

MINUTES OF THE MEETING OF WOOTTON BRIDGE PARISH COUNCIL HELD ON TUESDAY 21 JULY 2009
AT 7.00PM IN WOOTTON COMMUNITY PRIMARY SCHOOL, CHURCH ROAD, WOOTTON BRIDGE.

Present : Ken Morris Chairman
Steve Porter Vice Chairman
Councillors Barry Abraham Brian Ballard Dick Doran Miss Sarah Fulford Barrie Hailstone
Peter Mundell Roy Murphy.
Also present: 4 Members of the public
Mrs Lynda Smith Parish Clerk

Open Forum.

There were no matters raised during the Open Forum.

1. APOLOGIES FOR ABSENCE.

09/191. Apologies for absence were received from Councillor Rob Ashley who has fallen off his bicycle and suffered concussion and sprains. PC Nick Massey and PCSO Katy Berry also sent their apologies.

2. MINUTES.

09/192. RESOLVED – THAT THE MINUTES OF THE MEETING HELD ON 16 JUNE 2009 BE APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN.

3. DECLARATIONS OF INTEREST.

09/193. Councillor D Doran – Prejudicial interests in the following:-
P/00868/09 TCP/29726

Porch; single storey rear extension; 3 dormer windows on front & rear elevations (revised description) (readvertised application)

Orchard Cottage, Palmers Farm, Brocks Copse Road.

P/00709/09 A/02381/A

1 x illuminated fascia sign, 1 x illuminated projecting sign, 1 x illuminated totem sign, 1 x non-illuminated exit sign, 1 x non-illuminated welcome sign and window vinyls
Tesco, land at junction of High Street and Rectory Drive.

4. MATTERS ARISING.

Progress reports only.

09/194. Public Open Space Creek Gardens. (Minute 09/170)

A response to the suggestions put forward for use of this land is awaited.

09/195. Planning application for signage, Tesco. (Minute 09/159)

The Local Member has been contacted regarding approval of this proposal under delegated powers. Accordingly the Local Member has asked for this matter to be determined at Committee. Also, Tesco has been advised that they need to submit an application which shows the overall proposal for the new store because the above proposal cannot be properly assessed without this information.

Members were then informed that the Clerk has been contacted by the Planning Officer regarding the Parish Council being involved in drafting the conditions for the Tesco development.

09/196. Car parking across slipway in Mill Square. (Minute 09/167)

A meeting is to be arranged with the Highways Engineer when this problem will be discussed.

It was pointed out that the slipway is sometimes blocked by contractors' vehicles, also there is car parking on the double yellow lines.

There is still a need for a sign in the High Street indicating the free car park in Brannon Way as this might help alleviate the parking problems in Mill Square. It was suggested that locals be asked to keep a log of the traffic problems in Mill Square to identify what is happening and when. It was agreed to ask the Beat Officer to attend the next meeting to discuss possible solutions.

Public comments included:

- *Vehicles are blocking the way to the properties and for emergency vehicles.*
- *The Keep Clear sign on the road at the entrance to Sloop Lane is indistinct and needs to be refined as do the double yellow lines in this vicinity.*

5. PLANNING.

i) To comment on the following applications: -

09/197. P/00862/09 TCP/29704

Single storey rear extension to provide additional living accommodation
12 Holford Road.

RESOLVED – THAT THE PARISH COUNCIL RAISES NO OBJECTIONS TO APPLICATION
P/00862/09 TCP/29704.

09/198. Having declared a prejudicial interest Councillor D Doran left the room for the following application.

09/199. P/00868/09 TCP/29726

Porch; single storey rear extension; 3 dormer windows on front & rear elevations (revised description)
(readvertised application)

Orchard Cottage, Palmers Farm, Brocks Copse Road.

RESOLVED – THAT THE PARISH COUNCIL SUBMITS THE FOLLOWING COMMENT ON
APPLICATION P/00868/09 TCP/29726:-

WITH REGARD TO THE CONSERVATION ISSUES, MEMBERS SUPPORT THE NEED TO
PRESERVE THE CHARACTER OF THIS CONVERTED BARN. ACCORDINGLY CONCERNS ARE
EXPRESSED OVER THE SIZE OF THE PROPOSED EXTENSION AND THE SCALE AND MASS OF
THE FRONT DORMER WINDOWS, WHICH THEY FEEL WOULD DETRACT FROM THIS
CHARACTER.

