

**Minutes of the meeting between Steeple Aston Parish Council and Sovereign Housing held on  
Monday 15<sup>th</sup> March 2010 at 6.45 pm in the Village Hall Committee Room**

**Present:** SAPC -Mrs Mason (Chair), Mr Preston , Mr. Coley, ,Mrs Willatt, Mrs Trinder, Mr Ferguson  
**Aff. Housing:** Mr. McCulloch OALC Affordable Housing Enabler, Fiona Brown CDC Housing Officer, Mr Dykes, Mr Robinson (Sovereign),  
**Members of the public :** Mrs. Lang, Mr Daley, Mr Spires, Mr & Mrs Hallam Mrs. Whybrew,  
**Apologies :** Mrs McKinley  
**In attendance:** Cathy Fleet (Clerk)

Mr Robinson representing Sovereign Housing Group distributed copies of the proposed site plan and detailed proposed footpath plan.

It was explained that the housing units have been designed in accordance with the needs identified by the Housing Needs Survey and consist of 2 x 2 bedroom bungalows, 5 x 2 bedroom houses and 5 x 3 bedroom houses. The first section of the footpath will be incorporated within the development then continue on the North side of Sixtyfoot to the junction. OCC Highways /Sovereign have discussed the proposals with the pub landlord who agreed in principal. Work on the footpath will be part of the planning application and Highways will be consulted with regard to traffic calming and street lighting.

Concerns raised by the Parish Council included:

Car parking - 2 spaces per property are proposed to include a car port to each property. It was felt that this may not be adequate as many households might have more than 2 vehicles and no provision has been made for visitor parking. It was requested that there be an area of communal parking. It was also requested that car port sizes be checked as many modern vehicles are too large for the average sized car port. It was also requested that checks be made on suitability for disabled drivers. Planting will be considered to prevent parking on grassed areas.

Size of properties - It was felt that there was a need for more 3 bedroom properties. Sovereign confirmed that provision will be made during construction for loft conversions to be easily carried out

Materials - The Parish Council are anxious that materials used for the construction and particularly the windows will be in keeping with the existing properties in the village. Sovereign were unable to confirm details of materials to be used but assured the meeting that it will be in keeping and that details will be available when more detailed plans are prepared.

Sewerage – There are already problems with overloaded sewers in the Bradshaw Close area and concern was expressed that further development might increase the problems. Sovereign to investigate.

Street Lighting – Highways will become involved at a later stage

Traffic Calming – There was considerable discussion about the danger from traffic along Sixty Foot. A Traffic Survey will be carried out and traffic calming measures considered.

Open Areas/Green Space - All open areas will be maintained by Sovereign and not subject to a Section 106. There was discussion about the necessity of an area for children to play in. Fiona Brown (CDC) confirmed that a play area would probably be required within the development, but not necessarily to include play equipment.

Tom McCulloch is to carry out a Register of Interest. It was agreed that an article would be put in SAL regarding the survey which will take the form of every householder in the village being sent a letter, and also where possible past residents.

There will be a public consultation display of the plans during the last week of May by which time detailed plans will be available.

The meeting closed at 7.35pm and Mrs. Lang, Mr. McCulloch, Fiona Brown, Mr Dyke, Mr Robinson, Mr Daley, Mr Spires left.

**Minutes of the meeting of Steeple Aston Parish Council held on  
Monday 15<sup>th</sup> March 2010 at 7.30pm in the Village Hall Committee Room**

**Present:** Mrs Mason (Chair), Mr Preston, Mr. Coley, Mrs Willatt, Mrs Trinder, Mr Ferguson, Cllr Jelf  
3 members of the Public, Mrs Whybrew and Mr & Mrs Hallam. Cllr Jelf left the meeting at 8.30

**In attendance:** Cathy Fleet (Clerk)

**Apologies** were received from Mrs McKinley and Cllr Macnamara

**Declarations of Interest :** No Declarations of Interest were made

**Minutes of the last meeting** held on Monday 18<sup>th</sup> February 2010 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**Public Participation :** Mrs Hallam wished to discuss the Allotments. She has contacted the Diocese and Carter Jonas their agents on numerous occasions to try and establish security of tenure for the allotment holders without success. It was **RESOLVED** that the Parish Council in support of the Allotment Committee would write to the Diocese requesting clarification and possible acquisition of the lease as long as there was no significant financial implication. **ACTION: Mrs Mason**

**Clerk's Report**

Dog Poo Bags	Notices have been put on noticeboards
Light at the Crescent	Has been replaced
Pothole at Water lane	Has been reported CDC Ref 310214
CDC Core Strategy Plan	Hard copy is being circulated
Audit	Clerk has had meeting with Helen White re audit

The Church Notice Board is not working properly. Clerk to find original receipt and contact supplier to get it mended **ACTION: Clerk**

The Clerk has been attending Training courses and it is a requirement that Agendas for meetings are signed by the Clerk. It is possible for this to be done electronically and it was **RESOLVED** that in future Agendas should be electronically signed by the Clerk.

