



SHIPSTON-ON-STOUR TOWN COUNCIL

AGENDA

Council Offices: New Clark House, West Street, Shipston-on-Stour, Warwickshire, CV36 4HD

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To: (Councillor) J. Warner (Town Mayor), B. Cooper, I. C. Cooper, M. Ferrier, A. Henderson, F Ivens, V. Murphy, K Perry, P. Rathkey, S. Saunders, D Scobie, M. Westwood, P. White of **Shipston-on-Stour Town Council**

You are hereby summonsed to attend a Meeting of the above named Council, convened by the Town Mayor, Councillor Jackie Warner, to be held in New Clark House on Monday 10th August, 2015 commencing at 7.00pm.

The business to be transacted at the meeting is as follows:-


AGENDA FOR THE AUGUST 2015 GENERAL MEETING OF SHIPSTON-ON-STOUR TOWN COUNCIL

Councillors are reminded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, family, friends or close associates.

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| 1 | APOLOGIES FOR ABSENCE |
| 2 | ACCEPTANCE OF APOLOGIES |
| 3a | DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST (Councillors are reminded that, unless they have been granted a dispensation, if they have a Disclosable Pecuniary Interest in any matter as defined by Regulations made by the Secretary of State where the interest is theirs, their spouse or civil partner's, or is an interest of somebody with whom they are living as a husband or wife or as if they were civil partners, they may not participate in any discussion of or vote on the matter and must also leave the room for the duration of the matter. They must also disclose the interest if it has not yet been entered on the Authority's register unless it is a sensitive interest) |
| 3b | TO NOTE DISPENSATIONS RECEIVED BY THE CLERK |
| 4 | MINUTES of the last TOWN COUNCIL MEETING that took place on 13th July, 2015 <ul style="list-style-type: none">To confirm minutes (draft attached) |
| 5 | CCTV PROVISION BY STRATFORD DISTRICT COUNCIL <ul style="list-style-type: none">A presentation by SDC Officers and Warwickshire Police about the benefits to the community of 24 hour CCTV surveillance in the town. |
| 6 | CLERK'S REPORT <ul style="list-style-type: none">Clerk's Report (attached) |
| 7 | REPORTS <ol style="list-style-type: none">Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council)County Council issues (WCC – Warwickshire County Council)_District Council issues (SDC – Stratford District Council)SNT (Safer Neighbourhood Team)Shipston Forum – current issueNeighbourhood Plan – report and / or update as necessaryRiver Walk – report and / or update as necessaryShipston Area Flood Action Group (SAFAG) – report and / or update as necessary |
| 8 | OPEN FORUM (15 MINUTES DURATION) <ul style="list-style-type: none">Parishioners of Shipston are invited to address the Council on any relevant matter for a maximum of 3 mins. |

