

**MINUTES OF THE MEETING OF THE**  
**NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON**  
**THE 27<sup>TH</sup> JANUARY 2011 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions however see Appendix 2 for a summary of the presentation of the Parish Housing Needs Survey by Nigel Potter, Rural Housing Enabler, Community First.

**1. Apologies for Absence:** A. Bennett, G. Dyer, Cllr. Adams (late arrival). These apologies were accepted and approved.

**Attending:** H. Turvey (Chair), K. Fincher, Mrs. D. Hewison, D. Lucas, Mrs. C. McGovern, P. Richmond, M. Reeves, J. Sparling, Rob Adams (District & County Councillor), Mrs. J. Greenway (Clerk/ Responsible Finance Officer).

**2. Changes to Membership**

The Clerk advised that contact is being made with Mr. Stefanovic to discuss the position of co-opted member to the Parish Council.

**3. Declarations of Interest**

The Clerk expressed an interest in agenda items 12 and 13 (Parish Council PAYE Registration and Parish Clerk Contract).

**4. Minutes of the Parish Council Meetings Held on 25<sup>th</sup> November and 14<sup>th</sup> December 2010**

It was proposed by Cllr. Lucas, seconded by Cllr. Mrs. Hewison **and all were in agreement** that the minutes of the 25<sup>th</sup> November and 14<sup>th</sup> December be approved.

**5. 2011/3 Reports**

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

Cllr. Adams provided his report (summarised as follows) after agenda item 11. A couple of fires have arisen at EnviroSort and the equipment relating to this has been removed. Travellers that arrived at the back of the old Morganite car park were moved on within 24 hours. The proposed wind farm in The Lenches has been refused by the Wychavon Planning Committee (in line with the Planning Officer's recommendation and local views). The Worcs CC consultation regarding the bus review was highlighted which could affect the 382 service that runs through the Parish. The speed limit along the B4084 is being reviewed and the need to retain the existing 40mph limit in the Woodbury Lane vicinity was agreed in view of EnviroSort vehicle access.

Residents in Regiment Close have requested a new road sign at the entrance to state that it is a private road. Cllr. Adams advised that Wychavon DC will provide and fund a new double-sided, replacement sign with proposed wording 'Regiment Close, Private Road, Residents access only'. This was agreed. Cllr. Reeves highlighted a query raised by residents concerning a fund set up by Rooftop Housing Group to cover the cost of resurfacing Regiment Close in c. 2026 (20 years after the last resurfacing due to damage caused by Severn Trent vehicles) and whether this fund is still in existence. Cllr. Reeves is making enquiries of Rooftop and Cllr. Adams will investigate a contribution from Severn Trent towards road maintenance.

**b) Planning**

**(i) Cllr. Richmond summarised the current applications:**

Approvals

**Touchwood, 2A Wadborough Rd** Proposed extension to form granny annex. Parish supports with concerns.  
**Ref: W/10/02392**

**Lavender Cottage, Woodbury Lane. Ref: W/10/02484** Certificate of lawful use for use of land as domestic cartilage. Parish unable to comment due to insufficient knowledge of the site.

**Unit 6 Court Farm, Church Lane, Norton. Ref: W/10/02739** Change of use from D2 to A1 hairdressing. Parish supports.

**Hatfield Lodge, Hatfield Lane, Norton. Ref: W/10/02186** Proposed detached 4 bedroom house and garage together with a replacement garage at Hatfield Lodge. Gen comment may be able to support subject to conditions.

**Hatfield Farm, Hatfield Bank. Ref: W/10/02747** Erection of single storey pitched roof and oak framed garden room with full height infill wall panels to the rear of the house. Parish Council did not comment as application did not fully circulate for comments.

Refusals - None

Awaiting Decision – None

Internal Consultation

**Land off Crookbarrow Road, Norton. Ref: W/10/02978** Outline planning application with means of site access from the junctions at Broomhall/Crookbarrow Road and Talavera Road to be determined (internal access, layout, scale, appearance and landscaping reserved for subsequent approval) for the erection of up to 74 dwellings (class C3), public open space, pumping station, balancing pond and associated earthworks to facilitate surface water drainage, landscaping, car parking and other ancillary works.

Other - None

(ii) Correspondence received from SHM Fleet Solutions was discussed. The Clerk will contact Wychavon DC for an update regarding its investigation to inform the Parish Council response to SMH.

