



## Minutes of the Meeting of the Parish Council held on Tuesday, 9 January 2018, in the Committee Room, Leek Wootton Village Hall

**Present:** Councillors Smith (Chairman), Coates, Eassom, Eldridge, Kirkwood, Moore, Tunkle, C/Cllr Redford, D/Cllr Gallagher and the Clerk

1.	<b>To accept apologies for absence</b> Cllr Knott
2.	<b>Declarations of Interest</b> None
3.	<b>Public Participation</b> None present
4.	<b>Minutes</b>
4.1.	The minutes of the parish council meeting held on Tuesday, 14 November 2017 were approved and signed.
5.	<p><b>Speeding Traffic</b></p> <p>Cllrs Smith and Kirkwood met with an independent highways engineer to discuss possibilities for traffic calming in the parish that could be suggested to WCC Highways. This was a positive meeting, but to progress this idea will require a consultation fee, which the Council is not in a position to pay at this time. This project will be an option for expenditure when any CIL money is received in relation to proposed new developments in the village.</p> <p>After the last meeting, the Clerk inquired about getting raw monitoring data from Police, but they will not share this information, <i>"I am informed by the Operations Supervisor (Safer Roads) who arranged the survey that I am unable to send the raw data through for discussion"</i>.</p> <p>In response to a request to meet or perform further monitoring, <i>"As stated it is my intention to attempt to encourage a colleague to join me at some point with a speed camera in Leek Wootton. I have also requested that a couple of Special Constables visit Leek Wootton with the camera to monitor the situation. Unfortunately at present the WRW team consists of myself alone and therefore the resource available is limiting the amount of time we can allocate to this issue."</i> In addition to this response the Clerk received and circulated a CC email dated 18/12/2017 from C/Cllr Redford and D/Cllrs Redford and Wright (Stoneleigh &amp; Cubbington Ward), which was sent to the Police and Crime Commissioner (PCC), expressing concern about the current policing levels in this part of Warwickshire. C/Cllr Redford confirmed that he has not received a response to date.</p> <p>The Council discussed this response and it was decided to ask again for further monitoring in different locations.</p> <p style="text-align: right;"><i>Clerk to request further monitoring from the WRW Safer Neighbourhoods Team</i></p>
6.	<b>Progress Reports for information</b>
6.1.	Playground (Cllr Coates) Nothing to report
6.2.	Leek Wootton War Memorial Recreation Ground (Cllr Coates / Cllr Eassom) The car park planning application is almost ready for submission. The Council will be advised when this has been submitted. There is some concern with re-siting the drain which runs under the bund in front of the

Initial: CS

hall.

The Chairman raised the issue of the dog waste bin (No.1019) on the west side of the recreation ground, which was not emptied for 3 weeks over the Christmas period, and his observation that he witnessed the collection vehicle during that period collecting from other bins, which confirms the suspicion that this bin is regularly missed, presumably because it is inconvenient to access by motor vehicle. There have also been problems with collections from several other bins recently and the Clerk has contacted WDC Contract Services repeatedly. The Council discussed the issue.

*Clerk to chase response from WDC Contract Services*

### 6.3. Community Engagement:

#### 6.3.1. Annual Parish Assembly (01/05/2018)

Suggestions for a keynote speaker or speakers were discussed. It was agreed that David Barber, the new Head of Planning, would be a good person to invite to speak. The Chairman suggested the head of WCC's fly-tipping team is an enthusiastic speaker and may also be a good person to invite to speak.

*Chairman to contact Mr Barber and C/Cllr Redford to explore possibility with fly-tipping team*

There was also a discussion about whether we should invite the community to nominate people for a community contribution award, to encourage engagement. It was decided that we should concentrate on getting good speakers this year.

#### 6.3.2. Fete (16/06/2018)

Nothing to report. First planning meeting scheduled for 23/01/2018.

#### 6.3.3. Remembrance (11/11/2018)

Chairman following up contact with prospective landowner and suggestion is that he would be receptive to the idea.

The Clerk has made contact with representatives of the Church to arrange a meeting to discuss ideas.

### 6.4. Community Maintenance:

- WCC Highways (Cllr Kirkwood)
  - Flooding issues:
    - Tidmarsh Road – Severn Trent Water (STW) has repaired this leak and the road. However the road repair is settling and the leak caused the road surface to 'blow'. STW attending site again on 11/01/2018.
    - Hill Wootton – The road near property called 'The Mallows' flooded on two occasions since last meeting. STW have plans to carry out works to alleviate this problem, but no date confirmed. Cllr Moore said ditch clearance required. It is also possible that the adjoining landowner's hedge is affecting the surface water drainage.
    - Outside old school flooded across southbound carriageway.
    - Hill Wootton Road flooded under A46. The Council has identified problems with 'french drains' for A46 surface water overflowing down embankment onto pavement and road below. Highways England (responsible for A46) will not change drains, so WCC Highways keep drains jetted and clear. Cllr Eldridge pointed out that this does not resolve issue of water crossing the footpath, which can freeze.
    - HWR Skew bridge  
WCC Highways to jet drains  
Cllr Moore reported observed water from Edgar's driveway into drains.
  - Pot holes – markings have worn off and several areas of damage to highway and footpath require attention.

