader to advise of their attendance.

At the last meeting the Clerk reported of water ingressions inside the front of the parish office. Mr. Matthew Payne of Bigwood, together with a representative of the National House Building Council, visited the office, and had now written to the Clerk to confirm that work to correct the problem would be carried out by Building Solutions Limited of Gloucester who would shortly contact the Clerk to arrange a convenient start date.

The Clerk had also written to Mr. Payne stating that the Parish Council was very concerned about the number of vehicles hitting the woodwork surrounding the door and window when exiting the three parking spaces directly opposite, and suggesting that a bollard could be installed similar to the ones in front of all the other properties in Russell Square. Mr. Payne replied stating that he would look into the cost and availability of funds and would visit the site as soon as the NHBC work was completed.

Mr. John Blakeley, Chairman of the Standards Committee at the District Council, had forwarded a copy of the Annual Report of the committee which covered the current role of the committee as it impacts on councils, describing the extent of the work the role had involved in the year under review. Copies were circulated to all councillors.

The West Midlands Regional Spatial Strategy update for July 2009 had been received and copies circulated to all councillors.

A letter had been received from Mr. Adrian Hardman of the Gypsy and Traveller Issues Scrutiny Team at the District Council stating that Wychavon's Overview and

Scrutiny Committee was conducting a review of the recommendations made in the Team's report and the progress made. A request was made for the Parish Council to update the Scrutiny Committee as to the position of the recommendation contained within the team's report relating to Town and Parish Councils to enable them to carry forward any lessons learned. It was agreed that, although Broadway did not currently have any gypsies and travellers within the parish, the Parish Council would, if the situation occurred, seek to involve representatives of the Gypsy and Traveller Team. The Parish Council was aware of the help and advice available to them from the District Council or the Gypsy and Travellers Issue Scrutiny Committee.

The Clerk had received a questionnaire concerning allotments and the demand for spaces within the District. The Clerk completed and returned the form and the topic will be discussed at the next Overview and Scrutiny Committee meeting to be held on 8th September. The Clerk would continue to monitor the situation and report back accordingly.

The date of the next Broadway Visitor Management Group had been changed from Wednesday, 2nd September to Wednesday, 16th September at 10.00 a.m. to be held at the Parish Council office.

Mark Colston of Environmental Services had confirmed that the order to paint the streetlight columns was with the contractor, but a start date was still to be arranged.

The Rural Community Network had contacted the Clerk to ask if any of the Councillors would be interested in receiving their weekly digest via email. This service was free and an example of the digest had been circulated to all councillors.

The Clerk had received a letter via Peter Luff addressed to the Rt. Hon. John Denham, Secretary of State for Communities and Local Government entitled Strengthening Local Democracy, a copy of which has been circulated to all councillors.

British Telecom has invited the Parish Council to adopt the red telephone kiosk in Smallbrook Road for the sum of £1.00 but, upon further investigation, there would be additional costs involved including electricity transfer charges and subsequent quarterly invoices, insurance and maintenance. It was noted that the box, adopted by the District Council, had been vandalised, and British Telecom had advised that no calls had been made for the last twelve months. It was also noted that it was not a case of paying just £1.00 because the additional costs were quite excessive. Proposed by Councillor Williams, seconded by Councillor Greig, it was unanimously agreed that the Parish Council would not adopt the telephone box. The Clerk was instructed to write to British Telecom and the District Council to advise them of this decision.

Clement Keys, the external auditors, informed the Clerk that an unqualified audit opinion had been given. The Clerk reported that certain matters had arisen relating to the completion of the Annual Return which, following letters from Clement Keys dated 10th July and 12th August, were dealt with. As previously reported, an intermediate audit was

required for last year's accounts resulting in an increased fee, and a cheque in the sum of £1,050 + VAT had been forwarded. The statutory Notice of Conclusion of Audit, together with a copy of the Statement of Accounts and the Auditors' Certificate and Report, were displayed for fourteen days with effect from 25:08:09.

A public notice under the Licensing Act 2003 was publicised in the Cotswold Journal, and notices were displayed at the Kennel Field, regarding Giffords Circus who had applied to the District Council for the grant of a Premises Licence in respect of the premises known as the Kennel Field in High Street. The proposed licensable activities included live and recorded music, dancing and entertainment both in and outdoors between the hours of 9.00 a.m. and 11.00 p.m., and the provision of late-night refreshment (no alcohol) for up to fourteen days per year with prior agreement of the Council. Any interested party or responsible authority was able to make representation in writing to the District Licensing Unit at Pershore by the 13th September. Councillor Mrs. Eyre highlighted the fact that any objections should be covered under the following headings – (a) prevention of crime and disorder; (b) protection of public safety; (c) prevention of public nuisance and (d) protection of children from harm. After further discussion it was unanimously agreed that the Parish Council opposed the position of the circus on the Kennel Field, and the Clerk was instructed to write to the District Council Licensing Unit with its concerns over the safety issues regarding vehicular access to Kennel Field and suggesting that an alternative site be considered.

