

## Honeybourne Parish Council Minutes

DRAFT Minutes of an Ordinary Meeting held at the Village Hall on 13<sup>th</sup>. September 2011

Prior to the Council meeting three representatives from Network Rail addressed a public meeting. The representatives answered question from 15 members of the public. A summary of the meeting is appended to these minutes. The public meeting ended at 8.00 pm

In the absence of the Chairman Cllr. Brian Johnson, the Vice Chairman Andy Attridge took the chair and opened the Council's formal meeting at 8.05 pm.

**Present:** Cllrs. Andy Attridge, D George, S. Kendrick, S Matthews, A. Simmons, T. Probert, D Cowan and G Clelland.

**In Attendance:** Mr J. Stedman (Clerk), Cllr. Alistair Adams

- 99. Apologies:** Apologies were accepted from Cllrs. Ben Lomax, Brian Johnson and Cllr. Tom Bean.
- 100. Resignation:** Peter Cole informed the Clerk by email that he tendered his resignation as member of Honeybourne Parish Council with immediate effect on 12<sup>th</sup> September. Following this announcement the Chairman offered the Council's thanks to Peter for the service he had given the council and wished Peter well in his new job.

### 101. Disclosures of Interests

- a. To declare and disclose any personal or prejudicial interests in items on the agenda.

**Personal Interests:** None declared

**Personal and Prejudicial Interests:** None declared

### 102. The Chairman adjourned the meeting for public open forum.

**Public Open Forum;** The new vicar for Pebworth and Honeybourne, Reverend Debbie Forman was welcomed to the meeting by the Chairman and introduced herself to the Council. She has taken up residence in the new vicarage at Honeybourne and is looking forward to meeting the parishioners of her parishes.

**Cllr Alistair Adams** explained and expanded his written report which is appended to these minutes. Members raised a matter for Cllr. Tom Bean's attention – the new bus service denies the users an opportunity to have an Evesham Hospital appointment before 11.00 am as no service is available from the local area. Members expressed their wish that the matter be put to the County Council. The Chairman closed the adjournment at 8.15.

### 103. Minutes:

The minutes of the August meeting were approved by Council and signed by the Chairman as a true record.

### 104. Consideration of the Clerk's Report on Matters in Progress:

- a. The request in the council's newsletter for Community Volunteers has achieved five new volunteers to date; further requests will be made to enlarge the volunteer list.
- b. Allotment boundary mowing was reported as completed and satisfactory.
- c. Local broadband issues raised by Cllr. Alistair Adams; this matter is described in Cllr. Adams's report appended to the minutes
- d. Damaged posts on the greens in Brick Walk – the mowing contractor has been made aware of the damage once again.
- e. Complaints letter to West Mercia Police. The local PCSO has offered an explanation of the circumstances relating to the phone kiosk damage reporting but failed to supply the requested police policy on third party reporting. The Council requested the Clerk to pursue their request for the policy and contact the police again.

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- f. Confirmation of the Letter of thanks to Barry Matthews was made by the Clerk and it was then made apparent that Barry did not intend to invoice the council for the new fencing as he wishes to donate it to the parish without charge. Not being previously aware of this gesture the council wished a further letter of thanks be sent to Barry.
- g. Letter to Network Rail regarding the closure of the temporary car park off Station Road – a response from Network Rail assured the Council that the site would be well secured with substantial locked gates.
- h. Activities in the triangular field off Station Road – following enquires the owner's land agent stated the field was only being tidied up and re-fenced in places for general maintenance purposes and not for any form of development.
- i. Allotment water supply - Severn Trent Water informed the landlord the meter would be installed within the next two weeks.
- j. Tree damage on Elm Green. Instructions were given to the Handyman to fell the remaining part of the tree and remove the arisings from the site.

#### 105.Planning – Application to consider

- a. W/11/01834/PP Mr P Rainey 45 School Street. First floor rear extension.  
Council has no objection or comment on the application.