09/200. P/00928/09 TCP/29740

Alterations; single & 2 storey extensions to provide garage & additional living accommodation to include
bay window at ground floor level on front elevation & entrance canopy; vehicular access &
driveway/turning area

128 High Street

Members were made aware of concerns raised by a local resident about the existing lane to the rear of
the property being unsuitable for construction vehicles.

RESOLVED – THAT THE PARISH COUNCIL RAISES NO OBJECTIONS TO APPLICATION
P/00928/09 TCP/29740 BUT RECOMMENDS THAT SHOULD THE UNMADE LANE TO THE REAR
OF THE PROPERTY BE USED AS AN ACCESS BY THE CONSTRUCTION VEHICLES, ANY
RESULTING DAMAGE TO THE SURFACE IS MADE GOOD.

Urgent planning matters: Any other planning applications received after the agenda was published.

09/201. P/00687/09 TCP/21699/E

Ground and 1st floor extensions to form 29 bedrooms, 2 lounges & ancillary accommodation (revised
plan) (readvertised application)

Woodside Hall Nursing Home, Woodside Road.

The revision is in respect of the access road now being included within the red line which shows the
extent of the application and also the management plan for repair and reinstatement of the road.

RESOLVED – THAT THE PARISH COUNCIL RAISES NO OBJECTIONS TO APPLICATION
P/00687/09 TCP/21699/E.

To receive any notices of planning decisions, appeals, Tree Preservation Orders. etc.

09/202. Decisions.

Members were informed of the following decisions received since the last meeting.

P/00673/09 TCP/29623 Approved

P/00398/09 TCP/28519/A Approved

P/00645/09 LBC/02016/J Listed Building Consent

09/203. P/00469/09 TCP/06579/D land adjacent 92 Palmers Road.

Both the local member and local residents had attended the Planning Committee meeting to speak
against this application. Members were duly informed that the application had gone against officers'
recommendations and been unanimously refused.

09/204. P/00731/09 TCP/16250/J

**Conversion of roofspace to provide additional living accommodation to include installation of
rooflights; retention of light tunnels, rear of Epirus, New Road fronting Red Road.**

This application has been recommended for approval. The local member has requested it go to
Planning Committee to be determined.

09/205. P/00614/09 TCP/29609

Replacement roof with increased height to provide additional accommodation at 1st floor level; single storey rear extension to enlarge kitchen

98 High Street

Members were informed that this application has been recommended for approval.

09/206. Appeal Orchards Packsfield Lane.

The appeal has been allowed. The Parish Council raised no objections to this application.

09/207. To inform members of the date of the follow up meeting with the Enforcement Officer.

The meeting will be held on Monday 27 July 2009 at 2.15pm in the Planning Office.

Issues to be discussed include: -

Waterside, Lloyds Bank, Ash Farm and Woodside

A serious concern was expressed that the Waterside enforcement issue is still outstanding.

6. PROPOSED NEW PLAY EQUIPMENT – WOOTTON RECREATION GROUND.

To consider and agree the following:-

09/208. The final design and costs - further to the site meeting held with the play equipment provider on 15 July 2009.

Members were informed that the final plan as supplied by 'eibe' is on the table for all to view. The only additions will be some locally sourced 'climbing' logs and rustic styled seats. There are some minor works to do on the Play Builder Agreement and on insurance issues but once these are finalised and a final price is agreed it is hoped the contract will be awarded within the next few weeks. The maximum grant is £50,000 and the Clerk advised that a contingency sum of at least £3,000 should be included to allow for any unforeseen expenditure. It is anticipated that work will be started in early autumn and completed before the weather deteriorates.

With regard to the planning situation, written confirmation has now been received from the Planning Officer which states that Local Authorities benefit from certain Permitted Development rights when erecting buildings or structures on land that they own/maintain, where that building or structure is required for a function that is undertaken on the said land. Essentially, as this is recreational land owned by the Local Authority and the proposal is a recreational development then it is 'permitted development' subject to it not exceeding 4 metres in height or 200 cubic metres in capacity.

