

AVON DASSETT PARISH COUNCIL

Minutes of Meeting held at the Reading Room on Monday 2 April 2007

Present A Fraser; D Brangwyn; J Burgess; L Hope-Frost;
K Martin ; Cllr C Williams; Cllr D Booth; Clerk

In Attendance PC K Taylor (part attendance); C Barlow (part attendance);
J Davies; M Edgington; R Husband; A A Mitchell (part attendance);
A F Rice; G J Rice

1. Apologies: -
2. Declaration of Interest:

J Burgess declared an interest in item 5.h) due to her participation in the Parish Plan Steering Group.

A Fraser and J Burgess declared an interest in item 6. Correspondence, Planning reference the Avon Pub planning application.

A Fraser declared an interest in item 5.c) D Lawson (Reading Room repairs); 5.e) M Mann (playground) and 5.f) R Randerson (burial ground review of rules) as a result of his friendship with those mentioned.

D Brangwyn declared an interest in item 5.f) due to her friendship with R Randerson and in item 6. reference planning permission to fell a diseased tree at 'Naddumor', 17 Avon Carrow.
3. Confirmation of Minutes:

The minutes of the previous meeting were approved as correct by J Burgess and seconded by L Hope-Frost; they were then signed by A Fraser.

Note: In order to accommodate PC Katrina Taylor, item 5.a) was discussed first.
4. Affordable Housing for Local People:

Charles Barlow, the Rural Housing Enabler for Warwickshire Rural Community Council gave a presentation on Affordable Housing. This was followed by a Q&A session.

A copy of Mr Barlow's report is attached. (Please note: abridged notes have been made of this session – please contact the Clerk should you require a copy.)

It was agreed that C Barlow work with the Parish Plan team and the Clerk in order to facilitate a local Housing Needs Survey to be distributed to all households in the village.
5. Matters Arising:.
 - a) Community Policing/Neighbourhood Watch (NW) – PC Katrina Taylor attended the meeting. Discussion followed reference establishing an improved NW network within the village to aim to meet the ideal of 1 co-ordinator per 15 households. D Brangwyn requested details of a successful 'model' that Avon Dasset could emulate; to this end C Williams to facilitate contact from Napton NW.
 - J Burgess requested NW leaflets from police for local circulation – PC Taylor to action.
 - In the aftermath of any local crimes, request made for information up-dates from police.
 - Chairman suggested fear of crime in village was low; this was disputed by a member of the public.
 - b) Relocation of Tree & Memorial Plaque – Mary Edgington and Mick Harris have moved the Hornbeam tree to the corner of the playground. Sandra and Graham Rice have sourced and

*ATF
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planted a replacement tree (Sorbus 'Joseph Rock') close to the original memorial site. Parish Council to move memorial stone and plaque. The Parish Council expressed its appreciation to those concerned.

- c) Reading Room – Once again, D Lawson failed to meet his commitments to commence works on repairs to the Reading Room. As a result of this, Council to actively source new quotations for repairs to porch and window.
Quotes sourced by L Hope-Frost from EIC Ltd to purchase and install a wall-mounted hot water heater for the kitchen area and for an electrical assessment of the Reading Room were accepted. (Post meeting note: works to be carried out on Monday 16 April 2007.)
- d) 'Speed Aware' – Information received from Jamie Hickman reference recent traffic calming investigations to be kept on file.
Interest registered reference 20mph speed limit through village centre.
J Burgess to progress 'speed aware' initiative – preferred site for camera in village centre.
A Fraser to bring information reference traffic calming to next meeting.
- e) Playground – A Fraser had contacted M Mann reference start-date for repairs to playground (including hedgerow). Weather-related delays to contractor's work schedule have resulted in his request to be contacted again at the end of April to determine when he can commence work in the playground; concerns were expressed at this delay.
A Fraser to erect temporary mesh fencing to patch holes in hedgerow.
Thanks expressed to M Edgington for works carried out to flower bed in front of playground.
- f) Burial Ground – Review process of the 'Rules for the Avon Dassett Cemetery' – no progress.
- g) Parish Website – No further progress. Awaiting permissions from Awards for All for extension to £5,000 grant expenditure deadline of 1 May 2007, requested as a result of delays caused by SDC. In order to avoid hardware warranty expiration and incurring communications rental fees, no action will be taken on purchase of hardware/software and installation of 'phone line/broadband services until SDC can give firm timetable of website creation. C Williams to contact Balvinder Heran for explanation of unacceptable service received from her department.
- h) Parish Plan – Latest Draft Plan received from Steering Group. Councillors commented on priority actions; Steering Group to incorporate in Draft Plan.
Housing Needs Survey to be undertaken in conjunction with WRCC – see item 4. above.
A Rice aiming to get updated Plan for Parish Council approval by July/August 2007.
- i) Flooding at Lower End – 'Drains Survey' carried out by J Burgess and A Fraser.
Gez Romano (County Highways) advised Mrs Coupe that a new drain would be added to the network somewhere between Poppy Cottage and the entrance to the private lane leading to The Thatches.
No County Highways information has been passed to Parish Council about this, or other drainage issues, following meeting between Clerk and G Romano in November 2006; D Booth to investigate on behalf of Parish Council.

