



# SHIPSTON ON STOUR TOWN COUNCIL

## A G E N D A

Council Offices: New Clark House, West Street, Shipston-on-Stour, Warwickshire, CV36 4HD  
Telephone: 01608 662180

E-mail: [clerk@shipstononline.org](mailto:clerk@shipstononline.org)

Website: [www.shipstononline.org](http://www.shipstononline.org)

To: (Councillor) D. Scobie (Town Mayor), J. Barker, I. Cooper, P. Cox, J. Dinnie, F. Ivens, G. Kelly, V. Murphy, S. Saunders, P. Tesh, M. Westwood, P. White, P. Cowley 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 Dan Scobie, to be held in New Clark House on Monday 9<sup>th</sup> March 2020 commencing at 7.00pm.

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

### AGENDA FOR THE MARCH 2020 GENERAL MEETING OF SHIPSTON-ON-STOUR TOWN COUNCIL

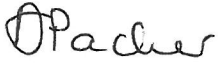
#### RECORDING (AUDIO AND/OR VIDEO) OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting, the public are allowed to record the Council and officers from the public seating area only, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

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.

- |     |   |
|-----|---|
| 1   | <b>TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE</b>  |
| 2   | <b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST</b> (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) |
| 3   | <b>TO NOTE REQUESTS FOR DISPENSATIONS RECEIVED BY THE CLERK</b>   |
| 4   | <b>MINUTES</b> of the last TOWN COUNCIL MEETING that took place on 10 <sup>th</sup> February - To confirm minutes (draft attached)  |
| 5   | <b>CLERK'S REPORT</b> (attached)  |
| 6   | <b>REPORTS</b> <ol style="list-style-type: none"> <li>1. Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council)</li> <li>2. County Council issues (WCC – Warwickshire County Council)</li> <li>3. District Council issues (SDC – Stratford District Council)</li> <li>4. SNT (Safer Neighbourhood Team) – report as needed</li> <li>5. Shipston Forum – current issue</li> <li>6. Shipston Area Flood Action Group (SAFAG) – report and / or update as necessary</li> <li>7. Youth Working Group – report as necessary</li> </ol>  |
| 7   | <b>OPEN FORUM (15 MINUTES DURATION)</b> <ul style="list-style-type: none"> <li>• Parishioners of Shipston are invited to address the Council on any relevant matter for a maximum of 3 mins.</li> </ul>   |
| 8   | <b>PLANNING MATTERS</b> – all planning applications can be viewed at: <a href="https://apps.stratford.gov.uk/eplanning/">https://apps.stratford.gov.uk/eplanning/</a>   |
| 8.1 | <ul style="list-style-type: none"> <li>• <b>NEW PLANNING APPLICATIONS (SEE SPREADSHEET ATTACHED):</b><br/> <b>20/000343/FUL – Land at Campden Road, Shipston on Stour</b> – Residential development of 64 affordable units (28 social and 36 intermediate) plus associated access, parking, landscaping &amp; associated infrastructure<br/><br/> <b>19/03019/FUL – Shipston High School</b> – Installation of new and replacement fencing along sections of the north, east, south, west boundaries, including installation of 3 new automatic gates – Amendments to plans previously consulted upon</li> </ul>  |