(7) REPORTS – VARIOUS GROUPS AND COMMITTEES:

Broadway Activity Park – In the absence of Councillor Mrs. Wilson, Councillor Greig reported that over the school holiday period the Activity Park had been well used, especially at weekends, with attendances over five hundred parents and children reported at any one time. Everyone was enjoying the facilities and looking after the Park, with many congratulatory and positive comments being received. It was agreed at the last Parish Council meeting that toilet facilities were required, especially over the school holiday period, and a quotation was obtained from B & W Hire in Cheltenham for two units at £18 each per week including a weekly clean. The Emergency Committee agreed to accept this quotation and the toilets were now in situ. Confirmation of this decision was proposed by Councillor Keane, seconded by Councillor Penny, and unanimously agreed. It was highlighted, however, that these units required additional cleaning, which would need to be addressed, as the state of the toilets reflected upon the whole aspect of the Park. The sign to the Activity Park had been rewritten to state "Activity Park and Picnic Area", and the Parish Council's thanks were passed to Mr. Doug. Eyre for repainting the sign. A meeting had been arranged for Monday, 7th September, at 6.00 p.m. for volunteers who were prepared to help with some maintenance in the Park. The Recreation Ground Committee, together with the Clerk, would complete the quarterly maintenance inspection on 21st September.

Tree Committee – Councillor Robinson reported that the District Council was in negotiations with Highways to replace two or three trees in the High Street, which have had to be removed, for which they are responsible and will fund the costs. After

discussing several options the committee wished to recommend the removal of all the current trees in Station Road. The Highways Department has agreed to fund removal of the old trees and replanting of new trees, but has asked the Parish Council to fund the costs of purchasing the trees together with a root barrier system, and the Parish Council tree consultant, Andrew Woods, is currently obtaining quotations. The Parish Council has been asked to choose the type of tree after which Highways will complete a planting plan. After previous consultations with the District Council Tree Officer, the Parish Council, and residents of Station Road, who wanted a blossoming tree which was not too big as to block any views, the Tree Committee recommended the Bird Cherry tree as its preferred choice. It was proposed by Councillor Greig, seconded by Councillor Keane, and unanimously agreed, that the recommendation to remove the old trees and replace with Bird Cherries was accepted, subject to costings being received.

(8) **PROPOSED RECOGNITION OF WORK CARRIED OUT BY ACTIVITY PARK COMMITTEE:**

It was agreed that an award should be given in recognition of the hard work and commitment carried out by the Activity Park Committee, consisting of John Hankinson, Gordon Paul, Pamela Street and Councillor Mrs. Connie Wilson. After discussion, it was proposed by Councillor Greig, seconded by Councillor Mrs. Stephenson, and agreed unanimously, that this should be in the form of a slate plaque to be erected within the Activity Park with the names of the Committee inscribed thereon. The Clerk was instructed to organise the purchase of such a plaque.

(9) **PLANNING:**

Parish Council comments:

MEETING: 29:06:09

Application W/09/01060/PP

MR. T. MORRIS

The Stables, Back Lane

Erection of new roof to existing conservatory

The Parish Council raised no objections to this proposal.

Applications W/09/01226/LB
and W/09/01228/CU
W/09/1258/LB
W/09/01380/LB
and W/09/01379/PP

MR. & MRS. ENTICKNAP

149 High Street

01226/LB & 1228/CU - Alterations and change of use to coach house;
1258/LB - internal alterations to main house and modifications to openings on south and east elevations; 01380/LB & 01379/PP - installation of part glazed roof over service yard to form breakfast room

The Parish Council raised no objections to the above proposals.

Application W/09/01317/PN

LYGON ARMS

28 High Street

Works to hotel car park including installation of control barriers to two

original car parks and retention and replanning of temporary overflow car park
The Parish Council raise no objections to the installation of control barriers to two original car parks *BUT*, with four votes against and one abstention, *RAISE OBJECTIONS* to the use of the field for parking as this was originally only a temporary arrangement.

Application W/09/01323/PP

MR. A. M. WILSON

41 Gordon Close

Lounge extension

The Parish Council raise no objections to this proposal

MEETING: 13:07:09

Applications W/09/01332/LB and W/09/01331/CU **MR. D. LEWIS**
83 High Street
Change of use from office to domestic accommodation, alterations, demolition and extension, and new boundary wall

The Parish Council raised no objections to this proposal.