6. Correspondence:

Zurich Municipal Insurance – Local Council Activities Questionnaire completed – Clerk to return to Zurich Municipal.

Burial Fees – form returned to J & M Humphris stating that burial fees remain unchanged until impending review of 'rules' is completed – Clerk to advise of any changes if and when appropriate.

Parish Emergency Plan – request by Mick Potter (WCC Emergency Planning Unit) to issue the Emergency Plan to Southam Police approved by Parish Council.

WCC Community Computers 2006/7 – Avon Dassett awarded one computer from the Stratford-on-Avon Area Committee Funding sub-group of the County Council; Clerk to return acceptance form.

Provision of Parking Layby at Children's Playground – letter from WCC acknowledging receipt of

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request made for works under Minor Capital Works Budget. WCC to contact Clerk.

Central Networks Parish Council Pack – demonstration pack produced by E-on containing various items that could be of use during power cuts (eg analogue telephone, battery operated torch, battery operated radio, foil blanket, etc). Clerk to investigate the purchase of 12 packs for distribution to vulnerable members of the community.

Due to time constraints, a list of correspondence 'items for information only' to be produced by Clerk and issued to Councillors – attached for Parish Councillors only. Councillors to view correspondence on request.

Planning – A provisional date was set for the next extraordinary planning meeting on Thursday 26 April 2007 at 7.30 pm in the Reading Room, should responses to applications be required prior to the next ordinary Parish Council meeting.

Note: an extraordinary planning meeting was held on 22 March 2007 to discuss an application to construct a new building for storage purposes submitted by Mr M Watts of 'Sinclair'; there was no representation to make.

D Brangwyn produced a copy of a letter to Mr Ralph Branston reference the need to fell a diseased beech tree at 'Naddumor', 17 Avon Carrow. A replacement beech will be planted in the grounds of Avon Carrow.

An application was considered to thin crown and remove deadwood from 2 walnut trees at The Avon for Mr D Nash; there was no representation to make.

Consent was given to extend living accommodation at Pump House Cottage to Mr N Paxton.

Consent was given to fell 3 conifers at Dasset House to Mr A Rutherford.

7. Financial Statement:

Balances at close of business on Monday 5 March 2007:

Current account	£269.20 credit
Deposit account	£10,976.50 credit

Cheques to be issued – dated 6 March 2007:

a) M Maughan (Clerk's pay & expenses)	£115.78
b) J Kipling (Cleaning)	£16.00
c) W Sherriff (Coffee morning February & March)	£13.25
d) M Harris (Clearing path on Church Hill)	£102.00
e) A Fraser (Photocopying charges)	£6.85
f) Chubb Electronic Security Ltd (alarm maintenance)	£139.65
g) WALC (Good Councillor's Guide x 6 copies)	£9.00

Balances at close of business on Monday 2 April 2007:

Current account	£244.17 credit
Deposit account	£11,060.20 credit*

* includes VAT reimbursement of £402.11 for payments made April 2006-March 2007.

Cheques to be issued:

a) M Maughan (Clerk's pay & expenses)	£109.33
b) J Kipling (Cleaning)	£16.00
c) A F Rice (purchase of tree and stakes)	£38.49
d) SDC (Reading Room rates)	£256.73
e) Zurich Insurance	£523.70
f) J Burgess (storage files)	£13.96

The payment of cheques was proposed by L Hope-Frost and seconded by J Burgess.

*AJ Fraser
14/3/07*

It was agreed that Reading Room charges remain at £5 per session.
Burial charges remain unchanged until such time as the review of 'rules' has taken place.

8. Council Report:

Clr Williams presented his report - attached.