RESOLVED – THAT THE PARISH COUNCIL APPROVES THE DESIGN OF THE NEW PLAY AREA AS PRESENTED.

- THAT THE PARISH COUNCIL APPROVES THE FINAL COSTS OF THE PROJECT AT NOT MORE THAN £50,000.

09/209. The signing of the agreement with the IW Council regarding the Play Builder scheme.

Members had been provided in advance with copies of the Play Builder agreement. There needs to be several amendments to the agreement before it can be signed, particularly with regard to ongoing maintenance and responsibility. In this connection a meeting is being arranged with the Parks Manager the aim of which will be to fully brief him on the scheme and most importantly obtain his written confirmation around the ongoing responsibilities.

Changes required to the Play Builder Agreement are at points:-

- 1.12 Maintenance. Meeting to be set up with Parks Manager to formalise ongoing responsibility/insurance and maintenance of the play area.
- 1.17 Milestones. Agreements/procurement by mid August.
- 2.13 Insurance during construction. Confirmation to be obtained from the provider.
- 5.8 IW Council to take on responsibility on completion of project.

Members were then informed that the £50,000 funding will be released once the Agreement is signed by both the IW Council and the Parish Council.

RESOLVED – THAT THE CLERK BE DELEGATED AUTHORITY TO MAKE THE FOLLOWING DECISIONS IN CONNECTION WITH THE NEW PLAY AREA AT WOOTTON RECREATION GROUND, IN STRICT CONSULTATION WITH THE CHAIRMAN AND TWO OTHER PARISH COUNCILLORS:-

- MAKING THE NECESSARY CHANGES TO THE PLAY BUILDER AGREEMENT IN CONNECTION WITH THE ONGOING MAINTENANCE, MILESTONES AND INSURANCE DURING CONSTRUCTION.
- SIGNING OF THE PLAY BUILDER AGREEMENT ONCE THE ABOVE CHANGES HAVE BEEN MADE, ALSO TO BE SIGNED BY THE CHAIRMAN.

09/210. Formal approval of the supplier and authorisation for the contract to be awarded.

Members were reminded that this is the third quote received for the new play area and is the one which meets the criteria for Play Builder funding. The Terms and Conditions from the supplier have been received and confirmation in writing will be sought regarding insurance cover for all risks for the equipment and installation, until the handover at successful completion of the scheme.

The Clerk advised that the principles of the National Procurement Framework for Play Areas (which is what the IW Council is working with) should be followed to prove that best value standards have been followed. It was suggested that the principles of the framework should be adopted as part of the Parish Council's Financial Regulations.

Members were reminded that three quotes have been received and the tenderers are on the IW Council approved list.

RESOLVED – THAT THE PARISH COUNCIL APPROVES EIBE TO SUPPLY AND INSTALL THE NEW PLAY EQUIPMENT ON THE RECREATION GROUND.

- THAT THE CLERK BE DELEGATED AUTHORITY TO PLACE THE ORDER, IN STRICT CONSULTATION WITH THE CHAIRMAN AND TWO OTHER COUNCILLORS ON CONDITION THAT:-

- THE ORDER IS NOT PLACED UNTIL THE PLAY BUILDER AGREEMENT IS SIGNED BY BOTH THE IW COUNCIL AND THE PARISH COUNCIL.
- THE ORDER INCLUDES CONFIRMATION THAT THE COST OF THE CONTRACT WILL NOT EXCEED £50,000.
- THAT EIBE WILL MEET ALL RISKS INSURANCE FOR THE ENTIRE EQUIPMENT AND WORKS UNTIL THE NEW AREA IS SUCCESSFULLY COMPLETED AND FORMALLY HANDED OVER.
- THAT EIBE PROVIDE A COPY OF ITS INSURANCE COVER.
- THAT WRITTEN CONFIRMATION BE OBTAINED FROM EIBE TO ENSURE COSTS INVOLVED CAN BE PAID IN TWO INSTALMENTS – ONE WHEN THE ORDER IS PLACED AND THE OTHER AT THE SUCCESSFUL COMPLETION OF THE PROJECT.

09/211. Any delegated authority required to enable decisions to be made over the summer period.