8.2	<ul style="list-style-type: none"> <li>• <b>PLANNING APPLICATIONS - Planning Committee actioned (for noting)</b>  <i>Responses from meeting 10<sup>th</sup> Feb as follows:</i>  20/000258/TREE – 6 Redwood Park, London Rd – T1 lime – crown thin by 20% - T2 walnut – reduce by approx. 2.5 metres to previous growth points – T3 lime – crown thin of 20% and reduce 3 limbs overhanging adjacent property by approx. 3 metres - T4 horse chestnut – reduce by approx. 5 metres to previous growth points – <b>Object &amp; request</b> Arboricultural report  20/00075/OUT – Springfield Rise, Springfield Farm – Outline permission for the erection of one self build local market dwelling with all matters reserved except access – <b>Holding objection pending confirmation proposed dwelling is within BUAB, question over whether a 'garden' or paddock &amp; change of use – accessibility for emergency vehicles, concern from other residents re access, water run off, flooding and boundary</b>  • <i>Responses from meeting 24<sup>th</sup> Feb as follows:</i>  19/03574/FUL – Lunnons Farm, Barcheston – Erection of poultry Buildings and Associated Infrastructure – notified as an adjoining Parish Council – <b>Object visual intrusion, proximity to AONB, concern over access via substandard unclassified road, concerns re odour and drainage</b>  20/00268/FUL – 4 Simpson Road – single storey extension at the rear – <b>No Representation</b>  20/00033/VARY – 76 Campden Road – variation of Condition 2 &amp; 11 of planning permission 19/00732/VARY dated 29 May 2019 to enlarge left hand side first floor window in the north gable end elevation from a single light to a double light window. Permission also sought to amend to the 2 first floor windows on the north gable end elevation to fixed opening with the latch mechanism restricting the opening width to 90mm - <b>No Representation</b>  20/00245/REM – 9 Glen Close – Submission of reserved matters pursuant to outline application 19/00478/OUT for the demolition of existing dwelling (9 Glen Close), erection of up to 4 no. new dwellings, works – <b>No Objection subject to consideration of emerging 'Climate Change Adaptation &amp; Mitigation' document in particular energy efficiency, use of renewable heat source and ecological enhancements eg. swift bricks &amp; bat boxes</b>  20/00384/FUL – Cotswold Fold, 37 Telegraph St – Proposed single storey lean-to rear extension – <b>Object nature of the build in a conservation area is not in keeping, concern over loss of light to number 39 who will be in shadow and overdevelopment of the site</b>  <i>Applications being considered by Planning Committee 9<sup>th</sup> March meeting prior to TC meeting:</i>  • 20/00356/FUL – 62 Hawthorn Way – single storey front extension, alterations to rear conservatory &amp; dormer windows to front &amp; rear elevations 20/000538/FUL – 15 Norgren Crescent – rear single storey extension &amp; relocation of fence 20/00020/FUL – 4 Pittway Ave – two storey extension &amp; alter porch &amp; erect garden room – Amendment to original plan</li> </ul>
8.3	<ul style="list-style-type: none"> <li>• <b>PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL</b> 19/03538/FUL – Land off Station Rd – proposed change of use of land to residential garden and erection of fence – <b>Refused</b> 20/00037/LDP – 21 Hornsby Close – Proposed rear single storey extension – <b>Certificate of Lawful Use or Development</b></li> </ul>
9	<p><b>OTHER PLANNING MATTERS for noting</b> (see Planning Committee draft minutes 10<sup>th</sup> &amp; 24<sup>th</sup> February 2020)</p> <ul style="list-style-type: none"> <li>• Crest Nicholson Development adjacent to Oldbutt Road. Concerns from residents - <b>Cllr Tesh to liaise with residents and report back to committee</b></li> <li>• Housing Needs Survey - <b>Cllrs to review information from each of the 3 put forward for consideration and Clerk to check availability of them with a view to inviting each to a meeting.</b></li> <li>• Town Design Statement - Update from Mr P. Sykes – Mr P. Richardson is preparing the final draft – Cllr Tesh suggested making reference to emerging Climate Change Climate Change Adaptation &amp; Mitigation' document.</li> <li>• Planning Committee study of SDC "Development Requirements Supplementary Planning Document, Consultation on Part V of Climate Change Adaptation and Mitigation" <b>consultation comment for information - Noted circulated submission to SDC</b></li> </ul>