The Parish Council meeting ceased at 7.45pm for the Housing Needs Survey presentation detailed in Appendix 2.

The Parish Council meeting recommenced at 8.20pm.

(iii) SWDP - See agenda item 6.

(iv) Development of land adjacent to St. Peters Garden Centre - See agenda item 9.

(v) Cllr. Lucas advised that due to other home and work priorities (e.g. Pre-school proposals), there is no progress to report regarding the Morganite Crucible Business Park Liaison Group. The aim is to progress prior to the February Parish Council meeting as other commitments are reducing.

The Clerk reported on a consultation received from Wychavon DC regarding the list of local requirements for planning applications. This has already been forwarded to those Parish Councillors who review planning applications and the Clerk will forward to all Parish Councillors for comment to the Clerk by 14<sup>th</sup> February.

### **c) Allotments**

Cllr. Mrs. McGovern advised that no new issues have been reported. Installation of an aluminium framed glass greenhouse with dimensions 6' x 8' was agreed for plot 21A. The Clerk will advise the tenant. Also see agenda item 23.

### **d) Playing Fields**

(i) The Clerk will forward the Sovereign Design Play System information to Cllr. Richmond for

investigation of use of this free service for the play area at the Parish Hall and for that within the proposed development at Crookbarrow Road, Norton.

(ii) The Clerk reported on mole activity on the Parish Hall playing field and advised that traps are being laid to prevent a worsening of the situation. This was approved to a cost of £200.

#### **e) Public Rights of Way**

Cllr. Turvey reported circular routes which are being developed. There are outstanding items of P3 Scheme work and these are being followed up for completion. It is hoped that the Parish Public Rights of Way maps will be produced by Worcs CC in this budget year. Cllr. Turvey has provided information on notable features within the Parish for inclusion and has requested a draft map for review. Suggested features for inclusion were noted by Cllr. Turvey.

#### **f) Finance**

(i) The current account balance was £11,553.30 on 5<sup>th</sup> January with the deposit account balance at £40,096.89 on 31<sup>st</sup> December, plus Treasury Stock of c. £15k.

(ii) The Clerk summarised the monthly accounts circulated with the agenda and advised that in view of the allotments drainage work and legal costs incurred relating to the Pre-school lease (which will be reimbursed over the first 5 years of the lease) it is possible that it will be necessary to draw upon reserves. This was noted and agreed in line with previous discussions. The Clerk advised that the second and final set of invoices relating to the flood alleviation work to the rear of Wadborough Road are with Wychavon DC for reimbursement and that invoices relating to grass cutting at Brockhill will be submitted to the developers for reimbursement as soon as possible. There were no further questions.

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

(i) It was noted from the Receipts and Expenditure Report circulated with the agenda that the trading position appears positive if the electricians work costs are excluded as these are being covered from reserves. The loss of Pre-school income to the Parish Hall could create a shortfall in income if there is no replacement hirer.

(ii) See agenda item 16.

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

The Clerk reported an update from CSO Allchurch regarding patrols at the Parish Hall and speed checks in Littleworth. Whilst late patrols have been undertaken at the Hall, no problems have been observed but patrols will continue. Two average speed checks have been undertaken along Wadborough Road with results of 29.36 and 28.18mph.

#### **i) Parish Plan**

Cllr. Sparling advised that most of the work is now done and that printing quotes are being obtained. Costs are likely c. £2,400 for 1,200 copies (20 page double sided including the cover). The Parish Plan group will review samples received and consider cover designs. It was agreed for the Parish Council to fund the printing costs, from reserves if necessary. Cllr. Turvey will arrange for circulation of a copy of the draft Parish Plan to Parish Council members for information/comment, with the aim for approval at the March Parish Council meeting.

#### **j) EnviroSort**

Cllr. Lucas reported on the 12<sup>th</sup> January Liaison Group meeting and will circulate the agenda and minutes to members of the Parish Council for information. Cllr. Lucas summarised that EnviroSort is liaising with residential neighbours regarding the noise from containers dropping and also from vehicle reversing alarms. A 5-8pm twilight shift is proposed for internal maintenance purposes (no vehicle deliveries). A complaint has been made regarding a planning condition relating to movement of vehicles within the facility and this is being investigated by Worcs CC and Cllr. Adams. Cllr. Lucas added that residential neighbours appreciate that there will be an element of noise as they are sited near to a business/industrial site. Cllr. Reeves advised that mention had been made of a possible meeting between residents and Peter Luff M.P. to review the impact of the

EnviroSort development on house value. It was agreed that Cllr. Reeves will liaise with residents at Woodbury Park to establish if they wish to proceed with such a meeting.

