

Minutes of an Extraordinary meeting of Avon Dassett Parish Council

29th January 2024

at

The Reading Room, Avon Dassett

The Chair welcomed attendees to the meeting

The meeting commenced at 19.00

1. PRESENT

Cllr Mike Blakeman
 Cllr Trevor Gill (Vice Chairman) & Minute Taker
 Cllr Liz Hirst
 Cllr Darrell Muffitt (Chairman)
 Cllr Natalie Gist (SDC)

Two attendees representing the Planning Application

Four members of the public

APOLOGIES

Cllr Jackson
 Cllr Mills (WCC)

2. DECLARATIONS OF INTEREST

Cllr Hirst – Agenda item 6.1 approval of the quote of £2,881.95 for additional works to the Reading Room

3. PUBLIC PARTICIPATION

It was confirmed that members of the public in attendance did not have any matters to raise other than those relating to the planning application which is agenda item 5.1 and agreed that members of the public would raise comments and concerns following the presentation to be given by the applicants.

4. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary meeting held on 8th January 2024 were approved:

Proposed: Cllr Muffitt

Seconded: Cllr Hirst

Unanimously approved

5. PLANNING

5.1 Planning application: 23/03397/FUL Land and Building Adjacent Avon Carrow -
<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=S5PTW6PMFNB00>

The applicants gave a detailed review of the planning application, and a copy of the presentation is in Appendix 1.

Following this there was a general discussion between the applicants and members of the public. The issues / concerns and the responses were as follows:

Ownership/ maintenance and planting scheme and biodiversity area.

Concerns were raised as to who would own the area and be responsible for its maintenance. It was suggested that it would be more appropriate to plant native trees rather than an orchard. Also, there are some mature trees on the edge of this area, and these should be rationed or replaced with trees of sufficient stature so as to retain privacy for the neighbouring properties. There was also a concern that in the future this area could be developed for future housing.

The applicants responded that this area would be part of the title for the proposed development and there would be a legal covenant covering the issues raised.

Tree Roots on the development site

There was a concern that any development on the site should ensure that any roots relating to trees belonging to Avon Carrow should not be damaged.

The applicants responded that there is a concrete slab beneath the existing structure which would limit root growth. As the new development is within this area there is not expected to be any impact on the root structure relating to these trees.

Sewerage and Rainwater

Concerns were raised relating to surface water running from the site to Avon Carrow and also the lack of a plan as to how sewerage will be dealt with.

The applicants stated that these concerns would be addressed by condition and a detailed proposal as to how they would be addressed would be submitted to the planning authority post approval.

Impact on Avon Carrow during development

During the development of the site including the removal of the existing structure there would be an impact on the residents of Avon Carrow and any other property that a shared the access drive. Concerns were also raised as to whether the existing access road surface would be further damaged during construction. There were safety concerns regarding visibility where the new dwelling access joined the existing road The applicants confirmed there would be a clear demarcation. The applicants confirmed that the roadway would reinstated on completion.

It was agreed that there would be a detailed construction management plan produced post-approval and this would be covered by a pre-commencement condition

Cllr Blakeman stated he had circulated his report to Councillors prior to the meeting and this document included all representations made on the planning portal prior to the meeting; submissions after the meeting could not be considered. He confirmed that the key points in his report to Councillors were covered in the discussion.

The Council resolved unanimously to support the application subject to certain conditions. Cllr Blakeman agreed to document the conditions for approval by Councillors prior to submission to Stratford on Avon District Council.

Action: Cllr Blakeman to prepare a submission for approval.

Post meeting update for the record: A copy of the submission is attached in Appendix 2

6. FINANCE

6.1 To approve the quote of £2,881.95 for additional works to the Reading Room, being a new toilet, kitchen wall unit, storage unit in the safe room and to extend hot water pressure relief to outside

Proposed: Cllr Gill

Seconded: Cllr Blakeman

Unanimously approved

7. Communications**7.1 To formally approve the Communications Survey Report**

A copy is attached in Appendix 3

Proposed: Cllr Blakeman

Seconded: Cllr Muffitt

Unanimously approved

7.2 To confirm Option 4 of the Communications Parish Council Options

A copy is attached in Appendix 4

Proposed: Cllr Hirst

Seconded: Cllr Muffitt

Unanimously approved

8. CORRESPONDENCE

None

9. COUNCILLORS REPORTS

None

10. ITEMS FOR THE NEXT AGENDA

To receive an update on the call for land.