Clr Booth stated that:

- Council Tax set at just under 5%.
- £4.5m of additional funding has been allocated to Adult Social Services.
- Grants are available for village hall insulation costs.
- £0.7m savings made from discontinuing use of 'glossy' paper.
- Park & Ride (north) Stratford is free before 9.00am.

9. Any Other Business:

- a) Request by L Hope-Frost to include 'Allotments' on next month's agenda; Clerk to action.
- b) J Burgess stated that Fête Committee had set aside funds for memorial for George Macdonald; Tanya Macdonald had requested the provision of a bench in the children's playground with an apple tree behind it. PC has no objections to this. It was suggested that the land owner should be contacted to request his approval.
- c) J Burgess reported large pot-holes in Farnborough Lane – Clerk to request repairs.
- d) Clerk advised meeting that no action had been taken by SDC to remove fly-tipping in Farnborough Lane; C Williams to investigate on behalf of Parish Council.
- e) J Burgess requested extension to footpath opposite St John the Baptist Church as part of minor works capital scheme - Clerk to contact WCC. Clr Booth stated that this request is likely to be considered as part of next year's budget.
- f) J Burgess asked if further training would be given for planning matters? C Williams reported that new training sessions are planned by SDC. He recommended that Parish Councillors attend the Planning Committee sessions (at Wellesbourne or Southam).
- g) Purchase of children's play equipment for use in the Reading Room was suggested; however storage of equipment was felt to be prohibitive at this time. A Rice added that ideas from the Parish Plan would be piloted, developed and trialled.

10. Questions from the Public:

- M Edgington asked if Avon Dasset was entered in this year's Best Kept Village Competition? L Hope-Frost confirmed that we were.
- R Husband reported that new springs had appeared by Spikes Cottage and in the road by St John the Baptist Church; Clerk to notify County Highways.
- R Husband suggested that enquiries should be made to purchase 12 'Parish Council Kits' from Central Networks to distribute to the vulnerable members of the village – see item 6. Correspondence. Clerk to investigate.

11. Date of Next Meeting:

The Annual General Meeting will be held on Monday 14 May 2007 at 7.30 pm in the Reading Room; the next Ordinary Meeting will immediately follow the AGM.

Meeting closed at 10.30 pm.

*AT Fraser
14/5/07*

Avon Dassett notes 020407

Census 2001 – 93 households

Rural Housing Enabler

- RCC
- RHE - Three main responsibilities
- Affordable housing defined as social rented or shared ownership
- 3 years in post. Worked with over 50 parishes in Stratford District, carried out surveys in 32
- Affordability problem. Ratio of average house price to income is approximately 9:1 for Stratford on Avon District, far higher than this in parts.
- Affordability problem affects three main groups – children leaving home, adults experiencing a change in circumstances (e.g. separation) and people leaving tied accommodation.

Planning context

- General policy of restraint on new housing development in rural areas
- Policy can be relaxed, but only in exceptional circumstances and in order to meet identified local affordable housing needs. 'Local in this context' relates to a particular settlement not parish. This is important to note where a parish contains more than one settlement
- An affordable housing scheme of this type is commonly known as an 'exception site' scheme.
- Local Plan Policy CTY.5

Exception site schemes

- Only housing which meets the identified needs of the settlement concerned
- Only affordable housing
- Within the village boundary or immediately adjacent to it
- Must create no adverse impact on the character and appearance of the village
- Planning agreement restricting occupancy of the homes to local people in perpetuity
- No right to buy
- Must have the support of the Parish Council and wider community

Reason for contacting Parish Council

- Approached by a landowner
- Approached separately by the Parish Plan committee

Avon Dassett Parish Plan

- Aware that a Parish Plan is being undertaken
- Perhaps needs to be a discussion about which body, Parish Council or Parish Plan group is the most appropriate body to lead a housing needs survey