#### **6. 2011/4 South Worcestershire Development Plan (SWDP) formerly SWJCS**

The article in the Evening News of 27<sup>th</sup> January was noted and it was agreed to arrange a further meeting with the SWDP Team to obtain an update and to restate the Parish Council stance. Cllr. Turvey will arrange a meeting and report back to the Parish Council. Payment of retainers from developers to land owners regarding land options was noted.

#### **7. 2011/5 Flooding Issues**

(a) Cllr. Reeves advised that a meeting between Natural England, the land owner, Wychavon DC and himself is being arranged for 11<sup>th</sup> February to review the proposals. A better idea of costs will be able to be obtained following this meeting.

(b) Cllr. Reeves explained proposals by Worcs CC Highways to improve the flow of water away from properties on the bend of Wadborough Road, near to the Parish Hall. The 2 existing pipes running under the road are too small to take the flow of water converging at this point in times of heavy rainfall. A plan of the proposals from Worcs CC was circulated showing the route of the proposed new pipe work (450mm) which would run through the edge of the Parish Hall car park to avoid any potential disturbance to foundations at Coppice Cottage. Cllr. Reeves will clarify gulley requirements. Worcs CC is contacting the land owner to discuss the proposal for the pipe work to run across the field to the rear of Coppice Cottage to join up with the existing ditch in the field. Cllr. Reeves is investigating whether the land owner or Rooftop Housing Group has any agreement in place regarding maintenance of this ditch.

It is understood that the Severn Trent 2011/12 work programme includes installation of mains sewerage to Wadborough Road and Worcs CC are liaising with Severn Trent to co-ordinate the works to minimise disturbance. This is possible later in 2011, but perhaps more likely in 2012. Worcs CC is also aware of the work proposed in the Natural England field.

It was agreed that the Clerk will write to Worcs CC to give Parish Council consent to the work in principle and to seek more detail regarding the line of the proposed work and the impact of this upon the Parish Hall grounds.

(c) There are currently no costs in excess of the Wychavon DC Flooding Grant.

#### **8. 2011/6 Norton Pre-school Proposals**

a) Cllr. Lucas advised that the Pre-school building is now on site and service connections are progressing. Electricity load tests have been undertaken at the Hall and professional advice indicates that over load problems are not envisaged. To minimise the risk of this, Pre-school will install thermostats to heating devices by 1<sup>st</sup> October and Pre-school has been advised that if other than isolated problems are experienced, it will have to apply for and install a separate connection to the National Grid at its own cost. This has been accepted by Pre-school. DSM Electrics (who recently completed the Hall electrics upgrade work) were approved to undertake the electricity connection work.

b) The request for Pre-school to move in w/c 21<sup>st</sup> February, with the official opening on 26<sup>th</sup> February was agreed. Pre-school should pay the Parish Hall to 28<sup>th</sup> February, with Parish Council rent starting on 1<sup>st</sup> March. The Clerk will advise Pre-school and ensure that the standing order arrangement is put in place as detailed within the lease (to include reimbursement of costs).

c) After discussion it was agreed to delegate responsibility to agree the following to Cllr. Lucas and Cllr. Reeves: youth shelter new site and re-installation by Pre-school, front and side access ramps, signage and the line of the fence adjacent to the public right of way (to ensure that access is not restricted or encroachment made).

Cllr. Adams arrived at 9.05pm.

With regard to the calculation of water costs for Pre-school, the Clerk advised that information regarding Parish Hall water costs has not been forthcoming, but from previous accounts and Treasurer's Reports, water costs appear to have risen sharply from c. £700 in 2008/9 to potentially

£3k in 2010/11, based on costs to date and those in the annual budget. It was agreed that past bills should be investigated to identify the reason for the increase and the possibility of a leak (work was undertaken by Severn Trent by the pedestrian access to the Parish Hall car park fairly recently). The Clerk will obtain the Parish Hall Severn Trent account number and Cllr. Fincher offered to contact Severn Trent to make enquiries and request a meter test if appropriate.