	<p><b>OTHER INFRASTRUCTURE MATTERS for noting</b></p> <ul style="list-style-type: none"> <li>Surface water drains not being cleared – Flood risk concerns - Noted correspondence already submitted by resident to Warwickshire County Council. <b>Clerk to establish the drain cleaning regime from WCC and reinforce STC's concerns of blocked storm drains.</b></li> </ul>
10	<b>GENERAL PURPOSES WORKING GROUP (GPWG)</b> – Cllr Ivens, Chair of Group – Verbal update
11	<b>HEALTH, AMENITY AND LEISURE PROJECTS (HALP)</b> – Verbal report by Cllrs Saunders and Westwood, Joint Chairs.
12	<b>COMMUNICATIONS WORKING GROUP (COMMS)</b> – Cllr White, Chair of Group – verbal report on Forum tenders - update from Communications Working group following last meeting - <b><i>Proposal to accept the tenders from TALA Communications, Busybiz and KMS Litho for the joint production of the Shipston Forum from April 2020.</i></b>
13	<b>FINANCE WORKING GROUP (FWG)</b> – Cllr Cooper, Chair of Group
13.1	<b>APOLOGIES FOR ABSENCE RECEIVED FROM:</b> None
13.2	<b>CMIS Paperless office</b> – CMIS are proceeding with the development and should have something to review soon. Need to determine Tablet's for Councillor use – FWG needs to ensure policy in place for loan equipment.
13.3	<b>Clark House Lease</b> – IC has drafted a lease based on the feedback from the Historical Society, and has forwarded to Cllr Cowley to see if he could review
13.4	<b>Finance System and Training</b> – Clerk provided an update on Finance Systems, including recent Edge training in Coventry
13.5	<b>Council Investment Strategy</b> – £100,000 of reserves from the NATWEST reserve account have now been repaid and are now due to be invested in the CCLA instant access account.
13.6	<b>Finance Regulations</b> – Cllr Cooper will update Finance Regulations in line with NALC model Financial Regulations, in time for the annual meeting
13.7	<b>Long term STC strategy</b> – update and action plan to be carried forward (note: FWG to set up meeting with chairs of working groups to discuss medium/ long term plans, which will feed into Long Term investment strategy.)
13.8	<b>Audit of IT and internet services</b> – Separate meeting will be set up to look into IT strategy
13.9	<b>Risk Register</b> – Actions for other working groups, specifically #2 Press Management (Comms), #4 Managing Staff (Staffing) and for councillors to note - #8 Expenses policy and #10 Councillor Competence (code of conduct attached) will be reviewed at next FWG meeting.
13.10	<b>AOB</b> – Clerk suggested that we look to include the Playground module with our Edge system. This will cost £200 per year. This was supported by FWG - <b><i>Recommendation: FWG recommends STC agree to subscription of Edge Playground module</i></b>
13.11	<b>Date of Next Meeting</b> – Monday 16 <sup>th</sup> March 2020
14	<p><b>FINANCIAL MATTERS</b></p> <p>a) Invoices received – as listed February/March 2020</p> <p>b) Payments received – as listed February/March 2020</p>
15	<b>PANDEMIC PLANNING</b>
16	<b>SHIPSTON AWARD NOMINATIONS 2020</b>
17	<p><b>'WOOLLY WEEKEND' EVENT – May 2020</b></p> <p><b>Proposal to create a Town Council Events Working Group</b></p>
	<p><b>DATED THIS 4<sup>th</sup> March 2020</b></p> <p></p> <p><b>TOWN CLERK – SHIPSTON ON STOUR TOWN COUNCIL</b></p>





# SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

Council Offices: New Clark House, West Street, Shipston-on-Stour, Warwickshire, CV36 4HD  
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## MINUTES OF THE JANUARY MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD IN NEW CLARK HOUSE, SHIPSTON ON STOUR COMMENCING AT 7.05PM ON MONDAY 10<sup>th</sup> FEBRUARY 2020

Present: - Town Cllrs: D. Scobie, S. Saunders (Deputy Mayor), J. Barker, I. Cooper, P. Cox, J. Dinnie, F. Ivens, G. Kelly, V. Murphy, P. Tesh, M. Westwood, P. White, P. Cowley

Public: 0 Press: C. Martin WCC & SDC: J.Barker & T. Harvey Clerk: A. Packer

### INTRODUCTION

Mayor Scobie welcomed Town Council members, press and public to the Meeting of Shipston Town Council (STC).

1 APOLOGIES FOR ABSENCE – None

2 DECLARATIONS OF INTEREST – none

3 DISPENSATIONS RECEIVED BY CLERK – none requested

### 4 MINUTES OF PREVIOUS MEETING

- Cllr. Saunders proposed that the minutes for the meeting held on 13<sup>th</sup> January 2020 be accepted as a true and accurate record with an amendment to 6.3 re carpark concession consulting increase to £25, not £20 as typed – seconded by Cllr. Cox – 11 for, 2 abstentions – motion carried
- Cllr. Saunders proposed the minutes of the extraordinary meeting held on 27<sup>th</sup> January 2020 be accepted as a true and accurate record with a correction to the time from 7pm to 6.30pm & inclusion of Cllr P. White as present – seconded by Cllr. Ivens – 10 votes for, 3 abstentions – motion carried

5 CLERK'S REPORT -Report noted and verbal updates given. Discussion re replacement of trees that have been removed in Railways Crescent - Road naming (in context of memorial for Mr Stanford) noting policy of not naming after the living – Cllr Cowley suggested articles re Cecil Stanford are included in the museum