Members were informed that everything is in hand but some other decisions may need to be made during the summer recess. To enable the project to keep within the timescales it was recommended that the Clerk be delegated authority to act if and when required and in strict consultation with the Chairman and two other Parish Councillors.

RESOLVED – THAT OVER THE SUMMER RECESS THE CLERK BE DELEGATED AUTHORITY TO MAKE ANY FURTHER DECISIONS IN RESPECT OF THE RECREATION GROUND PLAY AREA PROJECT BUT IN STRICT CONSULTATION WITH THE CHAIRMAN AND TWO OTHER COUNCILLORS.

7. WOOTTON BRIDGE SPORTS AND FITNESS ASSOCIATION.

09/212. Progress report.

There has been a huge amount of work going on and by 31 July it should be known whether the Sport England bid can be taken to the next stage.

Charitable status for the Company has been submitted and the outcome should be known by the next meeting. Other ongoing matters include:-

- The Community Asset Transfer - there is a meeting to be held with the IW Council.
- RFC – are on their way to getting their final development plan to the RFU with whom they will also be discussing grant funding.
- There was considerable interest in the project at Party in the Park with over £1500 in pledges made.
- There is a meeting in August with the clubs in connection with the 5 year financial forecast.

09/213. To approve payment of the costs associated with forming the Company Limited by Guarantee.

The bill has now been received in connection with the fees involved with forming the Company Limited by Guarantee. The cost is £945.00 of which £120 is VAT. Given this has been a Parish Council regeneration project, members had agreed at minute 09/125 to meet a sum not exceeding £750 towards the costs involved. It was stated that the WBSFA will meet difference.

RESOLVED – THAT THE PARISH COUNCIL WILL PAY £750 OF THE FEES INVOLVED WITH FORMING THE WBSFA COMPANY LIMITED BY GUARANTEE.

8. MARY ROSE AVENUE TRAFFIC SURVEY - WHAT NEXT.

To decide what action to take further to the street mapping exercise carried out by the Beat Officer which overwhelmingly indicated that local residents want something to be done to improve the traffic safety problems in Mary Rose Avenue.

09/214. Members were provided with copies of the results of the street mapping exercise conducted by the Beat Officer and PCSO in Mary Rose Avenue during May this year.

It was suggested that the results be forwarded to the Highways Department along with a request for a meeting to discuss what measures may be taken by the IW Council to address the issues raised.

The Clerk then informed members that the results can be incorporated in the Traffic section of the Wootton Bridge Plan.

During ensuing discussion it was commented that the results clearly show that people have concerns and as a result the matter needs to be taken up with Highways. It was remarked that the support of the Beat Officer gives more strength to the arguments for measures to be taken.

RESOLVED – THAT FURTHER TO THE STREET MAPPING EXERCISE THE PARISH COUNCIL ARRANGES A MEETING WITH THE HEAD OF HIGHWAYS TO DISCUSS WHAT ACTION CAN BE TAKEN TO ALLEVIATE THE TRAFFIC PROBLEMS IN MARY ROSE AVENUE.

9. HIGHWAYS MATTERS.

09/215. Red Road double yellow lines.

To consider representations received regarding the reinstatement of the double yellow lines at the High Street end of Red Road in the interest of pedestrian safety.

A resident of Red Road has expressed concern that the double yellow lines on the west side on the junction with High Street are now non-existent with cars parking and blocking the way. It was agreed to take this matter up with IW Council.

09/216. The Bridge improvements/proposed pedestrian crossing.

To inform members of the latest information received and the expected date of the follow up meeting with the Highways Engineer.

Members were informed that the Head of Highways is putting great importance on working with Parish Traffic Plans in respect of highways needs and improvements. It is therefore a matter of urgency that the Traffic Plan section of the Wootton Bridge Plan is drafted and subsequently adopted to include the many highways issues in the village, including the need for a pedestrian crossing at The Sloop. In the meantime it was agreed to contact the Highways Engineer to request that a pedestrian crossing at the Sloop be included in his forward plan.

With regard to the follow up of the meeting held on 7 October 2008 the officer who is dealing with the cycle path has been on sick leave. She is due back at work within the next few weeks when a meeting will be arranged to progress the plans and requirements for the bridge area.

09/217. Installation of 20mph limit outside the school.

Progress report on when the signs are expected to be installed.