**9. 2011/7 Land adjacent to St. Peters Garden Centre**

Cllr. Turvey circulated the draft response to the planning application based on discussions at the Parish Council meeting held on 19<sup>th</sup> January. The final response needs to be submitted to Wychavon DC on 31<sup>st</sup> January and any comments or objections need to be forwarded to Cllr. Turvey prior to 31<sup>st</sup> January. Cllr. Adams advised that he has been invited to a meeting between Wychavon Planning and the developers on 3<sup>rd</sup> February to discuss the proposals. It was agreed that the Parish Council would like to be represented at this meeting and Cllr. Adams will make enquiries and advise the Clerk. It was agreed that Cllr. Richmond would attend. Cllr. Adams will also follow up the wheel washing condition. A response is awaited from Wychavon DC regarding allocation and tenure split of the proposed affordable housing.

**10. 2011/8 Housing Needs Survey Report**

See Appendix 2.

**11. 2011/9 Old Barracks HQ**

The Clerk advised that there has been no further news from the MoD regarding availability or costs. It was agreed that possible future uses and cost implications need to be carefully considered if matters progress further.

**12. 2011/10 PAYE Registration of the Parish Council**

The Clerk provided background to the advice for the Parish Council to register for PAYE.

The Clerk left the meeting at 9.45pm for discussions to be held regarding agenda items 12 and 13, returning at 10pm.

The Clerk was asked to minute that it had been proposed by Cllr. Lucas, seconded by Cllr. Sparling and agreed by all to take legal advice on these matters for further discussion at the February Parish Council meeting. The Clerk was also asked to agenda the role of CALC for discussion at the February Parish Council meeting.

**13. 2011/11 Parish Clerk Contract**

See comments above under agenda item 12.

**14. 2011/12 Annual Insurance Renewal**

The Clerk provided renewal information including options for a 1 year renewal and longer term 3 and 5 year renewals. The existing cover was agreed as adequate and renewal of the existing policy for 12 months was proposed by Cllr. Reeves, seconded by Cllr. Richmond and agreed by all at a cost of £2,804.43 including Insurance Premium Tax. The Clerk will arrange.

**15. 2011/13 Appointment of Internal Auditor**

It was agreed by all to reappoint Iain Selkirk as Internal Auditor at a similar cost to previous years.

**16. 2011/14 Parish Hall**

Cllr. Sparling provided a summary of the last Parish Hall Management Committee (PHMC) meeting highlighting the fire safety audit on 10<sup>th</sup> February (that Cllr. Sparling will attend with the Hall Manager), the loss of regular Hall users, suggestions to increase Hall usage/attract new hirers and effective communications.

A meeting has been held between the Hall Manager and representatives of the Parish Council to discuss the draft Hall Manager job description, issues with production of regular financial information and to offer support as required. This was a productive meeting, with the draft job

description suggested by the Parish Council agreed subject to revision that bills in excess of £600 (draft £500) require Parish Council approval. The Hall Manager will discuss provision of future financial information with the Hall Treasurer and stress the importance of this information on a regular basis. The Hall Manager will also obtain the necessary information to complete the Charity Commission Annual Return by the 31<sup>st</sup> January deadline. This includes accounts for the year ended 31<sup>st</sup> March 2010.

The Hall Manager will attend future Parish Council meetings on a quarterly basis to provide a report on activities, w.e.f. the April Parish Council meeting. Minutes from future PHMC meetings will be forwarded to the Clerk for circulation to the Parish Council for information. The potential for Parish Council representatives on the PHMC to work more closely with the Hall Manager to provide greater support was briefly discussed along with the need for transparency.

A query was raised relating to employment by a charity of one of its trustees and Cllr. Lucas offered to investigate.

The Clerk will write to the Hall Manager enclosing a copy of the revised job description and agreeing to monthly pay of a maximum of 40 hours per month, based on completion of a monthly time sheet, to better reflect the number of hours worked. The letter will also confirm Cllr. Mrs. McGovern and Cllr. Sparling as the Parish Council representatives on the PHMC who are working on behalf of the Parish Council.

#### **17. 2011/15 Worcs CC Consultation**

It was agreed for Cllr. Fincher to review the consultation documents regarding subsidised public transport and home to school transport services provided by Worcs CC and to provide a suggested draft response to the February Parish Council meeting. (Consultation closes 1<sup>st</sup> April).