Application W/09/01489/PP **DR. T. P. S. BLOCH**
Springfield House, Springfield Lane
Improvements to Coach House and erection of new garage and machinery store

The Parish Council raised no objections to this proposal

Application W/09/01441/PP **MR. J. SCHMITZ**
1 Leamington Road
Replace door facing Leamington Road with Suffolk style painted wood door, moving it from alcove closer to edge of property

The Parish Council raised no objections to this proposal

MEETING: 27:07:09

Application W/09/01381/PP **MR. M. CAMPANELLA**
Calla, 1a The Sands
Retrospective permission for replacement gate and posts like for like unlocked

The Parish Council raised strong objections to this application. The area marked red on the Site Location map contains a public right of way and is, therefore, incorrect. The application states "proposed replacement of old wooden gate" but there has never been an old wooden gate at this site.

Application W/09/01593/AA **AAH plc**
22 High Street
Two non-illuminated applied vinyl letters

The Parish Council raised no objections to this application.

Application W/09/01603/CU **MR. S. W. WONG**
Middle Hill House, Middle Hill
Conversion of Pump House to residential accommodation as an annexe

The Parish Council raised no objections to this application.

Application W/09/01628/LB **MR. R. HASLAM**
Luggershill, Springfield Lane
New French door in rear elevation and replacement windows either side.
Lowering of floor in hall under half landing to give headroom

The Parish Council raised no objections to this application

Application W/09/01605/PN **ROOFTOP HOUSING GROUP**
Shear House, Leamington Road
Construction of twelve affordable homes for rent and creation of new restricted access for emergency and high vehicles

The Parish Council is strongly against this development for the same reasons stated to Rooftop during their visits to the Parish Council office. The Parish Council is not against affordable housing for rent, but is reluctant to give up parking spaces. No objections would be raised, however, to the new housing being built at the north end of the car park (plan attached). The positioning of the houses on the existing plan does not address the grave concerns regarding the safety aspect, traffic is being bottle-necked at the entrance to the car park, and there is inadequate protection for pedestrians walking in front of the properties. The plan which is favoured by the Parish Council alleviates this problem, and also provides ten additional parking spaces. The car park is clear to see. The Parish Council would respectfully ask Rooftop, therefore, to seriously consider these comments.

MEETING: 10:08:09

Application W/09/01684/PP **MR. & MRS. HUGHES**

20 Orchard Avenue
 Conservatory to rear of property-
 The Parish Council raised no objections to this proposal

Applications W/09/01228/CU **MR. & MRS. ENTICKNAP**
 W/09/01258/LB 149 High Street
 Internal alterations to main house and modifications to openings on south and
 east elevation. AMENDMENT: various amendments to previously proposed
 openings to courtyard adjacent to kitchen
 and
 W/09/01379/PP Installation of part glazed roof over service yard to form breakfast room.
 W/09/01380/LB AMENDMENT: existing laundry wall, door and window retained, existing
 kitchen window retained, enlarged opening formed in kitchen wall.

The Parish Council raised no objections to the above proposals

MEETING: 24:08:09

Application W/09/01739/PN **EVEESHAM & PERSHORE HOUSING ASSOCIATION,**
 Broadway Village Playground, High Street
 New public WC and wheelchair parking spaces

The Parish Council do not object in principle to the toilets being built at the Activity Park, but objections were raised to the application in its present form as it does not meet the demand for the required usage. The original plan shows more toilets, which are required due to the amount of children and parents now using the Park.

Application W/09/01758/PP **MR. & MRS. KANDASAMY**
 Flat 1, The Retreat, Leamington Road
 Proposed insertion of roof lights to rear elevation to facilitate attic conversion
 The Parish Council raised no objections to this proposal, but ask if this should be a listed building application.

Application W/09/01818/PP **DR. J. FYLES**
 Bredon View, Evesham Road
 Installation of retaining wall to create level driveway with bin store. Creation
 of new level garden area.
 The Parish Council raised no objections to this proposal.