11. MEETING DATES

4th March 2024

The meeting closed at 20.15

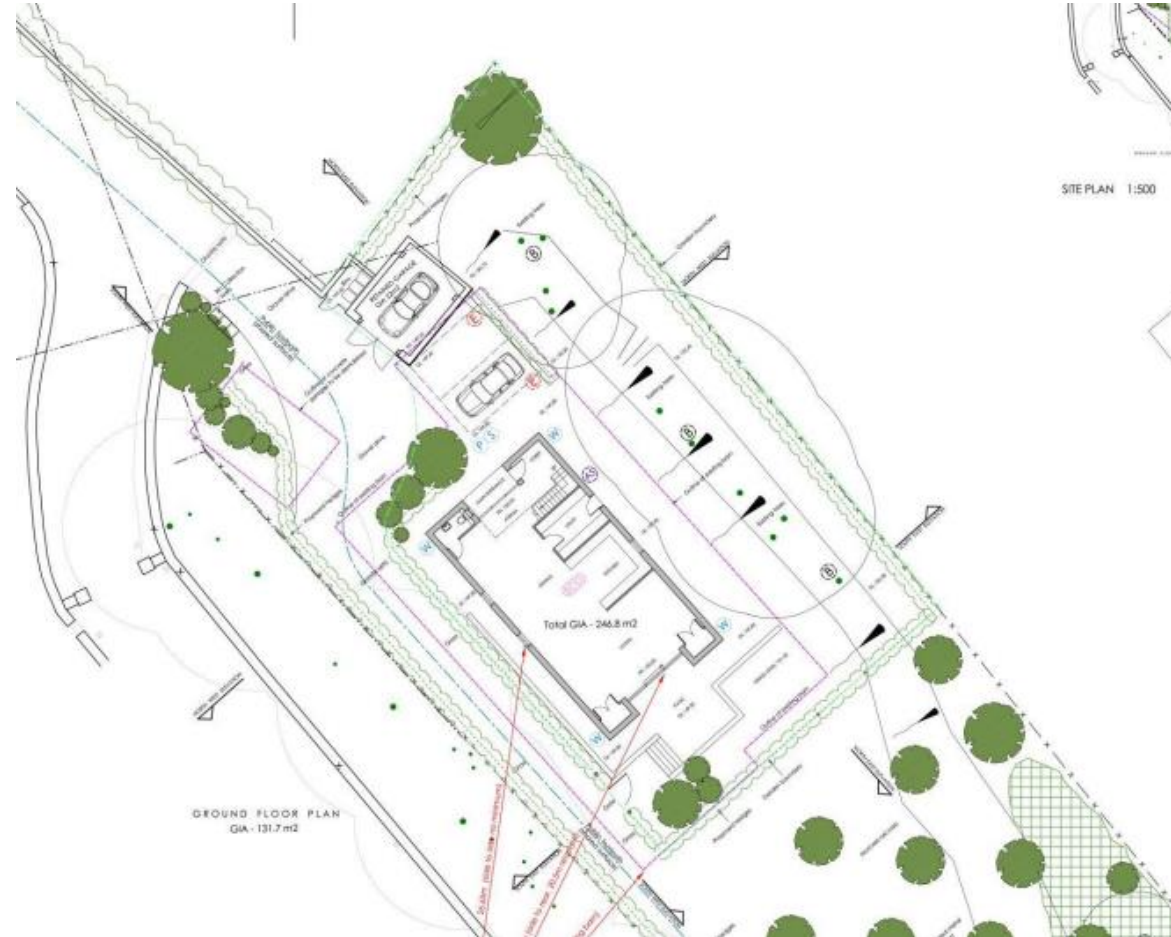
ACTIONS summary:

- Cllr Blakeman to prepare a submission to Stratford on Avon District Council for approval.