#### **18. 2011/16 Land Ownership**

The Clerk advised that due to other work commitments/priorities there is no progress to report at this stage. However, prior to the merger of John Stallard & Co and the increase in the VAT rate, an invoice has been received for legal services and paid disbursements (e.g. Land Registry searches) from August 2009 to date of £726 plus VAT. This was agreed by all.

#### **19. 2011/17 Litter Picker**

The applications received were reviewed along with the map and schedule of litter picking provided by Wychavon DC. It was agreed to offer the position to Mrs. Griffiths for a trial period of 3 months, with the areas shown on the map from Wychavon DC plus the Parish Hall grounds as the basis for the collection area on a monthly basis. The rate of pay will be the equivalent of the minimum wage and will be paid monthly on submission of a time sheet. The Clerk will thank the other applicant for their interest and explain that the appointed applicant was a resident of the Parish. The Clerk will arrange.

#### **20. 2011/18 Parking on Grass Verge at the Entrance to Gazala Drive, Brockhill**

The correspondence received was considered and it was agreed to write to residents fronting the large grass verge at the entrance to Gazala Drive requesting that there is no parking on this grass verge. The Clerk will arrange.

#### **21. 2011/19 Parish Hall Playing Field Grass Cutting**

Following review and discussion of quotes received it was agreed to instruct New Farm Grounds Maintenance to cut the playing fields for 2011 at a cost of £ 54.77 per cut. The Clerk will instruct the contractor.

#### **22. 2011/20 Brockhill Verge and Churchyard Grass Cutting**

Following review and discussion of quotes received it was agreed to instruct Shear Perfection Ltd to cut the large grass verges at Brockhill at a cost of £173 per cut and the churchyard at £177 per

cut. The Clerk will instruct Shear Perfection on a price per cut basis in view of the progress towards adoption of Crookbarrow Road and pending a response from the PCC regarding cutting of the churchyard.

It was agreed to instruct Day-2-Day Gardening Services to cut the small grass verges at Brockhill at a cost of £300 for 12 cuts. The Clerk will instruct.

The Clerk will obtain additional quotes for clearance of FP20 (3 times pa) and to cut the grass in the field adjacent to Coppice Cottage, Wadborough Road.

### **23. 2011/21 Allotments**

Removal of the asbestos from the allotments was proposed by Cllr. Reeves, seconded by Cllr. Richmond and agreed by all at a cost of £90 if the load is below 50kg and £110 if between 50-100kg. The Clerk will arrange via Augean Plc, a specialist removal company (details provided by Wychavon DC).

### **24. 2011/22 Parish Hall Car Park**

a) Cllr. Reeves provided an update on suggestions to install a new, rolled stone surface to the Parish Hall car park to fill the pot holes and improve the quality of the surface. An additional suggestion was made to install a 12' wide asphalt strip from the gateway to the new Pre-school building along the outer edge of the car park. This outer strip suggestion would hopefully remove the need for new asphalt to be dug up to access services. Quotes are being obtained for this work and also to fully tarmac the car park for the February Parish Council meeting. This work would need to be funded from reserves, a special precept, grant funding or a mix of sources.

b) The Clerk will obtain an additional quote for the tree work for consideration at the February Parish Council meeting.

### **25. 2011/23 Traffic Calming Measures in Littleworth**

In view of the late hour, it was agreed to review this item at the February Parish Council meeting. The Clerk will move this item to earlier in the agenda for the next meeting.

### **26. 2011/24 Photograph Archive**

In the absence of Cllr. Bennett, Cllr. Reeves advised that Cllr. Bennett has all the photos back from Pershore High School. Cllr. Bennett and Cllr. Reeves are making enquiries of alternative archive facilities and will obtain quotes for discussion by the Parish Council.

### **27. 2011/25 Parish Volunteer Group**

It was agreed to review and discuss at the February Parish Council meeting.

### **28. 2011/26 Merger of John Stallard & Co Solicitors**

It was agreed for the Clerk to complete the form of consent for Parish Council instructions and records to be transferred to the new firm of Stallard, March and Edwards LLP. The Clerk will arrange.