Concern was expressed that the signs were not yet in place. It was responded that getting these things done all comes down to resources available.

09/218. Station Road updates.

The following issues have yet to be addressed:-

- Park Road scheme (to alleviate traffic volume on Station Road)- It was suggested that Highways be asked, as part of the PFI, what is happening to Park Road.
- Results of the monitoring equipment in the vicinity of 46 Station Road – results have yet to be received. It was suggested that bollards are needed.
- Arreton 30mph model as a possible solution to Wootton Bridge's traffic problems.
- Traffic speed monitoring between Gravel Pit Road and Cedars.
- Possible chevron sign for heavy vehicles at Gravel Pit Road junction with Station Road.

It was agreed to incorporate all the above issues in the new Wootton Bridge Traffic Plan and also raise them at the meeting to be held with the Head of Highways.

Public comments included:-

- *Traffic related matters in New Road including those concerned with the coaches going to Little Canada. It was agreed to speak to the PGL Manager.*
- *If Park Road is done it will help resolve some of the traffic problems in Station Road.*
- *Concerns were raised over empty lorries rattling down Station Road and waking residents.*

10. PARISH COUNCIL INSURANCE POLICY REVIEW.

To consider a quote received from another insurance company in respect of the Parish Council's insurance cover and to decide whether to change insurers as a result.

09/219. Members were informed that as a matter of routine a quote has been received from another insurance company. The Parish Council insurance policy is due for renewal in June 2010. After some discussion it was suggested that this matter would best be considered prior to the insurance renewal date.

RESOLVED – THAT THE PARISH COUNCIL'S INSURANCE BE REVIEWED IN FEBRUARY 2010.

11. PARISH COUNCIL OFFICE MAINTENANCE MATTERS.

09/220. To authorise the Clerk to issue instruction for the repair of the extractor fan in the office.

It was agreed that the Clerk arrange for the repair of the extractor fan in the Parish Council office.

09/221. To arrange a working party to sort out and spring clean the office storage area.

The Clerk informed members that the office and storage areas were overdue a 'spring clean'. In the first instance the staff will systematically go through the office and dispose of all obsolete and unwanted paperwork. Other paperwork can be archived.

Once this is complete the office storage area can be sorted out which is in urgent need of tidying. It was requested that a small working party be set up to help the staff carry out this task which will involve erecting the new shelving system.

To assist this process the Clerk has arranged for the proper disposal of Parish Council business waste and refuse sacks are being purchased to this effect. The overall cost is about £120 but the sacks should last at least 3 years and it will overcome the problem of the HIC business waste disposal.

RESOLVED – THAT OVER THE SUMMER RECESS THE PARISH COUNCIL WILL SET UP A WORKING PARTY TO CLEAN THE OFFICE STORAGE AREA.

- THAT THE PARISH COUNCIL APPROVES THE COSTS OF APPROXIMATELY £120 IN RESPECT OF SETTING UP BUSINESS WASTE DISPOSAL FOR THE HIC.

09/222. Future of HIC IW Council outreach.

The Clerk informed members that there is a real concern that the IW Council outreach will either be removed or reduced at the HIC in the near future. She stated that despite her efforts there had been no communication from the IW Council regarding the situation. Concerns were expressed that the removal of this service would be a huge blow to the HIC and the village in general as it is a highly valued and important front line service. It was explained that the thinking behind this is financial but the Clerk pointed out that the IW Council only pay £500 a year to use the HIC plus the advisor's salary for 16 hours.

Discussion ensued when members stated that people need to be made aware of this possible erosion in service and that the matter needs to be taken to the Press.

After consideration it was agreed that in the first instance the local member take this matter up with the senior officers concerned. It was stressed that the Parish Council needs to know one way or the other what is happening.

12. WOOTTON BRIDGE PARISH COUNCIL 25TH ANNIVERSARY.

To remind members that next year the Parish Council will have been in existence for 25 years and to decide whether to celebrate the anniversary in any way.

09/223. Members were reminded that the Parish Council will have been in existence for 25 years next April. It was asked whether there should be any special celebration to mark this milestone.

After discussion it was agreed to mark the anniversary in some way at Party in the Park 2010 and the details can be discussed nearer the time.