Appendix 1

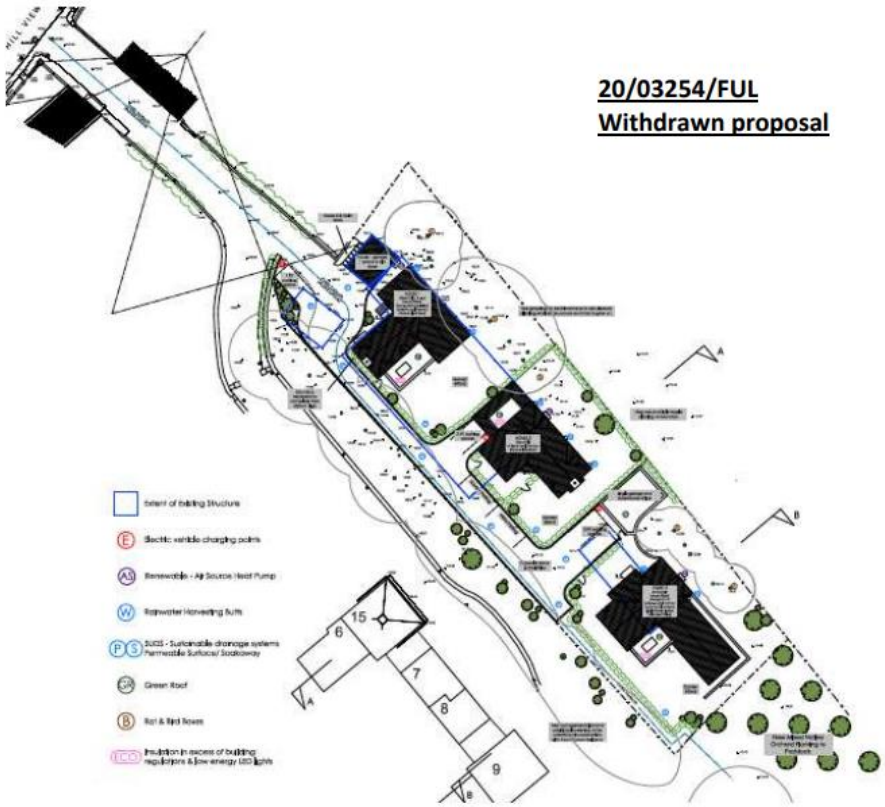
Application 23/03397/FUL

Land And Building Adjacent Avon Carrow, Avon Dassett

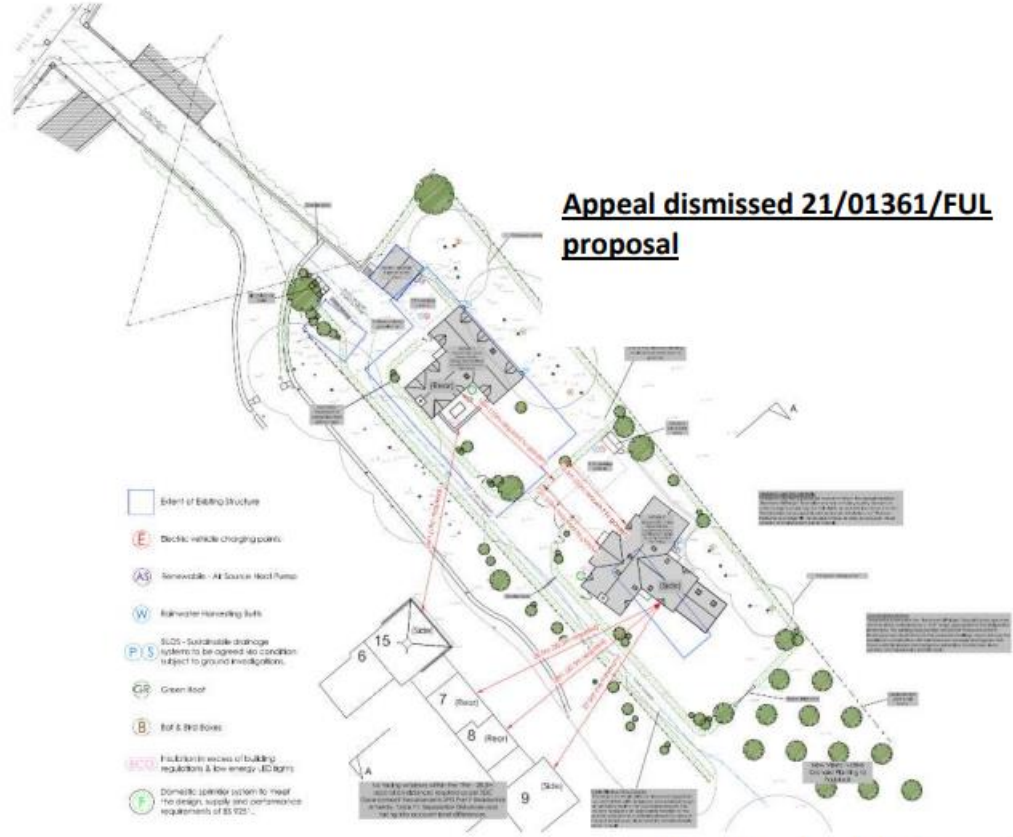


Applicant Presentation

Previous Applications



Application One – 3 Houses



Application Two – 2 Houses

Avon Dassett – Local Housing Need



Housing Needs Survey Report for Avon Dassett Parish Council

March 2020

This survey identifies 12 households with a defined local connection looking for alternative accommodation, as shown below.

Housing association rent

- 2 x 1 bed flat
- 2 x 2 bed bungalow

Owner occupier (to include all owner occupier options)

- 2 x 2 bed bungalow
- 1 x 3 bed house
- 2 x 4 bed house
- 3 x 5 bed house

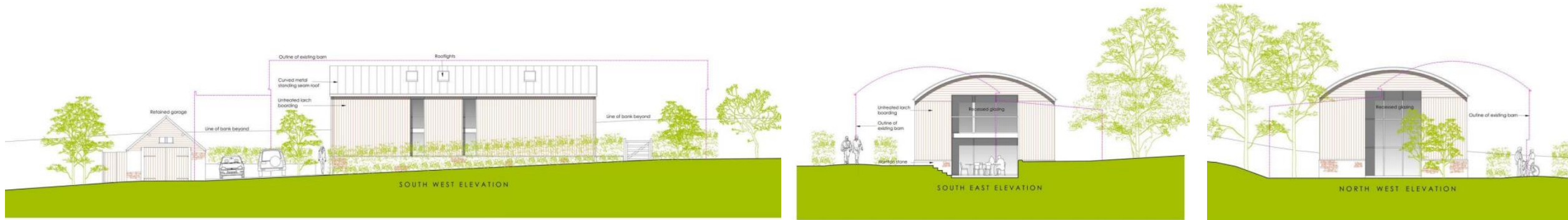
Carrow Barn Site

- We believe the Carrow Barn is the most suitable site to provide some of this identified need
- Existing agricultural barns are not fully utilised and offer very little benefit to the village
- The barn has been identified as a negative impact on the Conservation Area