### 6 REPORTS

#### 6.1 Town Councillors

- Cllr. Saunders re-affirmed information as above re suggestions for Mr Stanford's recognition
- Cllr Westwood reported on meeting with Health & Well Being Partnership – focus on poverty – 17.5% of children in Shipston are living in poverty – need to highlight the importance of things like the Childrens Centre
- Cllr Tesh – no reports
- Cllr Dinnie – noted that the poverty figure is nearly 50% higher than county figure. Drew council's attention to a planning application for a chicken farm in Barcheston
- Cllrs Cox, Cowley and Cooper – no reports
- Cllr Barker – noted same HAWBP meeting referred to by Cllr Saunders. Appalled at the 17.5% poverty figure & the need to keep banging the drum at County level – the perception is that we are wealthy here.
- Cllr White – no reports
- Cllr Murphy – Enjoyed the Rotary Presentation Evening, where 16 difference recipients of awards showing there is still good work going on in the town for very good causes, including a mention of Mayor's Christmas Cooking
- Cllr Ivens – 9 years since the monthly litterpick was started by STC
- Cllr Scobie – no reports

6.2 County Council – Cllr. Jo Barker – update on Childrens' Centre and Barnardos - Initially thought to be for 22 hours but since told 15. Attended HAWBP and meeting with 2 directors – Youth club may use it for 1 or 2 evenings a week - VASA has been rehoused at Ellen Badger and would like more drivers so that they can offer a lift sharing scheme (Cllr Westwood noted that in doing that they are also addressing isolation & loneliness).

- 6.3 **District Council – Cllr. Trevor Harvey**
- Cabinet meeting held today. Climate Change recommendations – 2 months to gather responses – agreed to have a panel chaired by a leader – by making a subcommittee can make decisions more quickly.  
Budget – proposed January, consulted with citizens panel and non domestic rate payers – overview of scrutiny committee – for endorsement 25<sup>th</sup> Feb.  
Recruitment of Sec 151 Officer at SDC (Director of Finance) – 6 applicants – seeking authority to increase salary & re-advertise position. Also Head of Service to run Operations – 25 applicants – interviews Thursday
  - Cllr Barker - added that lots of time has been spent dealing with Orbit and footpaths.
- 6.4 **SNT – no report available but will be circulated to councillors when received**
- 6.5 **Shipston Forum – Lead on Precept for March issue & include Community Grants. Will confirm dates of Civic Ceremony and Annual Town Meeting.**
- 6.6 **Shipston Area Flood Action Group (SAFAG) – No report this month.**
- 6.7 **Youth Working Group – No report this month.**
- 7 **Open Forum for Parishioners – No questions raised.**
- 8.1 **PLANNING MATTERS – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>**
- Applications discussed by the Planning Working Group - actioned using delegated power- recommendations added*
- PLANNING APPLICATIONS** - Planning Committee actioned responses for noting as follows:  
20/00020/FUL – 4 Pittway Avenue – Two Storey extension, extend and alter porch and erect garden room – **No representation**  
20/00037/FUL – 21 Hornsby Close – rear single storey extension - **No representation**
  - PLANNING APPLICATION AMENDMENT** - Planning Committee actioned responses for noting as follows:  
**19/02737/VARY – Chapel View, London Road** – Variation of condition 6 of outline permission  
13/02360/OUT to allow occupation of 20 dwellings utilising the temporary vehicular access, prior to completion of the permanent vehicular access to the site and associated ghost island – **Object**
- 8.2 **NEW PLANNING APPLICATIONS**
- NEW PLANNING APPLICATIONS** – *considered by Planning Committee on 10<sup>th</sup> February to be actioned using delegated powers – recommendations updated verbally by Cllr Tesh as below*  
20/000258/TREE – 6 Redwood Park, London Rd – **Object & request Arboricultural report as severe pruning**  
20/00075/OUT – Springfield Rise, Springfield Farm – **Could only be supported if within the Built Up Area Boundary but clarification to be sought before submitting comment to SDC**
- 8.3 **PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL – noted**  
19/03208/LBC – York House, 14A Church Street - Lift and relay the roof coverings, rebuild the chimneys, repair roof timbers and repair the dormer window - **Permission granted with conditions**
- PLANNING APPLICATIONS WITHDRAWN**  
19/03232/TREE – Redwood Park Open Space, London Road – T1,T2 & T3 work
- 9 **OTHER PLANNING MATTERS** (see Planning Committee Minutes 27<sup>th</sup> January 2020 and 3<sup>rd</sup> February 2020)  
Verbal report from Cllr Tesh, on Planning Committee's response to SDC "Development Requirements Supplementary Planning Document, Consultation on Part V of Climate Change Adaptation and Mitigation, noting it is relevant to all and there are lots of things we could do with our own assets. Cllr Dinnie noted there is scope to add other conditions and Cllr Tesh noted some conflicts within the documents, Cllr Westwood added that it does not address any retro-fits
- 10 **GENERAL PURPOSES WORKING GROUP (GPWG) – Cllr Ivens, Chair of Group – GPWG had been tasked to look at potential areas for additional CCTV cameras . Discussions with PCSO Moore identified two locations which would be beneficial and advantageous to the town, those being Campden Road and London Road – costs awaited - First phase of work at the Sports Club has been completed.**
- 11 **HEALTH, AMENITY AND LEISURE PROJECTS (HALP) – Verbal report by Cllrs Saunders & Westwood, Joint Chairs. Riverbank project update - request to instruct a conveyancing solicitor to progress the lease agreement with SDC - **has already been voted on at a previous meeting****
- 12 **COMMUNICATIONS WORKING GROUP (CWG) – Chair Cllr. White**  
Catherine's last Forum will be April - no tender received for full production, but one for each of the 3 elements, Editor is a new applicant, along with current Busy Biz and KMS. All 3 invited to Comms Group meeting to discuss working together. One tender for website. Cllr Cooper asked if the building of new website is in any particular year & Cllr Dinnie asked how costings compare to current & whether value for money. Cllr White noted no significant increase.  
**Cllr Tesh proposed to accept the proposals from Redwax for management of the STC website over a 3 year term from April 2020 (to include a new site in this period) at £4950 (£1650 per annum) & for unlimited IT support over a 3 year term from April 2020 at £900 (£300 per annum) – seconded by Cllr White – 12 votes for – 1 abstention – motion carried**
- 13 **FINANCE WORKING GROUP (FWG) – Chair Cllr. Cooper – no reports date of next meeting Monday 18<sup>th</sup> February 2020**