### **29. 2011/27 Finance**

a) It was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Reeves **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>
The Poppy Appeal	Donation re poppy wreath for the Parish Council	50.00
Day 2 Day Gardening Services	Grass cutting cost – small grass verges at Brockhill	300.00
Security Patrol Services	Locking of Parish Hall gates (8/11/2010 to 21/11/2010)	57.58

New Farm Grounds Maintenance	Playing field grass cutting – 1 cut in November	61.30
New Farm Grounds Maintenance	Repair to playing field (tyre ruts)	52.88
Norton Parish Hall	Reimbursement of changing room fees collected 29/3 – 21/11/2010	315.00
Duplikate	Winter newsletter (net of advertising revenue)	426.54
Severn Trent Water	Allotments water supply	129.10
John Stallard & Co	Legal fees re Pre-school lease (to be reimbursed by Pre-school)	1,468.75
Shear Perfection Ltd	Roof repairs to Crookbarrow Rd bus shelters	115.00
Mrs. J. Greenway	Honorarium December 2010	761.06
M.I. Moore	Fencing re flood alleviation work (to be reimbursed under Parish Grant Scheme)	52.00
	<b>TOTAL</b>	<b>3,789.21</b>

Accounts for Payment:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
John Stallard & Co	Legal and Land Registry fees re land ownership/ registration work	841.50
Fleet (Line Markers) Ltd	2 bags of line marker	17.86
Security Patrol Services	Locking of Parish Hall gates (22/11/2010 to 3/1/2011)	201.52
Shear Perfection Ltd	Removal of rubbish from allotments	60.00
Society of Local Council Clerks	Annual subscription	106.00
Worcs CALC	Clerks Gathering re HMRC 6 <sup>th</sup> December (£7.50) and training session attended by Cllr. Sparling 12 <sup>th</sup> Jan (£30)	37.50
P. Skeys	Lengthsman work December and January	315.00
S. Noon	Winner of number puzzle winter newsletter	10.00
Mrs. H. Bessant	Runner up of number puzzle winter newsletter	5.00
Mrs J. Greenway	Honorarium January 2011	444.14
Mrs J. Greenway	Expenses December 2010 & January 2011	167.25
Doug Lucas	Parish Councillor expenses – ink jet cartridges	35.47
Simon Skeys Gardening Services	Clearance work in field by Courtnellan bungalow (£60), removal and reinstallation of allotment ‘dogs on lead’ sign to field by Coppice Cottage (£15) and installation of 2 new footpath signs (£60)	135.00
Security Patrol Services	Locking of Parish Hall gates (4/1/2011 to 16/1/2011)	54.60
	<b>TOTAL</b>	<b>2,430.84</b>
	<b>GRAND TOTAL</b>	<b>6,220.05</b>

b) It was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Reeves and all were in agreement for the Clerk to purchase a cross cut shredder for the Parish Council up to a cost of £50.

c) It was proposed by Cllr. Reeves, seconded by Cllr. Fincher and all were in agreement to renew the Society of Local Council Clerks annual membership at a cost of £106. It was also agreed for the Clerk to attend the local branch conference on 17<sup>th</sup> March at a cost of £40.



**30. 2011/28 Correspondence for Information**

See Appendix 1 for a list of correspondence received. No items were requested.

**31. 2011/29 Clerk's Report on Urgent Decisions since the Last Meeting**

No items other than those discussed within the agenda.

**32. 2011/30 Items for Update to Local M.P.**

Cllr. Adams advised that Peter Luff is providing a presentation to Flyford Flavell Parish Council regarding the Localism Bill and asked whether the Parish Council would be interested in attending. The Clerk will contact Flyford Flavell Parish Council to advise that the Parish Council would like to attend and to obtain date and venue details.

**33. 2011/31 Councillors' Reports and Items for Future Agenda**

The Clerk provided an update following a site meeting with Highways and Cllr. Adams to observe and discuss issues at Norton including hedge maintenance, parked cars along Talavera Close (around the entrance to Toulouse Drive), installation of a chicane type barrier on the walkway between Kohima Drive/Mandalay Drive and ground works/possible fence movement to a garden backing on to Church Lane. The Clerk will liaise with Highways and Wychavon DC to progress.

**34. 2011/32 Date of Next Meeting: Parish Council meeting Thursday 24<sup>th</sup> February 2011**

Cllr. Turvey and Cllr. Mrs. Hewison gave apologies in advance of this meeting.

The meeting closed at 11.05pm.