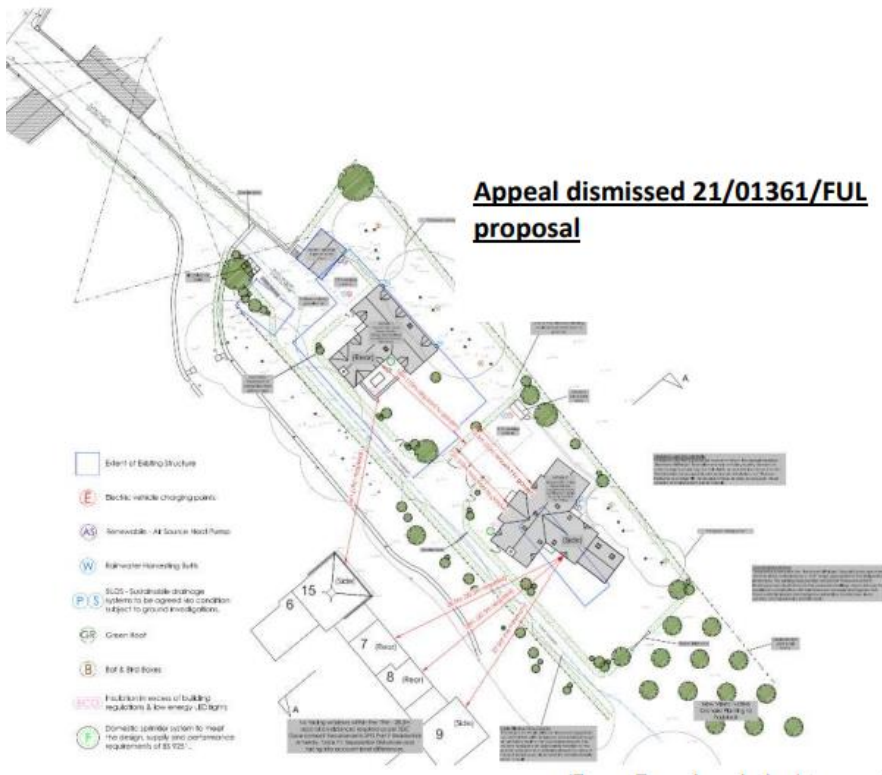


Proposed Development

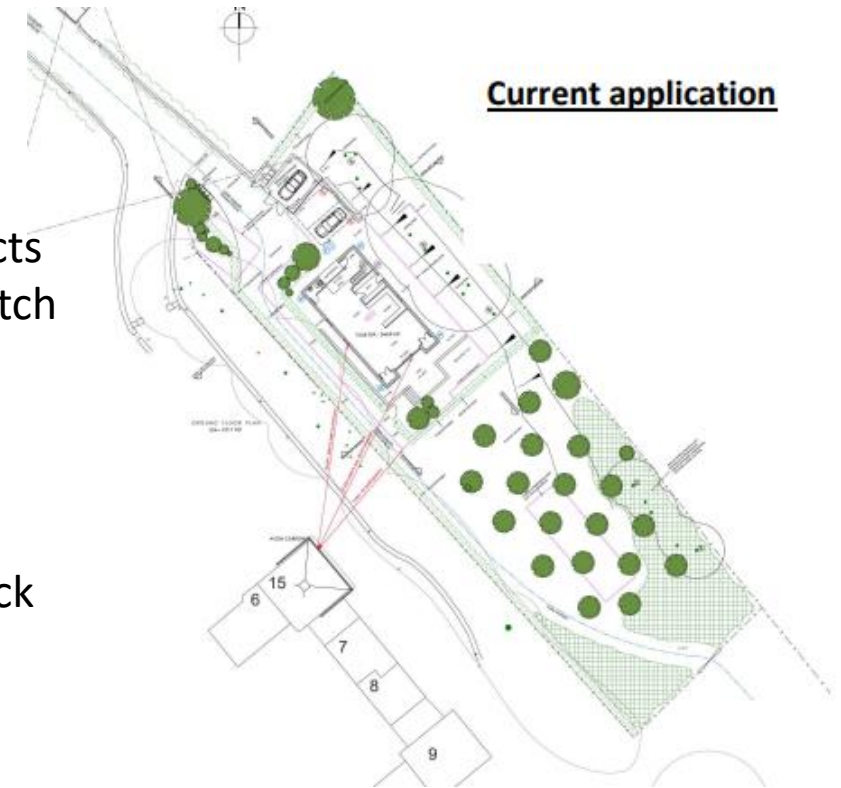
- Proposal is for the demolition of the existing barns, while retaining the local stone garage
- Proposal for one local market dwelling of 4 beds
- The development is small in scale and is sited within the village
- The dwelling would be secured via legal agreement for local persons in perpetuity



Difference from previous Application



- Single dwelling instead of 2 – reduced footprint by over 50%
- Proposed house and garden projects no further than rear of existing Dutch Barn
- Biodiversity gain
- Design of new dwelling is now mock barn conversion



Careful Consideration

- Design discussed with Council through Pre-App – advised on mock barn conversion
- Use of natural Building material with muted colours and organic appearance, this design incorporates:
 - Elevations in untreated larch cladding
 - Low elevation walls in local Hornton stone
 - Glazing on gable ends recessed to minimise reflection
 - Retention of existing stone garage
- We have also carried out detailed consultant appraisals including, Heritage assessments, Arboriculture surveys, transport assessments, protected species reviews and architectural reviews



- House to be “greener” than minimum building standards require (including EV charging points, air-source heat pump, rainwater harvesting butts, SUDS, High insulation and low energy LED lighting)

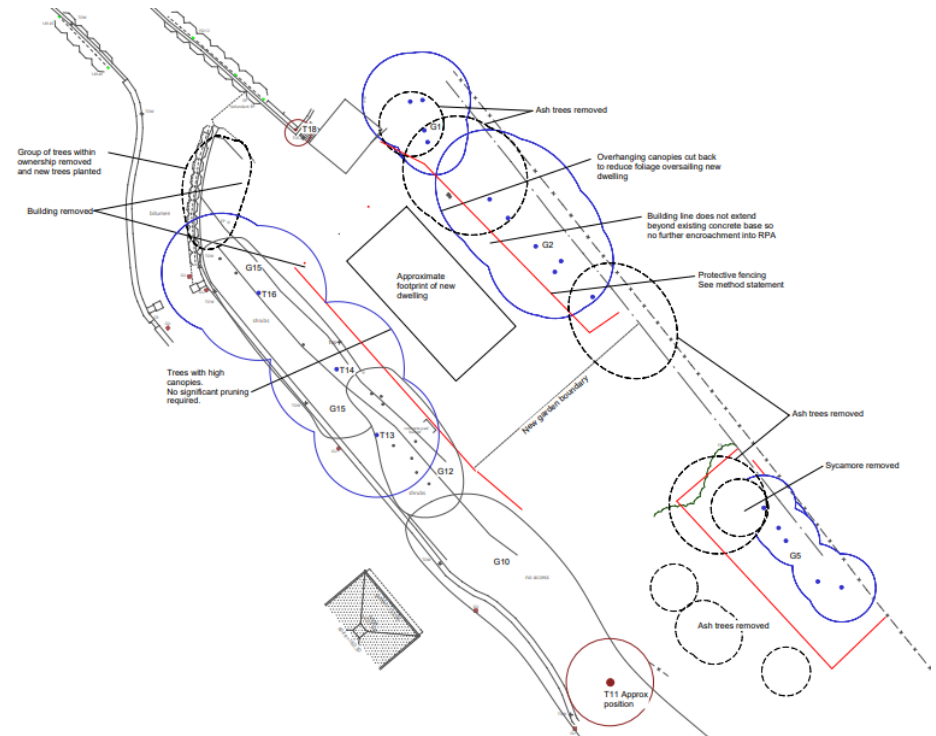
Site Landscaping

- Landscaping within the site has been designed to be sensitive to the surrounding countryside and heritage constraints
- Including:
 - No-dig permeable Cotswold stone gravel driveway
 - New native hedgerows
 - Retention and management of worthy trees
 - Planting of new trees including an orchard
 - Proposed biodiversity area will have management plan secured by condition or legal agreement for 30 years+
 - Footpath kept through site and greatly improved