Initial: CS

The condition of pavement in Woodcote Lane, outside the Anchor Inn drayman's entrance was raised.

*Clerk to write to WDC Environmental Health regarding drains and possible kitchen waste flooding onto the pavement.*

- WCC Highways have carried out clearance of vegetation on the pavement from north of Leek Wootton to Kenilworth.
- STW has installed another new valve at the entrance to Home Farm to regulate the water supply to Home Farm, parts of Warwick Road and Hill Wootton Road.
- Other (Clerk)
  - The playground maintenance contract was discussed. It was decided that more competitive prices are required for this work before any renewal. Clerk to advise existing contractors that a new tender process will be commenced.

*Cllr Kirkwood to draft a scope of work for tender*

Cllr Eassom advised on the WRW Community Forum dates and Grant Fund deadline. The Council discussed and agreed the possible provision of additional waste bins (including replacement of the Village Hall bus stop bin) and a further grit bin as worthwhile for inclusion in a grant application.

*Clerk to research and prepare an application to the fund (cc Cllr Eassom)*

## 7. County and District Councillors' reports

### 7.1. Warwickshire County Council

Retaining wall on Woodcote Lane - This is not the responsibility of WCC. If the wall is considered to be in danger of falling, Council should contact landowners to repair. If no work undertaken, WCC can carry out works and invoice landowners. To establish stability of wall requires a structural engineer's report. It was agreed that the wall does not appear to present any immediate danger, but the information provided will be kept for future reference.

Home to School Transport - C/Cllr Redford has been reviewing the Home to School route, which was unsatisfactory, but with recent works at the border with Kenilworth is now deemed to be satisfactory. He has walked the route and in his opinion it is unsafe, the path being too narrow and the crossing of Warwick Road unsatisfactory without a proper controlled crossing. The Chairman also raised the issue of access to the pending new developments in the area of the crossing point. He will report to the scheme etc. He has also requested data from WCC's own comprehensive road traffic survey for the route.

WCC is set to vote on a 1% increase in precept.

£8m has been allocated to deal with road safety issues on roads affected by HS2 development.

C/Cllr Redford requested a list of any outstanding highways road safety issues that have not been dealt with.

Cllr Moore asked about the toxic plant ragwort. Incidents alongside railway lines should be reported to Network Rail. Incidents on public highway, etc., should be identified and reported to WCC.

### 7.2. Warwick District Council

WDC Planning Committee was meeting at this time and the WDC office relocation planning application was on the agenda. This relocation is calculated to save WDC £300k/annum and the project has been scrutinised throughout. Riverside House is to be sold and the proceeds used to fund the new development.

WDC and Warwickshire & West Midlands Association of Local Councils (WALC) are to establish a Parish Champion. This will be D/Cllr Gallagher.

Head of Development Services at WDC, Tracey Darke, is leaving and will be replaced by David Barber. Gary Fisher will be the new Head of Enforcement. Cllr Kirkwood asked

Initial: CS

about filling gaps left in Officer roles, but D/Cllr Gallagher said that she understands that all Officer roles are currently filled.

## 8. Planning

8.1. To note planning decisions made:

- W/17/1872: 22 Quarry Close - Proposed two storey side and rear extension re-submission of planning application ref: W/17/1024 – No objection – GRANTED
- W/17/1923: The Warwickshire Golf & Country Club - Outline application for the erection of five dwellings (all matters reserved except access) – No objection – GRANTED
- W/17/2012: 9 The Meadows - Proposed two storey side and front extension following demolition of existing detached garage and single storey rear extension – GRANTED
- W/17/2109: 24 Hill Wootton Road – Extension to front porch – No objection – GRANTED

8.2. A report on the progress of current planning applications:

- W/17/2016: 34 Hill Wootton Road - New front boundary wall and access gates – WITHDRAWN BY APPLICANT
- W/17/2042: 16 The Hamlet - Two storey rear extension and single storey front extension (resubmission of ref: W/16/2265) – No objection  
The day before the meeting a Notice of Amendment to this application was received and circulated. The amendment to the drawing was to include a small proposed parapet.