<b>Correspondence Received for 27<sup>th</sup> January 2011 Parish Council Meeting</b>	
<b>Sender</b>	<b>Subject</b>
Allotments Regeneration Initiative	Invitation to host the Spring/Summer 2011 West Midlands Allotments Officers Forum
CALC	Updates on various matters and training. Future of the Code of Conduct.
Choose Cycling	Flier re services offered
Community First	Newsline magazine, E-Bulletin
CPRE	Fieldwork magazine Dec 2010, Campaigns Updates
DCK Beavers Ltd	Accounting solutions, Government requirements for disclosure of expenditure over £500
Dept for Culture, Media & Sport	The Queen's 2012 Diamond Jubilee – competition for City Status and Lord Mayoralty
EnviroSort	Copy correspondence re litter collection along the B4084
Eon Central Networks	Demonstration Pack of items useful to households during a power cut
John Stallard & Co	Merger with March & Edwards solicitors and authorisation for Parish Council instructions to be transferred to the new firm of Stallard March & Edwards LLP
Kompan	Play equipment brochure
Littleworth & District Royal British Legion	Thank you for the donation for the poppy wreath
MidWest Rural Enterprise	Unlocking Enterprise Conference – St. Peters Church 28 <sup>th</sup> January 9am-3.30pm
Mike Henson	Web site design and construction and launch of blog
Mr. Churchill	Parking on grassed area at the entrance to Gazala Drive
Mr. Simms	Relocation of youth shelter
NALC	Local Council Review magazine Winter 2010, Direct Information Service updates, Localism Bill update
NALC	Local Council review Online
Navigus Planning	Journal of Local Planning subscription
Norton Parish Hall Manager	Fire safety audit 10 <sup>th</sup> February 2011
Norton Pre-school	Electricity supply
Norton Pre-school	Service contractors and request to move in and open prior to 1 <sup>st</sup> March 2011
Pershore High School	Newsletter Dec 2010
Peter Luff MP	Planning matters and the Localism Bill
Royal British Legion	Green Poppy Party Weekend brochure – inviting organisation of local parties 10 <sup>th</sup> - 12 <sup>th</sup> June 2011 to celebrate the Royal British Legion 90 <sup>th</sup> birthday
Rural Housing Enabler	Housing Needs Survey
Rural Services Network	Parish News, Rural News Digest
Rural Services Network	Parish News, Rural News Digest
SHM Fleet Solutions	Operating hours and interpretation of planning condition
SLCC	Society of Local Council Clerks membership renewal, training courses
SMH Fleet Solutions Ltd	Acknowledgement of letter re operating hours. Will review the matter further and write to the Parish Council again in due course.
Sovereign Play	Free consultancy and design service, brochure and funding advice
St. Richard's Hospice	Heartbeat magazine Spring 2011 and raffle tickets
Watts Street Furniture	Email flier
West Mercia Police	Parish Hall patrols re anti-social behaviour and Wadborough Rd speed checks
Worcester City Council	Takeaway Food Outlets – Preferred Options Public Consultation (ends 1 <sup>st</sup> March 2011)
Worcs CC	Children & Young People's Plan – summary of consultation feedback from Town and Parish Councils
Worcs CC	Community Environmental Projects – Community Green Space Team assistance
Worcs CC	Consultation – BOLD review of subsidised public transport and home to school transport services provided by Worcs CC. Responses by 1 <sup>st</sup> April 2011
Worcs CC	Invitation to Worcs CC Budget Meeting 19 <sup>th</sup> Jan 2011