#### 106. Planning Decisions noted: W/11/01202/PP Mr & Mrs G Wilkins, Jordan's Barn Stratford Rd, new entrance hall; **Granted** with 3 conditions

#### 107.Planning matters –

- a. **Honeybourne Station re-opening.** The Chairman thanked Cllr. David Cowan for stepping in to represent the council when the Chairman Cllr. Johnson was unable to attend. The event was also attended by other councillors and members of the public.
- b. **Honeybourne Station:** Following the Q&A session prior to the Council meeting the concerns of residents regarding lack of privacy, excessive light emissions and planning issues related to the new footbridge were noted by members and no further action will be required at the present time. The Clerk offered to pass on information received from Network Rail and help parishioners with any communication problems they might have.
- c. **Station Road:** Council considered correspondence and a master plan drawing of the Station Road site's proposals from Planning Prospects; Council declined to comment on the new development proposals and await a formal application before further comments.
- d. **Letters Received:** Members considered and noted the content of two letters on related planning matters from Wendy Prickler and requested the Clerk to respond to Ms Prickler accordingly.

#### 108. Cemetery & Churchyard

- a. Council noted the consent for a tablet in the garden of remembrance for Rosemary Oliver
- b. Council noted the consent for a tablet in the garden of remembrance for Veronica Bird
- c. Levelling of the sunken tomb site: Members reported it was satisfactorily filled but it may require further attention as it settles. The tomb site will be monitored and a further report considered at the next meeting.

#### 109.Street Lighting:

- a. Lighting faults reported: a fault on light No. 38 was reported earlier by the Clerk
- b. **Part night timers:** The Clerk reported that no public responses had been received regarding the part night timer proposals published in the Parish Council newsletter. To enable an informed debate on the matter the Clerk was asked to obtain a quotation for the supply and installation of the timers and the related energy cost saving.

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### 110. Public Rights of Way – (PROW).

- a. PPW's report on referred and other matters – Council noted that the PPW is unable to carry out his duties due to recent medical procedures and no report was available.
- b. The footpath from Bretforton Road to Badsey is still blocked by a tunnel erected over it, Council agreed to write again to Vicarage Nurseries requesting the obstruction is removed as soon as possible and cc the County Council PROW Officer and Ward Member.
- c. The clearance of the footpath between Station Road and Westbourne is to be completed shortly

### 111. Highways:

- a. Highway matters to be reported to the County Highways
  - i. Chase up the High Street footway repairs from the telephone kiosk to The Gate Inn cross roads
  - ii. Chase up the hedge cutting on Buckle Street
  - iii. A utility trench reinstatement is sinking and causing a pothole outside the Post Office in High Street
  - iv. Bretforton Road continues to suffer from several potholes over its length
- b. WCC Winter Service for season 2011/2012 and supply of Grit Bins: The council agreed to request five new grit bins to be sited at: -
  - i. Dudley Road and Westbourne junction
  - ii. Station Road railway bridge
  - iii. Green Close on The Green
  - iv. School Street and High Street junction by the Parish Council Notice board
  - v. School Street and High Street junction opposite the Village Hall
- c. **Request for a VAS funding:** a formal request for £2,500 was agreed to be sent to Cllr. Tom Bean for a contribution from his £10,000 local project fund to help purchase a VAS device.
- d. **Bretforton Road;** the Clerk will request Cllr. Tom Bean to investigate when the promised road resurfacing is scheduled to be completed by, as it is long overdue.

### 112. Lengthsman & Handyman

- a. Members noted a small dead tree required removal from Elm Green and the Handyman will be asked to remove this while on site.
- b. The verge grips in Bretforton Road require clearing as ponding occurs in places; the Pebworth Lengthsman will be asked to carry out this work.

### 113. The Leys Playing Field

- a. Regular monthly visual inspection: A new split in the safety surface under the swings was found and requires filling to prevent water ingress, the matter to be referred to the Handyman. No other matters of concern were found.