Application W/09/01871/PP **MR. B. SHARP**
 Quiet Place, Lifford Gardens
 Single storey bedroom extension to existing detached bungalow
 The Parish Council raised no objections to this proposal

Wychavon Approvals:

Application W/09/01049/PN Mr. Thornton, Brookfields, Leamington Road
 Erection of greenhouse
 Applications W/09/01060/PP Mr. T. Morris, The Stables, Back Lane
 Erection of new roof to existing conservatory
 Application W/09/01212/LUP Mr. E. Power, 5 Highgate Court, Cheltenham Road
 Loft conversion with dormers to rear
 Application W/09/01331/CU Mr. D. Lewis, 83 High Street
 Change of use from office to domestic accommodation, alterations, demolition
 and extension and new boundary wall
 Application W/098/01323/PP Mr. A. M. Wilson, 41 Gordon Close
 Proposed lounge extension
 Application W/09/01441/PP Mr. J. Schmitz, 1 Leamington Road
 Replace Leamington Road facing door with painted wood (Suffolk style) door,
 moving it from its alcove closer to edge of property.
 Application W/09/01489/PP Dr. T. P. S. Bloch, Springfield House, Springfield Lane
 Improvements to Coach House and erection of new garage and machinery store

(10) SCHEDULE OF PAYMENTS: Between 16:06:09 and 10:08:09 net of VAT

Kompan Limited / Activity Park maintenance	6.32
K. Beasley / Clerk's salary – June	1,125.96
G. A. Tomkins / Asst. Clerk's salary – June	592.15
HM Revenue & Customs / PAYE	1,263.69
Grimshaw Kinnear Ltd / Activity Park	8,884.29
J. Hankinson / Activity Park maintenance	160.02
J. Hankinson / Activity Park opening	1,605.00
The Bobby Club, Evesham Police Station / donation	100.00
Unicom / Telephone, internet	60.13
Post Office / postage	53.09
Miscellaneous / coffee, milk, sugar, etc.	33.09
Morrisons / office supplies	4.96
Cotswold Building Supplies / Activity Park maintenance	6.50
A. Townsend / window cleaning	5.00
Shopwright / Lesley Auden Get Well card	1.80
OHL / stationery	10.34
Cartridge World / ink cartridges	20.01
24/7 Security / contract	65.00
GBD (Evesham) Limited / mowing	598.76
Jack Harris Gardening / Activity Park maintenance	157.42
Permutation Co. Ltd / computer repair	117.00
Wychavon District Council / business rates	67.00
Worcestershire County Council / pension re Clerk	334.20
B & W Hire Ltd / Activity Park hire of toilets	130.00
K. Beasley / Activity Park maintenance	20.81
Maurice Parkinson / Activity Park maintenance	93.00
Maurice Parkinson / repair to bins	36.00
WSP Safety Ltd., Construction Safety Consultants / Activity Park, CDM Services	1,075.00
Permutation Co. Ltd / Youth Club grant	8,507.82
K. Beasley / Clerk's salary – July	1,125.96
G. A. Tomkins / Assistant Clerk's salary – July	600.65
Unicom / telephone, internet	60.47
C. Thomas / Activity Park maintenance	140.00
Jack Harris Gardening / Activity Park maintenance	113.96
Worcestershire CALC / Administration Book	53.60
Wychavon District Council / office service charge	235.79
GBD (Evesham) Ltd / mowing	598.76
Vale Press Ltd / stationery	15.00
E-on / office electricity	67.08
Abbey Forestry / tree maintenance	720.00

All payments were verified by the Clerk together with two nominated signatories, and were further confirmed by Councillors Haslam and Keane.

(11) COUNCILLOR'S REPORTS AND ITEMS FOR FUTURE AGENDA:

Councillor Greig enquired about the sale of Activity Park T-shirts and bags, and the Clerk reported that approximately one quarter had been sold. It was suggested that a stall should be set up on one or two week-ends, and it was agreed that this would be further discussed.

Councillor Robinson asked for an update on sanding of bins, and the Clerk was instructed to contact the lengthsmen.

Councillor Shaw reported on speeding motorcyclists on Fish Hill, particularly at week-ends, and the Clerk and County Councillor Mrs. Eyre agreed to follow this up with the Police and report back.

The Chairman closed the meeting at 7.50 p.m. and opened the Public Session :-

- Mr. Peter Riley reported that the front wall was bulging at the Millennium Garden and required attention. The Clerk was instructed to follow this matter up.
- Mr. and Mrs. Jones asked if the footpath had been cleared between Gordon Close and The Sands, and also reported a large amount of flying thistleheads from a field which they felt should be cut. The Clerk was instructed to investigate. Mr. & Mrs. Jones also asked if dog bag dispensers could be placed around the village so that visitors especially could make use of them. The Clerk replied that free dog bags were available from the Parish Council Office, but were in bags of fifty. The Clerk would look into the costs of dispensers and report back.
- Mr. Colin Brant asked if the Parish Council was aware of any agreement having been made with the Gifford Circus regarding the use of Kennel Field. The Chairman replied that the Parish Council was not aware of any agreement.

The Chairman finally closed the meeting at 7.55 p.m.

*Date and Time of Next Meeting:
Thursday, 22nd October, at 7.00 p.m.*