**Correspondence Received for 27<sup>th</sup> January 2011 Parish Council Meeting (continued)**

<b>Sender</b>	<b>Subject</b>
Worcs CC	Poster to advertise Bus Service and Home to School Transport Review
Worcs CC	Use of red diesel during extreme snow conditions
Worcs CC	Waste Core Strategy - Consultation response document
Worcs CC	Waste Core Strategy Development Plan Document: Publication document (Regulation 27 consultation) – prior notice of consultation period which is likely 22/3 to 3/5/2011.
Worcs CC Highways	Water leaks following freezing conditions
Worcs Rural Outreach Project	Droitwich Community Volunteer Support Newsletter and Inspired Small Grant Scheme, Sports Leader training, Mood Masters training, Swimathon Foundation grants available
Worcs Telecare	Newsletter Autumn/Winter 2010
Wychavon CAB	Request for donation
Wychavon DC	Approval notices: <ul style="list-style-type: none"> <li>- W/10/02392: Touchwood, 2A Wadborough Rd (extension to form granny annex)</li> <li>- W/10/2739: Unit 6, Court Farm, Church Lane (change of use from D2 to A1 hairdressing)</li> <li>- W/10/2186: Hatfield Lodge, Hatfield Lane (detached 4 bed house &amp; garage with a replacement garage at Hatfield Lodge</li> </ul> Certificate of Lawful Existing Use: Lavender Cottage, Woodbury Lane (use of land as domestic cartilage)
Wychavon DC	Christmas and New Year Recycling & Refuse Collections
Wychavon DC	Consultation re List of Local Information Requirements for planning application. 8 week consultation starts 17 <sup>th</sup> January, ending 14 <sup>th</sup> March 2011
Wychavon DC	Game on newsletter
Wychavon DC	London 2012 – Gold Challenge participation programme
Wychavon DC	Resolution of breaches to conditions to planning approval 06/1302 (25 Wadborough Rd, Littleworth)
Wychavon DC	Sports Recognition Awards 2010
Wychavon DC	Standards Committee agenda 19 <sup>th</sup> January
Wychavon DC	Vacancy on Independent Remuneration Panel
Wychavon DC	Volunteer litter picks
Wychavon DC	Waste & recycling update following snow and ice
Wychavon DC	Winter Service Review update
Wychavon DC/Mr. Edwards	Copied in to correspondence re gate in Cambrai Drive
Wychavon DC/SWDP	Feedback from Parish & Town Council workshops (previously circulated to Cllrs)
Zurich Insurance	Policy renewal and options for 3 and 5 year renewals on a Long term Agreement

**Presentation of Housing Needs Survey Report by Nigel Potter,  
Worcestershire Rural Housing Enabler, Community First**

The main points of the presentation are summarised below:

- The last Housing Needs Survey (HNS) for the Parish was undertaken in January 2000 and did not identify a great deal of housing need within the Parish.
- The response rate for the 2010 survey is c. 30% compared to c. 20% for the 2000 survey. It was noted that the 2010 survey response rate is based on the number of questionnaires printed which is above the actual number of households. The Clerk will provide the number of households data to Nigel Potter which will result in an increased response rate.
- Most households within the Parish are owner occupied, with 87% being houses.
- 42% of respondents are in favour of more affordable housing for local people, with 39% against. This is within the normal range of responses.
- 29 respondents are in need of affordable housing (10% of respondents).
- The HNS report includes a breakdown of background information and aspirational targets for those in need of affordable housing with 48% looking to housing association shared ownership, 16% fixed equity ownership, 24% housing association rented and 12% private rented.
- It was noted that the tenure mix within the development proposals for land at Crookbarrow Road is different to that evidenced by the HNS and this has been raised for discussion with Wychavon DC (a response is awaited).
- Of the 29 respondents with an affordable housing need, 16 had a local connection.
- 30% of the affordable housing need was required by the elderly, with 4 of these respondents having a local connection. This supports the Parish Council request for inclusion of bungalows with the affordable housing numbers at the proposed new development.
- It is unlikely that the number of people with a housing need in the whole Parish could be calculated using the response rate as a multiplier to the number of respondents identifying a housing need. It was considered that those most in need would be most interested in the survey and perhaps more likely to respond, therefore a calculation for the whole Parish based on this type of formula may over estimate the need.
- The survey findings indicate a healthy, vibrant Parish.
- If at the time of a HNS there are no developments proposed within a Parish, then the HNS would evidence local needs and support a specific 'exemption site' which could be built specifically to meet the local need. It may be that the development proposal at Crookbarrow Road will be considered an open market site with an element of affordable housing. This will be discussed with Wychavon DC.
- Nigel Potter has spoken to the Wychavon Housing Officer who is clarifying the allocations to be included in the s. 106 agreement and will respond to the Parish Council letter regarding tenure mix and allocation of affordable housing at the proposed new development w/c 31<sup>st</sup> January. Once this letter has been received Nigel Potter offered to arrange a meeting with the Housing Officer to discuss matters further if required.
- Indications are that Worcester Community Homes may be the affordable homes provider for the proposed development and the Parish Council will write to the developers to request an update and to highlight that it is understood that Festival Group (which includes Rooftop Housing) would be the usual development partner for Wychavon DC. The Clerk will draft a letter.
- Nigel Potter will arrange for the report to be finalised and the response rate to be revised and will provide a copy of the final report to the Clerk. Data from the draft report may now be circulated in view of the nature of the amendments to be made.