### 114. Recreation Field

- a. At a site meeting on 19<sup>th</sup> August with VISA members and Councillors Mr Bury our Architect demonstrated the difficult topography with regard to foul water discharge to the main sewer. The data from Midland Surveys proved that the only possible site for facilities needing a foul water discharge without a pumped system was in the corner of the field directly behind 1, Gloster Ades. With the main sewer in the road on the Gloster Ades junction the foul drain would need to leave the field into and travel down the Bretforton Road to access the connection point, further doubts then arose regarding highway regulations on services installed under the carriageway. It was noted that the main sewer servicing the Gloster Ades block of houses runs through the private gardens of the block and parallel to the field with an inspection chamber in the garden of No1. Based on the survey information it looked a feasible option to connect into this sewer via the garden of No1. As this appeared to be the best option it was agreed to investigate the possibility and the Clerk was asked to visit the occupiers to gain their opinion on the matter and

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make any other necessary investigations to enable the connection. Mr and Mrs Bubb were approached by the Clerk and the plans to site the changing rooms in the corner of the field at the bottom of their garden and bring the foul drain through their garden to the inspection chamber was fully supported by Mr and Mrs Bubb, they were also enthusiastic over the field being brought into recreational use. Following this support from the tenant the property landlords, Rooftop Housing Group were approached to gain an easement to lay a sewer across their land, they have agreed in principle to the proposal but required an easement valuation to be agreed by the board of directors before a formal proposal can be returned. As the sewer connection will be into a Severn Trent Water main sewer their permission is also required and the Architect has been instructed to pursue this permission. Members requested a letter be sent to Mr and Mrs Bubb thanking them for their support and understanding for the project. It is hoped further information will be available for the October meeting.

- b. The Clerk reported that the requested field boundary hedge cutting was completed and members had noticed the roadside field drainage ditches required digging out as they are silted up and contain a lot of debris. Clerk to obtain a quotation for the necessary works.
- c. The poor state of the grass was raised and it was agreed further checks will be made when the drought conditions change and regrowth resumes. A further fertiliser application will be considered following an autumn inspection.

**115. PACT:** No issues were raised for the local police team but Cllr. Alistair Adams having attended some PACT meetings expressed his disappointment over the one way exchange of information as three major incidences had occurred in the parish in recent months and no feedback from the police had been received. He will be raising the issue at the next PACT meeting later this month.

**116. Party in the Park:** The report from the last group meeting was circulated to members and prompted several comments: - The fire work display budget needed to be increased; a formal request to the Parish Council for funding was required. A large amount of relative equipment is available to loan from WDC along with printing facilities. A further Jubilee group meeting is planned for later in the month.

#### 117. Newsletter Publication

- a. The Clerk reported on the printing and distribution of 620 copies and a reported shortfall of 25 copies from the distribution crew. It was agreed to increase future printing to 650 copies to ensure full coverage of the parish.
- b. Several public responses were received regarding the two articles in the newsletter relating to the proposed developments in the Sheep Field and the Triangular field off Station Road, a list of interested parishioner has been compiled by the Clerk to ensure future information is disseminated to them.

#### 118. Finance:

- a. Council approved the Payments, Receipts and Balances schedule as circulated by the Clerk.
- b. The Clerk reported on the changes to the figures in the annual return whereby Clement Keys had changed the format of the return without prior information.

#### 119. Matters raised by members and items for future agendas;

- a. **Cllr. Probert:** The placing of flower planters under the 'Honeybourne' signs on the approach roads. Also to be adopted and maintained by local businesses in return for a small sign acknowledging the businesses sponsorship. The proposal was supported in principle and information and costs would be considered at the next meeting.

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### 120. Correspondence for Consideration

- a) The Worcestershire Agreement – Email response from CC regarding our answers to the consultation – Members noted the response
- b) SWDP Evidence gathering of village facilities; the questionnaire will be completed and returned as required

### 121. Correspondence Noted –

- a. CALC email documents including the Worcestershire Agreement as circulated by email 01/09
- b. Clerks & Councils Direct
- c. WDC events Diary
- d. CLPG newsletter
- e. GCC waste strategy consultation letter

### 122. Meeting Dates:

It was confirmed the next Ordinary Meeting of the Council scheduled for 11th October at the Village Hall at 7.30 pm.