Trees

- Arboricultural Reports conclude the impact on trees is acceptable, subject to compliance with measures set out in report
- The only significant trees proposed to be removed are Ash trees
- Ash dieback evident on site, meaning all Ash trees are likely to have to be removed in coming years anyway
- Removed trees more than offset by planting of new trees resulting in a biodiversity net gain
- Protected Species Survey concluded that no harm should arise to protected species subject to compliance with measures in report



Acceptable matters

Previous application established following were acceptable:

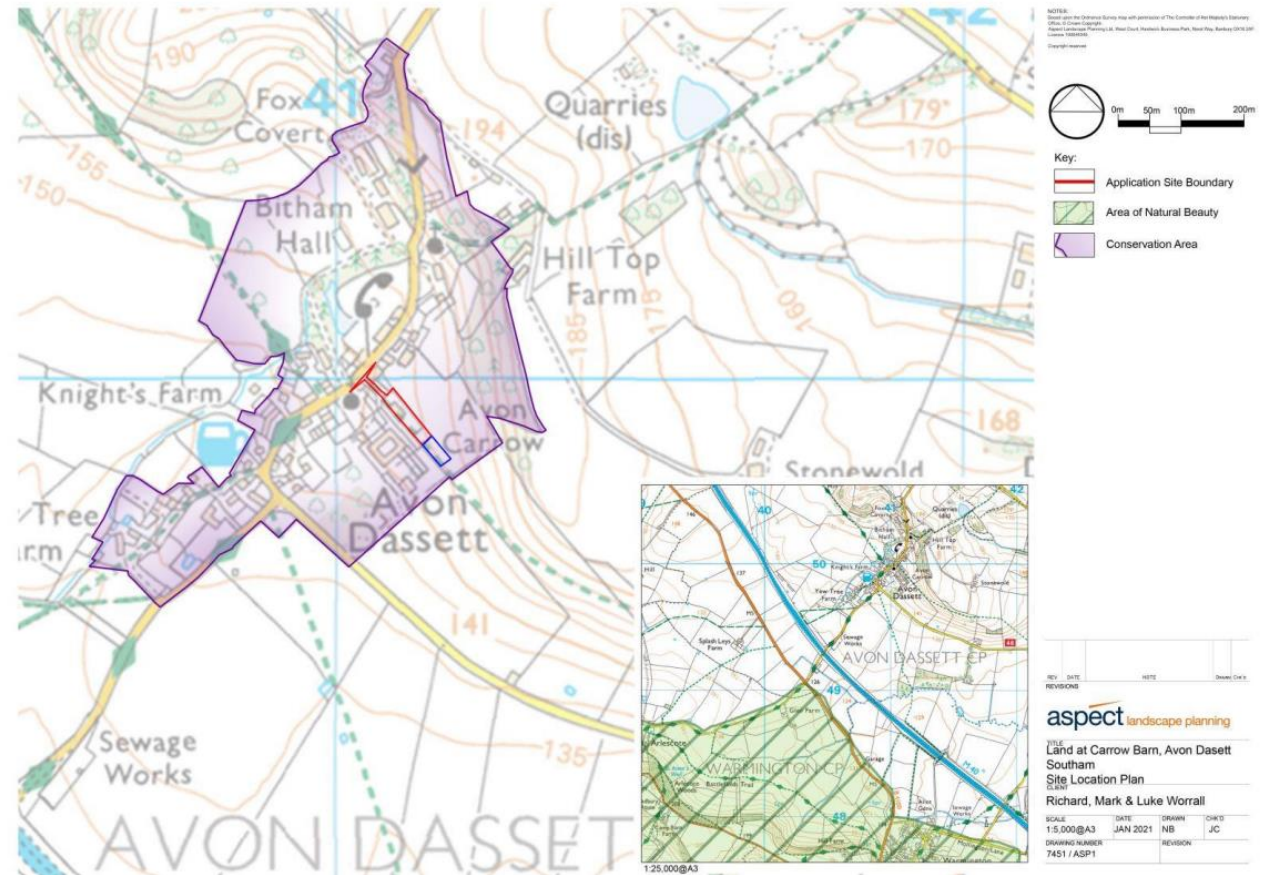
- Principle of development, subject to legal agreement
- Highways safety
- Impacts on neighbours
- Amenity
- Ecology / trees
- Separation distance to neighbouring properties

Reduction to one more sensitive dwelling will reduce any impact on these points

Expert reports confirms these matters remain acceptable.

Addressed Points of Objection

- Council and Appeal Officer's objections related to landscape impact on SLA, CA and heritage.
- These issues are now considered to be overcome in revised application as set out in various reports.
- Aspect Landscape Planning:
 - Baseline for site is poor quality that negatively impacts SLA and CA
 - Proposal responds favourably and deliver a scheme without harm to landscape and is sensitive to surroundings, setting and character of area
 - They conclude the proposal has overall improvement to character and appearance of area including CA and SLA



Addressed Points of Objection

- Appeal Officer considered:
 - Siting of then proposed 2nd house would erode rural surroundings close to Avon Carrow cutting it off from context as country house and rural landscape.
 - The dwellings would be a dominant feature in views of listed Avon Carrow and not preserve or enhance the CA or setting of AC
- Cotswold Archaeology:
 - Report sets out how revised proposal addresses these issues:
 - Removal of second dwelling results in retention of agricultural land within setting of AC.
 - Single dwelling sits more snugly within existing settlement pattern of village
 - Many benefits of revised scheme on CA and listed buildings
 - Conclude no harm to significance of listed buildings and enhancement to Conservation Area



Public Benefits

If the Council decides there is less than substantial harm, public benefits outweigh this and include:

- Provision of local market dwelling
- Heritage benefit with removal of unattractive barn, as identified in Avon Dassett Conservation Area Review
- Improvement to the public footpath
- Overall improvement to character and appearance of area
- Short term economic benefits and longer term economic benefits
- Biodiversity net gain

Summary

- Need for new local market houses identified and we believe this is the best site to deliver some of that need, which will be secured for local people in perpetuity
- Proposal is carefully designed considering the various constraints
- The proposal will have a positive impact on the Conservation Area, Special Landscape Area and have no negative impact on Listed Buildings
- Benefit the local community
- Maintain and enhance the vitality of the local area and local businesses
- We hope you can support our proposal



Appendix 2

Planning Application: 23/03397/FUL

Consultee: Avon Dassett Parish Council

Consultee Address: The Reading Room Avon Dassett Southam

Date of Submission: 31/01/2024

Case Officer: Malwina Idziak

Nature of Submission: Support the application for the following planning reasons

Following the Parish Council Meeting held on the 29th January 2024 with the applicants and residents in attendance and following a review of the comments made on the Planning Portal and comments submitted in writing and verbally the Parish Council resolved to **support** the application for the following reasons with conditions.