**FINANCIAL MATTERS**

- a) Invoices received – as listed January 2020/February 2020
- b) Payments received – as listed January 2020/February 2020

Two further invoices detailed by Clerk – Pink Connect and MKM to be included in payment list

Cllr. Ivens proposed that all invoices be paid with the addition of invoice from Pink Connect - seconded by Cllr. Westwood – unanimously agreed.

Income received was noted.

Cllr. Scobie proposed closing the meeting to allow discussion on confidential staffing matters – seconded by Cllr Cooper – unanimously agreed

*Clerk left the meeting and minute notes made by Cllr Scobie*

Cllr Scobie proposed adjustment to pay for Admin Asst backdated in line with contract of employment – seconded by Cllr Murphy – unanimous – motion carried

Cllr Ivens proposed confirmation of payscale for Clerk – seconded by Cllr Murphy – 12 votes for, 1 abstention – motion carried & Cllr Scobie proposed above be backdated to commencement of employment by STC – seconded by Cllr Tesh – 12 votes for, 1 abstention – motion carried

Cllr Saunders proposed retaining Former Clerk on pro rata payroll for adhoc hours up to financial year end – seconded by Cllr Cooper – unanimous – motion carried

Cllr Murphy proposed payment for former Deputy Clerk for adhoc hours worked – seconded by Cllr Ivens – unanimous – motion carried

Meeting closed (time not noted)

Next general meeting: - Monday 9<sup>th</sup> March 2020 in New Clark House commencing at 7.00 pm

Signed.....

Date.....