123. There being no further business the Chairman closed the meeting at 10.05 pm.

Chairman \_\_\_\_\_ Date \_\_\_\_\_

### APPENDIX A: FINANCE

#### Payments to be Authorised

Sep-11

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
928	Wychavon Sport	Wychavon Games fees	15.00		15.00
929	CLPG	Subscription fee	10.00		10.00
930	WDC	News Letter printing	59.52	9.92	49.60
931	Mr G Clelland	Newsletter Delivery	80.00		80.00
932	Hightrees	Mowing Contract	738.00	123.00	615.00
933	J Stedman	Clerks Salary and Expenses	690.28		690.28
934	Mr J Hyde	Handyman	97.00		97.00
			1,689.80	132.92	1,556.88

	£		
Account Transfer	10,000.00	August	

For Information	PAYMENTS RECEIVED AND BANKED		
Received From	Details	Amount	Banked
Campion & New	Inv 169 R Oliver	180.00	19-Aug
	Total	180.00	

#### All paid up Account Balances

CURRENT ACCOUNT	£2,516.10
DEPOSIT ACCOUNT	£38,004.16
TOTAL FUND BALANCE	<b>£40,520.26</b>

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### Ward Members Reports

*Prepared by Alastair Adams – Honeybourne & Pebworth Ward,*

#### 1. The latest on the **South Worcestershire Development Plan**

The preferred options document can be viewed on the following web site

[http://www.swdevelopmentplan.org/html/swdp\\_preferred\\_options.html](http://www.swdevelopmentplan.org/html/swdp_preferred_options.html)

The public consultation starts on 26<sup>th</sup> September and runs for 8 weeks. A lot of information will be released by the 26<sup>th</sup> to inform the public about the SWDP. In addition 39 road shows are being organised by the WDC Planning Dept, and the nearest road shows to Honeybourne are

- Broadway - Friday 30 September - Memorial Hall, 2pm – 8pm
- Bretforton - Monday 17 October - Village Hall, 2pm – 8pm
- South Littleton - Friday 11 November - Scout Hut, 2pm – 8pm

Please try to attend one of these shows, and give your feedback using the various formats; questionnaires, websites, emails, etc

The map for Honeybourne shows the 2 sites for potential housing is

[http://www.swdevelopmentplan.org/publications/swdp\\_preferred\\_option/SWDP%20Site%20Allocation%20Maps%20June%202011/Wychavon%20Sites%20Allocations%20Maps/WDCMap8Honeybourne.pdf](http://www.swdevelopmentplan.org/publications/swdp_preferred_option/SWDP%20Site%20Allocation%20Maps%20June%202011/Wychavon%20Sites%20Allocations%20Maps/WDCMap8Honeybourne.pdf)

2. **Planning:** I received a complaint from a resident about the new footbridge at the Honeybourne Railway Station. I discussed this with Gill Collins at planning who put me in touch with Jonathan Edwards, and I attach his email to me. Since then, I have asked for an Enforcement Officer to visit the site to confirm whether the bridge has been built to the original plans.

3. **Improving Broadband:** I have been chasing the District Council and the County Council on how they are using the central governments grants (BDUK) to improve Broadband in rural areas. I attended a conference on 11<sup>th</sup> August in Worcester. Central Government has an initiative called Broadband Delivery UK (BDUK - see [http://www.culture.gov.uk/what\\_we\\_do/telecommunications\\_and\\_online/7781.aspx](http://www.culture.gov.uk/what_we_do/telecommunications_and_online/7781.aspx)) - that has asked local authorities to drive the distribution of funding for rural broadband improvements. Honeybourne now has a “champion for Broadband” (Michael Poore) who has set up a website collecting information on the performance of Broadband in Honeybourne – see <http://www.honeybourne.org.uk/>

4. **Donation of further equipment to the Honeybourne Youth Club:** Another electric guitar has been kindly donated to the Youth Club by Gerry O'Donnell of Evesham

5. **Residents Correspondence:** There are 2 residents in Honeybourne who have contacted me regarding their search for new social housing.

Dear Cllr Adams

You and Gill are correct in that Network Rail benefit from a range of "permitted development rights" that enable them to carry out lots of work without the need to seek any planning permission or approval from the local planning authority. However, these permitted development rights allow for the erection of a new bridge, only on the condition that the prior approval from the Council to detailed plans and specification are first obtained.