- The proposed application complies with the Core Strategy.
- The proposal would provide for a single local market dwelling, to meet one of the 4-bed local needs identified in the current Housing Needs Survey.
- The site is defined as agricultural but has ceased to operate as such for quite some time. The existing dilapidated large barn which will be demolished thus removing the harmful effect of the structures on the distinctive character and appearance of the village.
- Comments on previous applications referred to the encroachment of the development on the agricultural nature of the landscape and the impact adverse impact on the adjacent listed Avon Carrow. By reducing the of the development to a lower single dwelling which is well within the footprint of the existing barn the impact on both the surrounding landscape and Avon Carrow is much reduced.

The Parish Council request that the following pre-commencement conditions be included:

1. The development shall not commence until a **Construction Management Plan (CMP)** has been submitted to and approved in writing by the local planning authority. The CMP shall provide for: the parking of vehicles of site operatives and visitors; site working hours and delivery times; the loading and unloading of plant and materials; safe access for operatives and or residents along the access road; the storage of plant and materials used in constructing the development; wheel washing facilities and other measures to ensure that any vehicle, plant or equipment leaving the application site does not carry mud or deposit other materials onto the public highway; measures to control the emission of dust and dirt during construction, together with any details in relation to noise and vibration; and a scheme for recycling/disposing of waste resulting from demolition and construction works. The applicant should be required to liaise with the adjacent residents during the preparation of the CMP.
2. The development shall not commence until arboricultural mitigation measures have been submitted to and approved in writing by the LPA and the approved measures have been put into place. The approved measures must remain in place for the duration of construction works. The information to be submitted for all of the trees within the site as well as those off-site trees affected by the proposed demolition and re-development must include:
 - a) a comprehensive arboricultural method statement and robust tree protection plan that recognises in particular the significance of the trees on the site boundary, the statement to be

prepared in accordance with Clause 7 of British Standard BS5837 - 2012 Trees in Relation to Design, Demolition & Construction

b) an arboricultural site monitoring protocol that will confirm to the local planning authority by independent examination that the agreed tree protection measures are in place for the duration of the development

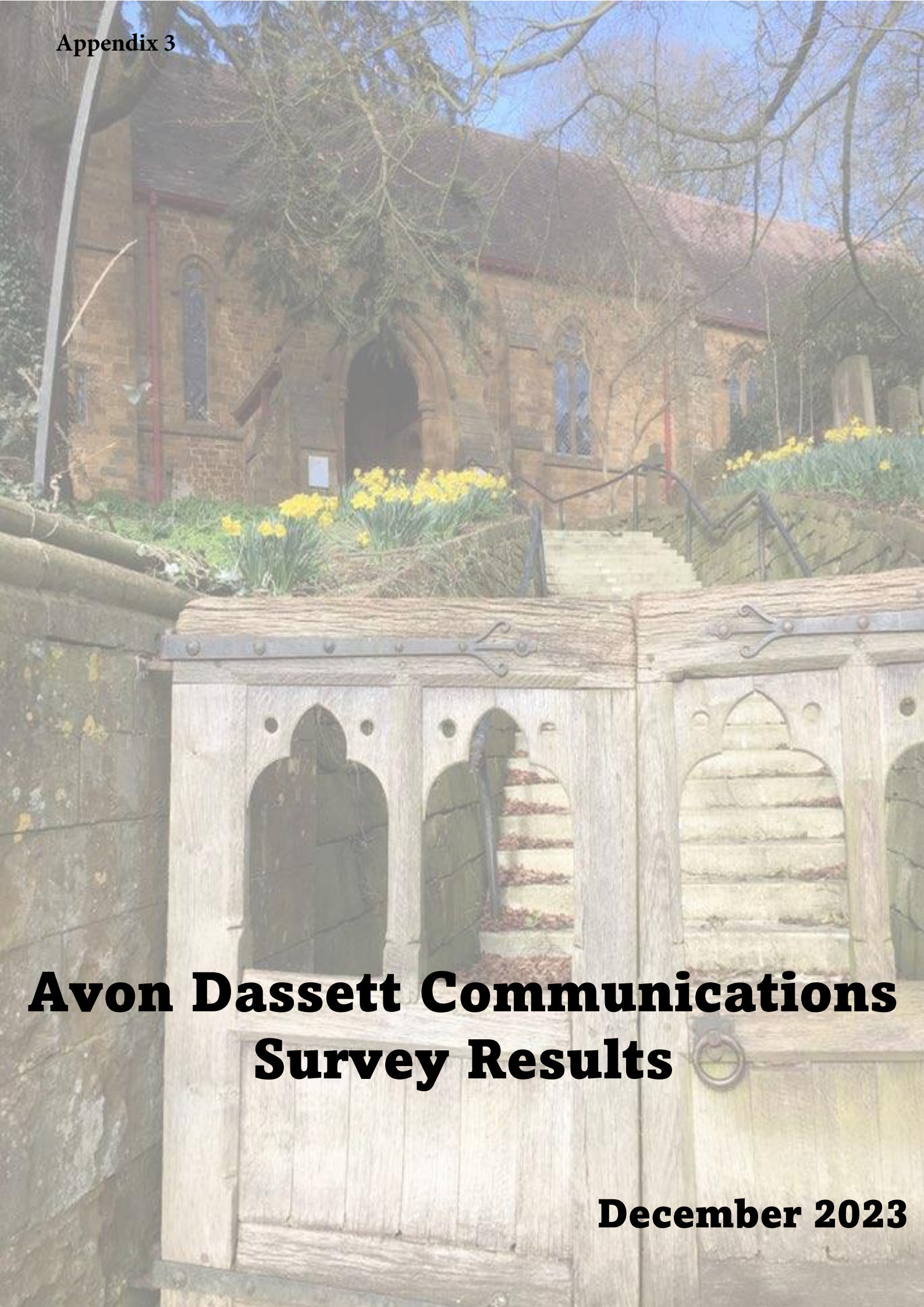
3. No development shall commence until a soft landscaping scheme has been submitted to and approved in writing by the local planning authority. Details of additional landscaping works shall include further details of the proposed landscaping along the boundaries together with additional planting areas within the site. The proposals should clearly indicate the and species of all soft landscaping. The applicant is requested to liaise with the adjacent residents in respect of all proposals.