Councillor Dan Scobie

Town Mayor, Shipston on Stour Town Council



# SHIPSTON-ON-STOUR TOWN COUNCIL

## Clerk's Report

Council Offices: New Clark House, West Street, Shipston-on-Stour, Warwickshire. CV36 4HD  
Telephone: 01608 662180 E-mail: [clerk@shipstononline.org](mailto:clerk@shipstononline.org) Website: [www.shipstononline.org](http://www.shipstononline.org)

To: All Councillors of Shipston-on-Stour Town Council  
Clerk's Report and Matters arising from previous meetings

## March 2020

**Actions from councillor reports and other actions requested from the last meeting:**

- Planning responses actioned
- Grant decision letters sent out to applicants
- Awaiting costings from SDC of potential additional CCTV cameras

**Complaints/faults reported by councillors and residents:**

Complaint/incident received	Response	Update
Path across land near the Maldens unsuitable for wheelchair	Referred to March GPWG meeting	
Reports of dogs fouling verges at Shoulderway Lane	L2M to put signs up re campaign	
Various police matters reported at counter	Referred to local SNT as appropriate	
Forum non deliveries – individual reports	Inform local distributor as they come in	
Broken swing seat at Queens Ave play area	Removed for safety	Referred to March GPWG meeting
Contact from residents of Railway Crescent regarding the felling of trees	Comments noted and continued liaison with those in the immediate vicinity of the area	Letters to residents re planting or new trees

**Other matters:**

- Allotments: Reps meeting booked for 19<sup>th</sup> March and annual meeting for 26<sup>th</sup> March
- Quotes gathered for electrical safety work at Old Clark House
- Potholes at cemetery entrance filled
- Liaised with medical centre re pandemic planning – see agenda item
- Clerk training/conference events/WALC liaison meetings attended
- Quotes for play inspections
- Arrange renewal of Routine Inspector's qualification for L2M staff
- Requested SDC supply extra 'Euro bin' to L2M since changing their collections, litter is stored for longer
- Liaison with, and signposting to, SDC/WCC/Police/Other agencies for visitors reporting matters at NCH

**Items for discussion:** Pandemic Planning

**Dates for diary:** Allotment meetings as above, Three Tier Event Stratford 16<sup>th</sup> March, 'Meet the Leaders' SDC 1<sup>st</sup> April

### AGENDA PACK

Includes: February 2020 Agenda  
Planning grid  
Clerk's Report  
Income and Payments

Minutes – 10<sup>th</sup> February 2020  
Planning Committee minutes 10<sup>th</sup> & 24<sup>th</sup> February  
Planning Committee Agenda 9<sup>th</sup> March 2020  
Nominations for Shipston Award

DATED 4<sup>th</sup> March 2020

SHIPSTON TOWN CLERK





# SHIPSTON-ON-STOUR TOWN COUNCIL

## A G E N D A

### Extraordinary Planning Committee Meeting

Council Offices: New Clark House, West Street, Shipston-on-Stour,  
Warwickshire CV36 4HD Telephone: 01608 662180

E-mail: [clerk@shipstononline.org](mailto:clerk@shipstononline.org)

#### SHIPSTON-ON-STOUR TOWN COUNCIL

To: Cllrs : P. Tesh (Chair), P. Cox, J Dinnie, V. Murphy, S. Saunders, M. Westwood, G. Kelly and co-opted members: P. Sykes; P. Wragg of Shipston Town Council Planning Committee

You are hereby summonsed by the Chair, to attend an extraordinary meeting of the Planning Committee of the above-named Council, to be held in New Clark House on **Monday 9<sup>th</sup> March 2020 at 6.30 pm.**

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

#### AGENDA FOR AN EXTRAORDINARY PLANNING COMMITTEE MEETING OF SHIPSTON-ON-STOUR TOWN COUNCIL

- 1 TO NOTE APOLOGIES FOR ABSENCE
- 2 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)
- 3 TO NOTE DISPENSATIONS RECEIVED BY THE CLERK
- 4 MINUTES - To approve minutes of Planning Committee meeting held on 24<sup>th</sup> February 2020
- 5 PLANNING MATTERS – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>

#### NEW PLANNING APPLICATIONS

- 20/00356/FUL – 62 Hawthorn Way – single storey front extension, alterations to rear conservatory & dormer windows to front & rear elevations
- 20/000538/FUL – 15 Norgren Crescent – rear single storey extension & relocation of fence

#### AMENDMENTS TO PLANNING APPLICATIONS

- 20/00020/FUL – 4 Pittway Ave – two storey extension & alter porch & erect garden room – Amendment

#### NEW PLANNING APPLICATIONS – Referred to full council meeting 9<sup>th</sup> March

- 20/000343/FUL – Land at Campden Road, Shipston on Stour – Residential development of 64 affordable units (28 social and 36 intermediate) plus associated access, parking, landscaping & associated infrastructure
- 19/03019/FUL – Shipston High School – Installation of new and replacement fencing along sections of the north, east, south, west boundaries, including installation of 3 new automatic gates – Amendments to plans previously consulted upon