<p>9</p> <p>10</p> <p>11</p>	<p>PLANNING MATTERS</p> <ul style="list-style-type: none"> ● PLANNING APPLICATIONS – discussed at Planning Working Group meeting chaired by Cllr Ferrier (MF) <i>These applications discussed by the Planning Working Group actioned using standing order: Section 3b(xv)</i> 15/02253/FUL – 1 Manor Lane – extensions and increase to roof height Recommendation: No representation 15/02408/ADV – 6 New Street (Sheldon’s) – replacement of existing signs Recommendation: No rep 15/02165/FUL – 27 Greenway Road – single storey rear extension Recommendation: No representation 15/02462/LBC – 6 High Street – removal and refit of timber to underside of roof Recommendation: No rep 15/02435/REM – Springhill, Stratford Rd – access, appearance, landscaping, layout etc. Rec: No rep ● NEW PLANNING APPLICATIONS 15/02541/FUL – 8 The Hobbins – 2-storey extension to back of garage ● PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL 15/01849/FUL – 4 Springfield Road – single storey rear extension – Permission with conditions 15/01821/LBC – 6 High Street – Re-instate chimney and timber boards – Consent granted with conditions ● APPLICATIONS GOING TO INSPECTORATE APP/J3720/W/15/3007063 Appeal Hearing Orbit Homes – London Road. Cllr. I Cooper will represent STC. <p>TRAFFIC SOLUTIONS – HIGH STREET AND MARKET PLACE</p> <ul style="list-style-type: none"> ● To discuss the introduction of a one-way system <p>CORE STRATEGY REPRESENTATIONS – 13TH AUGUST TO 25TH SEPTEMBER 2015</p> <ul style="list-style-type: none"> ● To discuss a strategy for response and will put it together, with a proposed response document to be submitted to next month’s meeting
<p>12</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.4.i</p> <p>12.4.ii</p> <p>12.4.iii</p> <p>12.4.iv</p> <p>12.4.v</p> <p>12.4.vi</p>	<p>SUSTAINABILITY WORKING GROUP</p> <ul style="list-style-type: none"> ● To consider report prepared by Cllr Henderson – Chair of SWG (AH) <p>Apologies: Phil Wragg (had been invited to attend with a view to possible permanent co-option to assist with flood mitigation issues in his capacity as Chair of SAFAG)</p> <p>AH unanimously elected Chair</p> <p>Phil Sykes from NDP co-opted to SWG with unanimous agreement. He will act as a ‘bridge’ between NDP and SWG on matters where there is perceived to be ‘cross-over’.</p> <p>Open Spaces and S106 funds</p> <p>There is a need to determine a coherent strategy for open spaces, as well as reaching decisions over the spaces contained in planning approvals and applications currently in the pipeline, notably Banner homes open space site/ Oldbutt Open space, and the Shoulderway Lane open space.</p> <p>The open spaces issue dovetails with decisions over S106 and other developer financial contributions.</p> <p>Discussions centred on when and whether STC should adopt open spaces provided for in development plans. The proposal to be set before STC emerges from the following observations made during SWG meeting:</p> <p>It is acknowledged that Shipston-on-Stour is short of open spaces and the ones we have (excluding sports facilities) are just small pockets. We are unlikely to see the creation of large parks, despite the fact that lots of small spaces could contribute to a feeling of segregation.</p> <p>The pragmatic attitude would be to accept the above and concentrate efforts on improving existing (and applied for) spaces and corridors between them, including accessibility to fields.</p> <p>Where a development provides no open space but instead offers money, should STC accept the money and earmark it for creating one large open space, or insist on provision of open space?</p> <p>There is a view that if open spaces are offered but not adopted this could lead to stealth-like building infill or, if Management companies are constituted to run them, they could fall into disrepair.</p> <p>The adoption of open spaces will naturally incur future liability for STC in terms of maintenance, but not all spaces are maintenance heavy (i.e. it is play equipment, where it’s provided, that will represent the largest on-going cost).</p> <p>Outline planning applications have tended to be woefully short of detail on open spaces, STC should insist on more detail at this stage.</p>

12.4.vii	The ASL ex Banner Homes development and the application for Shoulderway Lane - needing immediate consideration - do at least provide for relatively large areas of open space.
12.4.viii	Banner Homes in exchange [for partial use of STC owned land] should contribute to spaces in other sites. <u>Proposal for STC full council meeting</u> STC's policy in principle should be to <u>adopt</u> open spaces included in development plans on a case by case basis and after evaluation of the maintenance to be incurred, requesting in those cases a commuted sum in lieu for the embellishment of other spaces or the creation of recreational facilities. (This proposal was reached after a vote by SWG resulting in: 4 in favour, 1 against, 1 abstention.)
12.5	<u>Meetings/Dialogue with Developers</u> It was decided that these should proceed forthwith, principally represented by Brian Cooper and Martin Ferrier (accompanied by Phil Wragg where possible, on flood mitigation) and on formal request by Town Clerk. Discussion with Cala re Banner Homes already mooted for September (TBC); next on list should be ASL, where issues of particular importance to be raised (suggested by BC) will comprise features such as moving the Campden Road south development further down to mitigate its visual impact, and the numbers of "Extra Care" dwellings.
12.6	<u>Growth Factors</u> A map showing the "catchment area" for Shipston should be made available. SWG thought this task should be delegated to NDP team via PS.
12.7	<u>Further S106 matters</u> A 'hierarchical' list of open space S106 requests and allocations to be developed for next meeting.
12.8	<u>Next meeting scheduled for 24th August, 20:00 hrs</u>
13	GENERAL PURPOSES WORKING GROUP – To consider a report prepared by Cllr Ivens (FI) – Chair of GPWG
13.1	Repairs to Wet Pour Surface at London Road Some damage has been reported to the wet pour surface at the London Road Play Area Recommendation: quotes be obtained for repairing the damage 1. Quotes be obtained for repairs to the damaged areas 2. Obtain more information on self-repair kits – priced at approx. £60
13.2	The Lengthsman Scheme – WCC Following a pilot scheme in North Warwickshire – WCC are asking for expressions of interests to gauge whether the scheme can be rolled out across the county. At present no funding has been allocated to cover the work that parishes take on, but our understanding is that this has not been finalised. Recommendation: STC register an expression of interest – this should give an opportunity for council to receive more information about the scheme and the likelihood of funding.
13.3	St. Edmund's Closed Churchyard A number of issues have been raised by the Church Warden, who has asked STC to address these. All reasonable requests have been passed onto our contractors for action. <i>The council's obligation is to maintain the pathways, walls and fences of the closed churchyard, there is no statutory guidance on appropriate standards. Responsibility for maintenance includes the maintenance of paths which cross the churchyard to a "decent order" as well as cultivated and uncultivated areas. STC is also responsible for trees within the churchyard.</i>
13.4	Town Contracts - Tenders for the 3 Contracts have been advertised in the Forum and Stratford Herald
13.5	Tree Inspection – costs have escalated we are waiting for comment from FWG on increased potential spend.
13.6	<u>Next meeting scheduled for 2nd September at 2.00 pm</u>
14	COMMUNICATIONS WORKING GROUP – To consider report prepared by Cllr White (PW) – Chair of CWG
14.1	APOLOGIES FOR ABSENCE RECEIVED FROM: D Scobie
14.2	Review of Shipston Online An open discussion took place regarding the overall look and content on the current Shipston Online website. It was discussed that the domain name should just be Shipston Town Council rather than Shipston Online but that there was no urgent requirement for change. It was discussed that more up to date features such as a social media wall, events banner and more up to date photos of Shipston would improve the site. It was agreed that PW should discuss these ideas with Redwax before the next meeting and discuss with members of the Communications group that were unable to attend the meeting.