4. In order to avoid unnecessary light pollution in the rural environment no lighting or illumination of any part of any building or floodlighting within the site shall be installed or operated until details of such measures have been submitted to and approved in writing by the local planning authority to include the hours of use. Thereafter, the use of that lighting and/or illumination shall be carried out and operated only in full accordance with those approved details.

5. No development shall commence unless and until a surface water drainage strategy which demonstrates an appropriate site outfall and a surface water discharge is provided and has been submitted to and approved in writing by the local planning authority. The development shall be carried out in strict accordance with the approved details.

6. The applicants shall be responsible for the repair/reinstatement of the access road following construction.

7. The applicants or any future landowners should be prevented from building any form of structure on the area of land shown as an "orchard" and the applicants should be required to a management strategy for the long-term maintenance of the area.



Avon Dassett Communications Survey Results

December 2023

CONTENTS

Summary	1
Results of Communications Survey.....	2
Results of Consultations with Village Groups and Organisations	4

Alex Jackson and Sarah Richardson, the project co-ordinators, would like to thank all those who completed the survey, village groups and organisations and the Parish Council.

SUMMARY

The Parish Plan of May 2022 suggested a number of improvements to communications which were taken up in an action plan and augmented during the Parish Plan Update at the Annual Parish Assembly in May 2023.

These highlighted the following:

- There is no ONE preferred method of communication, so village organisations and groups wishing to reach as many local residents as possible should use a variety of methods (both electronic and face to face).
- In person/hard copy communications are still valued by and essential for a significant group in the village. These communication methods include word of mouth, fliers, noticeboards and the *Compton Chronicle* which is published ten times per year.
- A need was identified to explore online communications, and thus a survey was sent out to residents and made available to those not based in the village. Interviews were also held with village groups over the summer of 2023.

The recommendations following the research produced by the parish plan and the survey of online communications are:

- The development of a communications strategy;
- The creation of a communications checklist for village groups and others;
- The creation of an online Directory which includes local businesses, taxi firms, takeaways, farmers etc;
- Alert systems for important issues such as PO closures;
- Support for residents once landline communications are phased out
- The maintenance of two separate websites one for parish council business and one for the wider community with clearer demarcation between them;
- Creation of an infographic for noticeboards/fliers/welcome packs etc which gives an overview of the location of information on the two websites.

RESULTS OF COMMUNICATIONS SURVEY

Overall there were 36 responses (including 4 externals) which is around one-third of the village and a reasonable response rate for a survey. **The Parish Council would like to thank all of those who took the time to complete and return the survey for their thoughtful responses.**

Access to the Community and Parish Council websites was high with only 6 respondents reporting that they had never accessed the Community site and only 8 that they had never accessed the Parish Council website.

Other popular websites used to gain information included (ranked in order of most mentioned):

- Stratford District Council website
- Warwickshire County Council website
- Avon Dassett Community Benefit website
- Banbury Guardian
- Muddy Stilettos
- Google
- Yell.com
- Open Table
- The Yew Tree website
- Morrisons
- Other parish council websites

Other online apps/sources of information included (ranked in order of most mentioned):

- WhatsApp groups
- Facebook
- Nextdoor.co.uk
- Instagram
- Twitter (X)
- SDC Waste Collection App

More than two-thirds of respondents found it easy to find information about the village online and only one said they could never find information.

A wider range of suggestions were made to improve online communications:

- Some would like there to be just one village website – factors mentioned were ease of use and value for money
- There were suggestions to improve the layout and usability of the websites (for example, fewer click throughs and fewer menu headings) and/or links to other sites

- There were suggestions where information needed to be updated on both websites
- There was some discontent about the quantity and type of messages on the village WhatsApp group and suggestions to split these
- There was a split about whether the village Facebook page should be an open site with some commenting on the amount of spam, advertising and scams on other local open sites. Those who wanted an open page also mentioned they did not want advertising.

Suggestions for information not available online mentioned areas where the information was already available (for example bus timetables, bin calendar, planning applications) suggesting that better navigation was needed on the websites. Other suggestions included:

- Information about activities in the Reading Room
- Local farmer contacts for when sheep get out
- Taxi companies
- Local tradesman suppliers
- All clubs and events
- When post office is not opening

When asked about information that did not need to be online, suggestions were gossip! and transient information that could be on Facebook or Instagram but not on a website.

Respondents were asked to rank factors they looked for in a village website, but these were not particularly conclusive and many said all were equally important.

A further question asked about the 'ideal online village presence'. Many mentioned a single, easy to use and regularly updated website whilst others thought existing arrangements were good. Ease of navigation was mentioned which one resident suggesting sites should be modelled on those used by prominent online retailers. The village Facebook and WhatsApp groups were praised.