8.3. To consider new planning applications:

NONE

8.4. Cottages near Stone Edge

Substantial building work being carried out at a cottage near Stone Edge has been observed, but the Council is not aware of any active planning permissions.

It was also observed that the cottage converted from a redundant barn appears on the current electoral roll, but when planning permission was given in 2011 (W/11/1431) to convert the barn for use as a holiday let, it was specified that *“the maximum length of stay will be limited to 6 weeks in any calendar year”*.

*Cllr Eldridge to write to WDC Planning to seek clarification.*

## 9. Neighbourhood Development Plan

9.1. The Chairman received the Examiner’s ‘fact-check’ report on Friday (05/01/2018). The Examiner has thoroughly reviewed the NDP, its audit trail and representations made. The WDC Local Plan now effectively supersedes many elements of the NDP.

As a result the Examiner has recommended a number of changes that ‘water down’ the existing plan, e.g. removing mention of The Lunch.

WDC has followed the representation of Place Partnership (on behalf of the Police), removing mention of the open space and defined areas for development at Woodcote. The Chairman has spoken to adviser, Louise Kirkup, who says the Parish Council currently has two options: Accept modifications and proceed to referendum; or withdraw. She recommends making modifications and continuing; with a ‘made’ plan we have to be involved legally in the master plan process under the Localism Act. The design criteria for new developments are still a key element of the plan but location is an issue.

Cllr Kirkwood disagrees with the Examiner’s interpretation that sports facilities are not an existing community asset. He also pointed out that the masterplan criterion does not include heritage protection for the whole of the Woodcote site – Examiner suggests that heritage should be taken out of NDP. He is disappointed that the Examiner suggests reducing existing high standards to align with National Planning Policy Framework, but is pleased with Examiner’s assessment of Hill Wootton.

The Chairman has spoken to the Groundwork UK and grant funding will be available for

Initial: CS

redrafting work and public engagement. There should be another Village meeting prior to referendum, if only to explain why the NDP has been 'watered down'. This would also be an opportunity to initiate discussion with the community about traffic and highways and start traffic speed survey

Chairman proposed reverting to Examiner re factual accuracy around sports facilities before adopting amendments and proceed to referendum. Cllr Kirkwood expressed concern that he would like reassurance that there was no other recourse at this stage. The Council agreed to rework the plan, subject to the Examiner's responses on Councillor Kirkwood's queries, to accept recommendations and to proceed to referendum. The Chairman stressed the importance of a 'made' plan because of the impact upon the eventual share of the CIL coming to the Parish. The cost of not having a plan in place would exceed £100K on current projections.

#### Home Farm Paddock

Representation was made by landowners of Home Farm Paddock against the NDP, saying that this site had not been considered. The Chairman and Cllrs Coates and Kirkwood met with the landowners on 08/01/2018 and listened to their draft proposals for an 'infill' development. The Chairman reported to the Council about this meeting stressing that the final NDP Examiner's Report would confirm the policy in relation to future infill. The representatives of the landowners have been made aware of this.

*Clerk to procure a copy of the Land Registry title to determine actual ownership of the land in question.*

#### 10. **Finance**

10.1. The Financial Report for January 2018 was noted.

10.2. Budget 2018/19

Cllr Kirkwood presented the draft budget, as circulated before the meeting, stating the figure of £12,720 should be requested as the precept in order to maintain the Council's current level of funding for services. The Council then debated the desirability of including a reserve figure. Vice Chairman Coates argued the importance of including headroom for unforeseen events as well as the need to do more for the community, including the local grant scheme. The proposed budget was, in effect, merely 'marking time' in financial terms, especially when compared to other neighbouring parishes with lower obligations in terms of expected expansion.

The budget was approved with the addition of £1,000 for reserve and it was agreed to request a precept of £13,720.

*Cllr Kirkwood will amend the Budget, as agreed, for publication*

*The Clerk to request agreed precept from WDC*

#### 11. **Correspondence for information**

Email from Simon Richardson, Green Space Development Officer, Contract Services, WDC dated 04/01/2018 re Green Space Contributions relating to planning W/17/1923 The Warwickshire.

*Clerk to compile a wish list of green space projects throughout the Parish and circulate for comment/addition*

#### 12. **Councillors' Reports and items for future agenda**

Nothing to report

#### 13. **Date of next meeting**

To confirm the date of the next meeting which is scheduled for Tuesday, 13 February 2018 at 7:30pm in the Committee Room, Leek Wootton Village Hall.

- |       |   |
|-------|---|
| 14.   | <b>To consider the exclusion of the public and press in the public interest for consideration of the following items:</b> |
| 14.1. | Personnel issues – None   |
| 14.2. | Legal issues – None   |

Signed: Colin Smith (Chairman)

Date: 13 February 2018

Initial: CS