PLANNING DECISIONS FOR NOTING – no decisions to note pending receipts between 4<sup>th</sup> & 9<sup>th</sup> March

DATED THIS 4<sup>th</sup> March 2020

ALISON PACKER, TOWN CLERK





# SHIPSTON-ON-STOUR PLANNING COMMITTEE Minutes

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## MINUTES OF A FEBRUARY MEETING OF SHIPSTON ON STOUR PLANNING COMMITTEE HELD IN NEW CLARK HOUSE, SHIPSTON ON STOUR AT 6.30PM ON MONDAY 10th FEBRUARY 2020

Those Present: - Town Cllrs: P. Tesh (Chair), P. Cox, J. Dinnie, V. Murphy, S. Saunders, M. Westwood, G. Kelly.  
Mr P. Sykes

Public: 1 Press: 0 WCC & SDC: 0 Clerk: A.Packer

### INTRODUCTION

Chair of Planning, Cllr Paul Tesh welcomed all to the Planning Committee Meeting of Shipston Town Council (STC).

1 APOLOGIES FOR ABSENCE – None

2 DECLARATIONS OF INTEREST – None

3 DISPENSATIONS RECEIVED BY CLERK – None

4 MINUTES OF PREVIOUS MEETINGS

Cllr Dinnie proposed that the minutes of the meeting held on 27<sup>th</sup> January 2020 be accepted as a true and accurate record, seconded by Cllr Cox – 5 for – 1 not present – 1 abstention – motion carried

Cllr Westwood proposed that the minutes of the meeting held on 3<sup>rd</sup> February 2020 be accepted as a true and accurate record - seconded by Cllr Dinnie – 5 for – 1 abstention – 1 not present - motion carried

5 PLANNING MATTERS – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>

### NEW PLANNING APPLICATIONS

- 20/000258/TREE – 6 Redwood Park, London Rd – T1 lime – crown thin by 20% - T2 walnut – reduce by approx. 2.5 metres to previous growth points – T3 lime – crown thin of 20% and reduce 3 limbs overhanging adjacent property by approx. 3 metres - T4 horse chestnut – reduce by approx. 5 metres to previous growth points

Cllr Dinnie proposed an objection and request for an arboricultural report, seconded by Cllr Westwood – unanimous – motion carried

- 20/00075/OUT – Springfield Rise, Springfield Farm – Outline permission for the erection of one self build local market dwelling with all matters reserved except access

Member of the public identified as the applicant was allowed to explain his application in more detail and made reference to the draft SDC Site Allocation document in support. He noted that the land on which he proposed to build was used by his children to play (he stated he had previously kept pigs there). Discussion followed regarding the precise details of the 'Built Up Area Boundary' as defined in the Neighbourhood Plan.

Cllr Saunders proposed that the application could be supported if within the Built Up Area Boundary and clarification was to be sought, prior to STC submitting comment, seconded by Cllr Westwood – 6 votes for – motion carried

### OTHER PLANNING MATTERS

- Planning Committee study of SDC "Development Requirements Supplementary Planning Document, Consultation on Part V of Climate Change Adaptation and Mitigation" to formulate a response to the draft

Councillors put forward their precis of each section for consideration - Cllr Tesh to finalise consultation comments for submission to SDC by 21<sup>st</sup> February.

The Chair closed the meeting at 7.00pm. Next meeting of the Planning Committee: - Monday 24<sup>th</sup> February 2020 in New Clark House, commencing at 7.00 pm

Signed..... Date.....

Councillor Paul Tesh, Chair of Planning, Shipston on Stour Town Council





# SHIPSTON-ON-STOUR PLANNING COMMITTEE Minutes

Council Offices: New Clark House, West Street, Shipston on Stour, Warwickshire, CV36 4HD  
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## MINUTES OF A FEBRUARY MEETING OF SHIPSTON ON STOUR PLANNING COMMITTEE HELD IN NEW CLARK HOUSE, SHIPSTON ON STOUR COMMENCING AT 7.10PM ON MONDAY 24th FEBRUARY 2020

Those Present: - Town Cllrs: P. Tesh (Chair), P. Cox, J. Dinnie, V. Murphy, M. Westwood, G. Kelly.  
Public: 0 Press: 0 WCC & SDC: 0 Clerk: A.Packer

### INTRODUCTION

Chair of Planning, Cllr Paul Tesh welcomed all to the Planning Committee Meeting of Shipston Town Council (STC).