Other comments focused on the need to retain hard copy communications such as fliers for those without mobile phones or the internet and the value of chatting in person.

Those maintaining the various village communications would particularly like to thank the resident who made this comment:

Thank you for all the hard work that goes into village communications

RESULTS OF CONSULATATIONS WITH VILLAGE GROUPS

Twelve village groups and societies were consulted about their online presence and the other means by which they communicate. The project leader would like to thank all representatives of village groups and organisations for being so generous with their time and for their valuable contributions.

- Coffee Morning
- Community Benefit Society
- Dassett Country Show
- Gardening Club
- Local History Group
- Men's Club
- Neighbourhood Watch
- Open Gardens
- Parish Council
- Soapbox Derby
- Village Charities
- Walking Group

All groups were generally satisfied with their online presence and made few suggestions for changes to content.

There are a wide variety of ways which the different groups use to communicate their activities. The Dassett Country Show and Soapbox Derby are unsurprisingly the largest users of social media, the local press and advertising in other villages. Other methods of communication that were mentioned included:

- Direct contact by email or phone
- Village mailing lists
- Posters on noticeboards
- *Compton Chronicle*
- WhatsApp
- Nextdoor
- Facebook
- Instagram
- Community Benefit Society Newsletter
- National Garden Scheme website

Some groups actively did not want an online presence or to advertise activities more widely because of capacity issues in local venues.

Other suggestions were made to improve communications including:

- Roadside noticeboards at either end of the village and the main road where village groups could advertise their activities

- A weekly events bulletin as used in other villages
- Online feeds to Community Website
- Separate WhatsApp groups for particular organisations

Appendix 4

Avon Dassett Parish Council Residents Survey re Communications.

In July 2023 Avon Dassett Parish Council Approved a Business Case to review communications in the village and to make recommendations as to how to improve communications generally.

Responses were sought from residents from within and outside the village and from local clubs and societies. These highlighted that:

1. There is no ONE preferred method of communication, so village organisations and groups wishing to reach as many local residents as possible should use a variety of methods (both electronic and face to face).
2. In person/hard copy communications are still valued by and essential for a significant group in the village. These communication methods include word of mouth, fliers, noticeboards and the *Compton Chronicle* which is published ten times per year.
3. There is a need for the consideration of the roles of the two main websites in the village being the Community and Parish Council's websites. There is duplication of some data and also much of the information relating to Parish Council activities on the Community website is out of date.

In relation to point 3 above it is apparent that there are 4 options available. These are documented below.

Option 1 – Do Nothing

Do nothing would be to continue as we are with out of date, inaccurate and duplicated information and a duplication of effort in maintaining the separate websites.

Recommendation.

This option is rejected as the current situation is unacceptable to all parties involved..

Option 2 - Migrate Parish Council information and files to the Community Website

This option would in a single website and would require the migration of all of the Parish Council information and files to the Community Website.

There is an attraction in this option as navigation would be improved and duplication would be removed. Cost savings would be minimal as the editorial tasks would remain largely the same. The small cost saving that would be made by avoiding the hosting costs of the Parish Council website, would be more than offset by the tasks that would need to be undertaken by Parish Council representatives (the Clerk and Councillors), who would be required to undertake the migration and also to review all documents as they are migrated to replace any links to the existing domain name to the Community website domain.

The costs associated with this option are unquantified but are likely to be substantial and would fall to be met by the Parish Council from existing funds or reserves. This could have an impact on the Parish Council's ability to fund other projects.

The Parish Council has also considered guidance from the National Association of Local Councils (NALC) on this subject, in particular NALC's Publication Website Accessibility and Publishing Guidelines Requirements which covers the requirements for publication and also covers the access to your website's host space, domain name and the need to control any updates.

If the Parish Council's website was migrated to the Community website we could not comply with the NALC guidelines as the Community website is "owned" by the Local History Group.

Recommendation.

This option is rejected as the work and perceived costs far out weight any cost savings available due to the demise of the Parish Council's website. In addition the requirement regarding the control of the domain name and updates would not be achieved if 'ownership' and control remains with the Local History Group.

Option 3 – Migrate the Community Website to the Parish Council

This option would entail the migration of all of the Community website information and files to the Parish Council Website.

The Parish Council would have to ensure that any pages that contain Parish Council information and files could be accessed by volunteers updating Community pages and information. It is unclear whether this can be achieved but the initial investigation leads the Parish Council to understand this is not possible.

In addition., the Parish Council does believe that it is not appropriate to have non Parish Council information and files on its website as it could be inferred that they are responsible for its accuracy or in the case of business information that the Parish Council supports the business concerned.

Recommendation.

This option is rejected as the Parish Council does not believe that it is appropriate to have non Parish Council information and files on its website.

Option 4 – Retain the existing websites but remove all information and files from the Community Website

This option was agreed in principle as the Parish Council meeting held on 4th November subject to a further review by the Projects Group.

The Projects Group met on 20 November and the Project Co-Ordinator attended the meeting by Zoom..

This option entails the retention of the existing websites but leaves issues regarding accuracy and duplication of information to be resolved. There will be no additional costs of this option and although there is no cost saving from avoiding one set of hosting costs, the amount is minimal.

This option will ensure a single source of information with editorial rights being the responsibility of the Parish Council. By providing links between the Parish Council website and the Community website users will be able to navigate easily to the appropriate information. All existing information relating to the Parish Council that sits on the Community website must be removed and replaced by links to the Parish Council website.

A planned review of the Parish Council website will consider how navigation can be further simplified and this will address the concerns in this area.

Recommendation

This option is recommended by the Projects Group for formal adoption of the next meeting of the Parish Council.

It provides the best and most appropriate solution to the problems identified with inaccuracy and duplication of effort. In addition, it ensures that the Parish Council has with its own area of responsibility to ability to comply with the NALC Guidelines.

Avon Dassett Parish Council
Projects Working Group
20 November 2023