We received a request for such approval in respect of the bridge at Honeybourne Station on 13th September 2010 (see attached letter). Plans and information about the proposed bridge were provided with the request letter. Let me know if you want to see these (they are not viewable through our web site).

Attached is a report that was put before the Council's Development Control Committee at its meeting on 11th November 2010. The report explains that as this request for approval does not represent a planning application, there was no requirement to carry out any public consultation, nor indeed to make the submissions available to the Parish Council. However the attached letter from Network Rail suggests that the Parish Council were consulted prior to the formal submission.

It is perhaps worthwhile pointing out that when considering such requests for approval, the Council are only allowed to refuse approval if:-

- (i) the development ought to be and could be reasonably carried out elsewhere; or
- (ii) the design or external appearance of the bridge would injure the amenity of neighbourhood and is reasonably capable of modification to avoid such injury.

Given the limits of the issues we are allowed to consider, it is perhaps understandable that the Development Control Committee resolved to approve the details.

A few of the comments and concerns raised seem to be at odds with the details that have been approved. The external parts of the bridge should be grey in colour so I am worried about the comments of it being very colourful. Also lighting to the bridge should be low level (installed below the handrail) rather than on columns - this seems to be contrary to the comments about the bridge being floodlit. You may want to come back to me if it would seem that the bridge is being constructed differently to that approved.

I hope this information helps. Please let me know if you have any further queries.

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Jonathan Edwards BSc(Hons), TPDip, MRTPI, CLMS

### Summary of the meeting between Network Rail and members of the public.

The Chairman introduced the Network Rail representatives and chaired the meeting

Attendees: Mr David Northey - Sponsor, Maria Ivory – Community Relations Teresa Ceesay – First Great Western Station Manager, 15 members of the public, Parish Council members and Cllr Alistair Adams.

David Northey was the spokesman for Network Rail and responded to the following questions and comments from the public

Q. Why were the nearby residents not consulted or informed of the new footbridge?

A. The bridge was constructed under the General Permitted Development Orders whereby no public consultation is required, the District Council were asked to respond to the proposal and did so without the need to inform the public of the pending construction.

Q. Why are the footbridge lights on all night and so intensely bright and intrusive?

A. Following complaints from the local residents the lights are now switched off at mid-night after the last train leaves. The lights are a requirement under DDA regulations which also dictates the light intensity of 150 Lu for the whole of the bridge and platform. An engineer has been to check the light intensity and if changes are possible to reduce the lights they will be made.

Q. What can be done to reduce the lights shining into bedrooms and keeping children awake?

A. Network Rail will compensate householders for the inclusion of blackout curtains in bedrooms facing the footbridge

Q. Why is the footbridge painted pink when the proposals put to the District Council indicated grey paint?

A. The colour of the footbridge is the standard colour for First Great Western Railways and is used on all such structures including the new bridge at Charlbury.

Q. Why do the original plans for the footbridge not represent what is built in size or position?

A, There has been no changes to the plans or the structure or its position.

Q. What is to be done to increase car parking for the station as there are not enough spaces for the current demand and cars parked on the estate roads?

A. Network Rail do not own any other land in the area and only have funds for the track and station improvements therefore there are no funds available to buy car park land. The situation will now be looked into as they are aware of the problem. We understand the land near the track has a covenant preventing it from being used by Network Rail.

Q. Will the removed trees be replaced and can we have extra screening from the footbridge?

A. The removed trees will be replaced with semi mature trees and any extra green hedge screening that can be installed will be put in place. If residents put proposals for screening in private gardens then Network Rail will consider funding the proposals. They will also consider installing much higher garden fences and planting mature trees in gardens to improve screening.

Q. What will be done to prevent antisocial behaviour on the bridge and station now it is lit up all night?

A. Teresa Ceesay responded to ask everyone to phone the Transport Police who will attend quickly and deal with the any situation. Teresa handed out leaflets with contract details and assured the public any disturbance will be dealt with swiftly.

Q. Will the Station Road hedge be replaced as the area is very exposed and only protected by a temporary barrier?

A. A new fence will be installed and creeper plants encouraged to cover it giving a green wall feature.