13. VILLAGE PARTNERSHIP/REGENERATION - PROGRESS REPORTS.

09/224. Party in the Park – report on this year's event held on 4 July 2009.

This year the feedback has been the best ever with many people saying that there had been a lovely village atmosphere at the event. A Partnership meeting will be held next Tuesday when the de-brief will be held. The Parish Council raffle raised exactly £350 which will be used towards meeting the costs of next year's Party in the Park. Madge and Brian Reeves were formally thanked for the huge amount of work they had put in to arranging this year's event.

09/225. Pump Lane improvement works – final report.

The bollards are now installed and the works to this first phase are complete. It is hoped that some shrub planting around the fence can be carried out later on this year.

It was mentioned that topsoil is needed around the benches and also to even out some of the surfaces.

09/226. Wootton Bridge Plan – update further to the display at Party in the Park and to inform members of the next steps.

Some feedback was received at Party in the Park which will be incorporated into that already received. As a matter of urgency, the Clerk will be drafting the Traffic section of the Plan first so that it can be approved and then sent to the IW Council for adoption. There is much work to be done but it is aimed to have at least part of the Plan ready for further consultation by this Christmas.

Members were reminded that the Plan will take the form of a loose leaf document but its main format will be electronic, accessible through the Parish Council web site.

09/227. Wootton Bridge Village Partnership.

To inform members of the next meeting due to be held on 28 July 2009.

The meeting will be held in the HIC and all are welcome to attend.

14. COMMITTEES AND MEETINGS.

To report on the following meetings:-

09/228. IWALC Executive.

Members had been emailed a copy of the report from the Parish Council's IWALC representative.

There is currently talk around what the Association has to offer and whether it is value for money and unified, given that some councils have now pulled out. The matter will be discussed by IWALC at its next meeting. Accordingly this matter will be placed on the next Parish Council agenda so that the Wootton Bridge view can be relayed back to IWALC.

With regard to having an IWALC web site it has been suggested that IWALC information be relayed to member councils to be included on their respective web sites.

Any other meetings.

09/229. Youth Club.

It was mentioned that there is no steer now that Martin Meech has left.

15. CORRESPONDENCE.

For information only.

09/230. Annual Report.

Members were informed that the Annual Report has now been prepared and is with the printer.

09/231. Southern Regional Action Plan for water resources.

Information emailed to members. Comments must be in by 21 August 2009.

09/232. IW Fire and Rescue Service – Consultation on Model for Change Project.

Details of presentations.

09/233. Change4Life launch.

Launch being held on 22 July 2009 at Medina Theatre in respect of improving health and well being of residents.

09/234. Youth of Today information.

Information on this initiative which gives young people the opportunity to become involved in their local democracy.

09/235. IW Best Kept Village Awards.

Wootton Bridge has won the Best Kept Extra Large Village award and has won the County Press trophy. Two people can attend the awards ceremony being held at Arreton Community Hall on 10 September 2009. The Chairman and Clerk agreed to attend.

09/236. Local Council Review.

Summer 2009 edition made available for members' perusal.

09/237. The Bridge.

It was commented that the Parish Council news gets 'lost' in The Bridge and that the situation regarding the format of the Parish Council newsletter needs to be revisited. It was agreed to do an evaluation during the summer recess and consider at the September meeting.

16. ACCOUNTS.
To consider and approve the accounts for payment.

09/238. The Parish Council was presented with the accounts for payment.
RESOLVED – THAT THE ACCOUNTS FOR PAYMENT TOTALLING £4991.26, A COPY OF WHICH FORMS APPENDIX A OF THESE MINUTES, BE APPROVED.

17. TO RECEIVE ANY ITEMS FOR INCLUSION ON THE NEXT AGENDA.

09/239.

Matters to be included on the next agenda:-

- Double yellow lines outside the school Church Road – to consider their effectiveness.
- The need to reinstate the toilets on the recreation ground. It was agreed to hold a site visit before the next meeting.

09/240. Other general matters raised included:-

- The car wash signs in New Road which look unsightly.
- Bus service 29.
Further to an enquiry made the IW Council has confirmed that the number 29 bus service will make the return trip to Newport as a proper service instead of driving back to Newport empty, which is currently the case.

There being no further business the meeting closed at 8.42pm.

Signed.....dated.....