14.3	Open Access to STC documents online – This has now been agreed by full council. No need for further discussion.
14.4	Use of acronyms The use of acronyms within STC documents was raised by Councillor Henderson at the July full council meeting. It was agreed that some of these acronyms could be confusing for residents reading the documents. The working group agreed that there should be correct use of these acronyms in all documents. For example, Shipston Town Council should be defined at the start of the document next to STC which can then be used throughout the rest of the document.
14.5	Date of Next Meeting – Monday 17 th August 2015 at 7.30pm
15	FINANCE WORKING GROUP – To consider report prepared by Cllr Ian Cooper (IC) – Chair of FWG
15.1	APOLOGIES FOR ABSENCE RECEIVED FROM: Fay Ivens.
15.2	Markets – way forward, actions and handover DS will shortly have some spare time, and has offered to undertake investigation into options for market and bring proposals back to FWG
15.3	Review of Financial Regulations – procedure GB and IC to work on any updates to Financial Regulations and bring to next meeting.
15.4	Sports Club – extension works IC and DS provided feedback on recent meeting attended at Sports Club, to discuss issues with gas supply for new boiler. New gas supply required, which could cost £10k - £15k. FWG propose that we look to support the Sports Club's funding request, noting the valuable contribution that this provides to the Town. FWG recommend that the Council provide £4,000 of support towards these costs, providing: <ul style="list-style-type: none"> - The Sports Club properly determine the needs, bearing in mind long term plans - That an accurate assessment of the cost be given to the Council (preferably 3 quotes for each element of works) - That a plan for the ongoing maintenance of the building be considered - The Council will provide £4,000 of funding towards these additional costs Recommendation: That the Town Council approves funding of £4,000 subject to the conditions outlined
15.5	Review of Risk Register DS to update at next FWG meeting.
15.6	Review of Assets and Reserves FWG to conduct review of assets and reserves to include: tree audit; play areas and land management. IC to circulate current asset register – this item will be moved to the top of the agenda for next meeting A.O.B Discussion around Town Council Dashboard for providing documents to Councillors. Redwax to be asked for ideas.
15.7	Date of next meeting – Thursday 13 th August at 7.00 pm
16	FINANCIAL MATTERS (documents attached) <ul style="list-style-type: none"> a) Invoices received – as listed July 2015 / August 2015 b) Payments received – as listed July 2015 / August 2015
17	CORRESPONDENCE (list attached) <ul style="list-style-type: none"> • As listed in July 2015 / August 2015 <p>DATED THIS 5th August, 2015 (Signed)</p>  <p>SHIPSTON TOWN CLERK</p>