1 APOLOGIES FOR ABSENCE – Mr P Sykes & Cllr S. Saunders

2 DECLARATIONS OF INTEREST – None

3 DISPENSATIONS RECEIVED BY CLERK – None

4 MINUTES OF PREVIOUS MEETINGS - Cllr Tesh proposed that the minutes of the meeting held on 10<sup>th</sup> February 2020 be accepted as a true and accurate record, seconded by Cllr Westwood – unanimous – motion carried

5 PLANNING MATTERS – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>

### NEW PLANNING APPLICATIONS

- 19/03574/FUL – Lunnons Farm, Barcheston – Erection of poultry Buildings and Associated Infrastructure – notified as an adjoining Parish Council - Cllr Tesh proposed an objection for the reasons of visual intrusion, proximity to Area of Outstanding Natural Beauty, concern over access via substandard width unclassified road, concerns regarding odour and drainage - seconded by Cllr Dinnie – unanimous – motion carried
- 20/00268/FUL – 4 Simpson Road – single storey extension at the rear - Cllr Dinnie proposed no representation – seconded by Cllr Westwood – unanimous – motion carried
- 20/00033/VARY – 76 Campden Road – variation of Condition 2 & 11 of planning permission 19/00732/VARY dated 29 May 2019 to enlarge left hand side first floor window in the north gable end elevation from a single light to a double light window. Permission also sought to amend to the 2 first floor windows on the north gable end elevation to fixed opening with the latch mechanism restricting the opening width to 90mm - Cllr Kelly proposed No Representation – seconded by Cllr Westwood – unanimous – motion carried
- 20/00245/REM – 9 Glen Close – Submission of reserved matters pursuant to outline application 19/00478/OUT for the demolition of existing dwelling (9 Glen Close), erection of up to 4 no. new dwellings, works - Cllr Tesh proposed No Objection subject to there being consideration of the emerging 'Climate Change Adaptation & Mitigation' document in particular energy efficiency, use of renewable heat source and ecological enhancements eg. swift bricks & bat boxes – seconded by Cllr Dinnie – 5 votes for, 1 abstention – motion carried
- 20/00384/FUL – Cotswold Fold, 37 Telegraph St – Proposed single storey lean-to rear extension - Cllr Tesh proposed Objection as the nature of the build in a conservation area is not in keeping, concern over loss of light to number 39 who will be in shadow and overdevelopment of the site – seconded by Cllr Kelly – unanimous – motion carried
- 20/00403/HHPA – 43 Queens Avenue – Single storey extension – *noted as not for consultation*

**PLANNING DECISIONS NOTED:**

- 19/03538/FUL – Land off Station Rd – proposed change of use of land to residential garden and erection of fence – **Refused**
- 20/00037/LDP – 21 Hornsby Close – Proposed rear single storey extension – **Certificate of Lawful Use or Development**

**OTHER PLANNING MATTERS**

- Crest Nicholson Development adjacent to Oldbutt Road. Concerns from residents - Cllr Tesh to liaise with residents and report back to committee
- Housing Needs Survey - Cllrs to review information from each of the 3 put forward for consideration and Clerk to check availability of them with a view to inviting each to a meeting.
- Town Design Statement - Update from Mr P. Sykes – Mr P. Richardson is preparing the final draft – Cllr Tesh suggested making reference to emerging Climate Change Climate Change Adaptation & Mitigation' document.
- Planning Committee study of SDC "Development Requirements Supplementary Planning Document, Consultation on Part V of Climate Change Adaptation and Mitigation" *consultation comment for information - Noted circulated submission to SDC*

**6 OTHER INFRASTRUCTURE MATTERS**

- Surface water drains not being cleared – Flood risk concerns - Noted correspondence already submitted by P. Wragg to Warwickshire County Council. Clerk to establish the drain cleaning regime from WCC and reinforce STC's concerns of blocked storm drains.

Cllr Tesh closed the meeting at 9.10pm.

Next meeting of the Planning Committee: - Monday 23<sup>rd</sup> March 2020 in New Clark House, commencing at 7.00 pm

Signed..... Date.....

Councillor Paul Tesh, Chair of Planning, Shipston on Stour Town Council