**ACTION: Clerk**

**Highways/Footpaths** - Mrs Mason had purchased a sheet of Perspex to repair the bus shelter. Mr. Trinder to carry out the work. The Beeches has become clogged up with silt and needs digging out. Mr Preston to speak to Geoff Reeve. A pothole has appeared by the Pre-School in Fir Lane. Clerk to report to CDC. Kerbs at Nizewell are becoming loose. Mrs. Trinder to monitor. The Dickridge has been resurfaced. A new bus stop is to be placed at the top of the Dickridge. Cllr Jelf had received details and will send to Mrs. Mason

**ACTION: Mrs Trinder, Mr. Preston, Clerk**

**Website** - Minutes from the Website meeting were received and accepted. The website is currently being updated. £50 was donated to the Church from proceeds of sale of Christmas Cards. New postcards are being printed and will be sold in the shop and White Lion at a cost of 50p (cost price 25p). There will be a link to local businesses on the website. Car sharing will be advertised on the website. This year's cost of domain name etc has decreased from £175 last year to £65 this year. A young man of 12 years old has joined the committee.

**Meetings** - Mr Preston had attended the Strategic Partnership meeting. Mrs McKinley had attended the Neighbourhood Watch meeting and will report at the next meeting. Mrs Mason was unable to attend the Affordable Housing meeting due to severe weather. Mr Coley, Mrs Trinder and Mrs Mason to attend the Core Strategy Meeting on 17<sup>th</sup> March. Mrs Coley and Mrs Mason to attend the Low Carbon meeting on 22<sup>nd</sup> March.

**Play Area** - Arrangements are in hand for the Opening Ceremony on 18<sup>th</sup> March. 32 people are expected. The notice identifying sponsors etc. will be large and visible and will be erected shortly. The new safety surface under the basket swing has been installed and is working well. The zip wire bolts fractured but were fixed within 24 hours. The bollards are now installed.

Mrs Mason had a meeting with David Streat, surveyor regarding proposed new toilet extension to the S&R building. He advised that no Planning Permission was required but Building Regulation drawings would be required. He advised that the project is feasible but doubted that £5000 would be adequate. Clerk to speak to OALC to ascertain exactly what is required. Mrs. Mason to obtain quotes for drawings to Building Regulation standard.

**ACTION: Mrs Mason, Clerk**

**Pocket Park** - Mrs Trinder had acquired a large number of signatures from residents and Mr Preston will continue to pursue the availability of a grant.

**ACTION: Mr Preston**

**Village Hall** - Kevin Brooks may be in a position to start towards the end of this week. The quote for the gas installation from British Gas was considerably higher than expected and a revised quote is to be obtained. Applications for grants have been submitted.

**Sport & Recreation Centre** - David Streat has inspected the damp and believes that it is caused by condensation. He suggests treating the affected area with fungicide, fixing battens to the wall, a layer of polythene and then plasterboard. This information has been emailed to the S&R committee but as yet there has been no response. As the Parish Council are responsible for the fabric of the building it is likely that a request will be made for funding of the remedial work. If such as request is made it was **RESOLVED** that the Parish Council would make a contribution.

**Parish Plan** - A meeting was arranged on 29<sup>th</sup> March at 8pm in the Committee Room to discuss the outcome of the Parish Plan.

**ACTION: Clerk to book room**

**Correspondence** - Mrs Mason read out in full an e mail from Mr Lang regarding the Affordable Housing on Sixty Foot. Mrs. Mason's response was also read out. The contents of the correspondence were noted.

The Treasurer of the Church wrote requesting funding. It was **RESOLVED** to send payment as per the Precept.

**ACTION: Clerk**

St. Johns Ambulance had requested a donation. It was **RESOLVED** not to donate

**ACTION: Clerk**

It was **RESOLVED** not to support the Ardley Appeal **ACTION: Clerk**

It was **RESOLVED** not to donate to the Friends of Heyford Station

**ACTION: Clerk**

#### **Parish Matters**

**Spring Clean** - The Spring Clean will take place on Sunday 25<sup>th</sup> April between 10-12am

**Trees on Sixty Foot** - No further Action at present

**Planning** - Drawings received from Architect re Proposed extension to Pre-School. Clerk to write expressing concern over storage of materials and car parking during construction.

**ACTION: Clerk**

10/00057F Approval of Conservatory at 20 Bradshaw Close

10/00061TCA Crown thinning of Cedar at Canterbury House, Fir Lane - no objection

The Draft Core Strategy document is being circulated and Mrs. Mason requested that all Councillors send her their responses which will then be collated.

**Affordable Housing** - During the meeting prior to the Council meeting, the Parish Council expressed their concerned over various issues which have been minuted and will be addressed by Sovereign. A Public Consultation meeting will be held when detailed plans are available at the end of May. Mrs. Mason will contact Highways to discuss possible traffic calming measures and/or a traffic survey.

**ACTION: Mrs. Mason**

**Grit Bin** - A request had been received to re-position the Grange Park grit bin. A meeting is to be arranged with Geoff Reeve, Mr Preston and Cathy Fleet to identify a suitable position.

**ACTION: Mr Preston**

**Finance** - It was **RESOLVED** to accept the following Accounts for payment :

Mark Probbitts	£160.00
Viking Direct	36.60
OALC (Training for Cathy)	45.00
OPFA Subscription	32.00
Loan	1469.13
SAVH	5.00
Cathy Fleet	217.82
Cathy Fleet (reimbursement For books purchased)	27.70
Margaret Mason (Perspex)	23.99
ORCC membership	30.00

Following long delays documentation to open the RBS account had been returned and it was **RESOLVED** to write to RBS expressing concern at the level of customer service and informing them that we no longer wished to open an account. Clerk to investigate a Corporate Holding Account with the Coventry Building Society.

**ACTION: CLERK**

**Date of next meeting: 19<sup>th</sup> April 2010**

**The meeting closed at 9.47pm**

**Signed** ..... **Mrs M Mason**    **Date** .....