Housing needs survey

- Purpose of the survey is to capture a snapshot of housing need.
- Postal survey. All limitations of postal surveys are recognised.
- Model form based on the experience of hundreds of housing needs surveys across the East and West Midlands
- Four parts to the form: covering letter, 'Freepost' return envelope, part 1 of the survey form itself, part 2 of the survey form. All four parts presented as a bundle
- Part 1 of the survey form designed to build up a picture of life in the parish. Some questions designed to back up information from the last Census and some questions designed to explore the opinion of parishioners to various issues. All of the questions very important to determine the sustainability of the parish.
- Part 2 of the survey form to be completed only by people with a need for affordable housing. This part of the survey form is not anonymous. Personal information is requested, including income details and what people can afford to spend on accommodation. People do fill out this information, same as they would do registering on the housing waiting list. Survey aims to split housing need between the settlements in the parish – very important to do this
- Survey forms are posted back to WRCC in the Freepost envelope. Individual replies are not seen by anyone other than the RHE.
- Information from the forms is analysed and a report showing high-level information is produced. This report is then fed back to the Parish Council. The hope is that the Parish Council endorses this and if a Parish Plan is being undertaken the results are incorporated into the action plan for this. The report is a public document
- There is no cost to the community other than distributing the survey forms, which is usually achieved by including the forms with the parish magazine or similar. Warwickshire Rural Housing Association, a specialist in delivering affordable housing on exception site schemes would pay all printing, postage and analysis costs.

Avon Dassett Parish Council Meeting 02.04.07.
District Councillor's Report

1. The British Crime Survey results show that Stratford district is one of the safest places to live not only in the county but also the country. We are even better than the rest of the district as the Fenny Compton Ward is identified as one of the safest Police beats in the district. In the last quarter there were 41 recorded crimes covering such issues as burglary, vehicle crime, criminal damage and antisocial behaviour. The Police are cracking down on antisocial behaviour. It is recognised that the fear of crime, particularly amongst the elderly, is higher than actual crime itself. At long last schools are taking a responsibility for out of hours activities and promoting the culture of citizenship.

2. The District Council is currently formulating a play strategy. The essence of this strategy is to establish, where available funds can be directed, expanding such activities as play groups for young children, youth activities, sports activities and enhancing existing play areas. This is all good news for Avon Dassett since it does mean that towards the end of the year more funds could be available for investing in activities groups for the young and enhancement of the existing play area.

3. Community Links is a social transport scheme which operates a small fleet of vehicles each with full disability access offering a door-to-door service for people stuck for transport to get to and from their nearest town or village, or even to visit friends locally. The scheme is for people with a genuine need for local transport who cannot access public transport because of mobility problems or who live in a rural area with no other form of transport available. The service charges – a flat rate of £1 per journey. Unfortunately, the take up of this service has been disappointing. I would ask if any Parish Councillor is aware of anyone who could benefit from this service could let me know and I will make sure a confidential approach is made from the Community Links service direct to take person.

CRW
01.04.07.

Notes from Parish Council discussions with Charles Barlow, Rural Housing Enabler, Warwickshire Rural Community Council – 2 April 2007

3 responsibilities:

- identify housing needs with focus on affordable housing
- try to address needs
- bring people together to build new houses

Affordable = Social Rented (typically Housing Assoc.) and Shared Ownership.

3 main groups:

- children leaving home
- change in circumstances (eg divorce)
- leaving tide accommodation

Policy of restraint on new build in rural areas relaxed for 'rural exception schemes'.

4-6 houses, edge of village, for people with ties to village.

Meet identified needs of settlement concerned. No right to buy. Must have support of Parish Council.

Have been approached by: land owner's agent and Parish Plan team.

Housing needs survey (HNS) – copy of model form distributed to Parish Councillors.

Threshold of no. of houses built to make development viable – typically 6 homes.

C Williams: reminded meeting of SDC's current moratorium on new build; 'exception schemes' policy may get around this.

C Barlow: do HNS now. If no immediate requirement found, follow-up in a few years time.

Housing Register not best indicator of housing need – no local connection. Local people given a priority on housing list. Checks made to ensure local people can afford these new houses.

Shared ownership – not registered.

Purpose of survey gives people opportunity to express need.

Sandy Mitchell: what guarantees are given to ensure affordable housing remains so?
C Barlow - Exception house site = no right to buy, cemented by planning agreement (although could change with change of Government/regime.)

Privately owned (ie non housing assoc.) community land trust – would require a very robust system of management in place.

Social rents approved by Housing Corporation – well below private rents.

D Booth – make sure 'local connection' is made clear.

S Rice – does village have say in choice of site? C Barlow – yes, identification of site by village/community.

J Burgess – what happens if 'local connection' criteria not filled? C Barlow – residents on housing register from nearby villages are next in line.

Parish Plan group happy to work with Parish Council to approve documents and get HNS carried out.

C Barlow happy to work with Parish Plan team to move forward HNS. Parish Council in agreement.

Timeframe: once agreed covering letter and HNS, WRCC turnaround 1-2 weeks; if speedy local distribution of HNS forms, should take approx. 6-7 weeks start to finish.