

# Rolleston on Dove Parish Council

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Our Ref: MD

04 February 2019

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held in the Old Grammar School Rooms, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on Monday 11 February 2019 commencing at 7.30pm at which the business set out below will be transacted.

Yours sincerely

*MDanby*

Mary Danby  
Clerk

## **PUBLIC FORUM**

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

1. To receive apologies
2. Declarations of Interests and Dispensations
3. Planning matters
- 3.1 Planning applications considered by email

Planning Application No.	Address	Proposal
P/2018/01421	Rolleston House, Hall Grounds	Felling of 4 Conifer trees (W17 of TPO1)
Comments submitted to ESBC: <ul style="list-style-type: none"><li>▪ The photos are taken too close-up to put their value into context and this limits our ability to make an effective decision.</li><li>▪ The TPO number is not noted on the application and the trees are not numbered on the map as required by the application itself.</li><li>▪ TPOs are put on trees to protect the street scene and the character of the area that the trees are located in and the trees which have value themselves. The existing trees are not diseased or causing damage to the property, the parish council therefore asks that a condition be added if the application is permitted requiring the planting of suitable replacement trees.</li></ul>		

### 3.2 Planning applications for consideration at the meeting

P/2018/01506	Land opposite Norwood Cottage, Hall Grounds	Reserved Matters relating to P/2016/00781 for the erection of a dwelling including details of access, appearance, landscaping, layout and scale <b>(Enclosure No. 1A)</b>
P/2018/01581	6 Alderbrook Close	Demolition of existing garage to facilitate the erection of a detached building to form a one bedroom carers accommodation including extension of existing car port to form link (Revised) <b>(Enclosure No. 1B)</b>
P/2018/01584	14 Station Road	Demolition of existing conservatory to facilitate the erection of a single storey rear extension, first floor side extension and loft conversion (Revised Scheme to include a balcony) <b>(Enclosure No. 1C)</b>
P/2019/00018	20 Alderbrook Close	Erection of a single storey rear extension <b>(Enclosure No. 1D)</b>

### 3.3 Planning decisions

The following planning decisions have been notified:

Planning Application No.	Address	Proposal
P/2018/01394	25 Beacon Road	Raising height of ridgeline to facilitate additional living accommodation including dormer window to side, single storey rear extension and a front bay window Permitted
P/2018/01412	Winter House, Hall Grounds	Crown lift one Millennium Oak Tree to provide clearance of 2 metre above ground level and coppice all vegetation within a 3 metre radius of the tree to a height of 1 metre and coppice all vegetation within a 3 metre radius of the Sycamore Tree to a height of 1m (TPO No 1) Grant consented
P/2018/01520	92 Beacon Road	Erection of a single storey rear extension Permitted
P/2017/01556	Site of Glenville Farm, Tutbury Road	Reserved Matters application for the erection of 110 dwellings (Phase 1) including details of appearance, landscaping, layout and scale (Revised plans received) Approved

4. To consider the Minutes of the Council meeting held on 14 January 2019 (Enclosure No. 2)
5. To consider matters arising from the previous meeting
6. To receive a report from the County Councillor
7. To receive a report from the Borough Councillor
8. To receive reports from Parish Councillors

## 9. To consider financial matters

### 9.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Barnett Tree Services	Boundary clearance at Burnside House	BACS	450.00	0.00
Fenland Leisure Products Ltd	Replacement parts for cable zipwire and swing	BACS	446.40	74.40
S McManus	Reimbursement re Village Website charges	Chq. No.	83.96	13.99
P Gould	Mowing contract	BACS	827.00	0.00
Clerk	Salary	BACS	650.42	0.00
Clerk	Mileage claim / Expenses	BACS	125.79	15.98
HMRC	NI/PAYE	BACS	200.32	0.00
iD Mobile Ltd	Clerk's mobile	DD	28.06	4.68
		<b>TOTALS</b>	<b>£2,811.95</b>	<b>£ 109.05</b>

### 9.2 Bank reconciliation

		Bank Accounts					
		Treasurer	Instant Access	Income	Expenditure	Total	
01/04/18	Bank Statement	14,884.88	45,860.15			60,745.03	
Movement in funds to date	PLUS Income			79,585.04			
	LESS Expenditure				61,973.36		
						78,356.71	
31/01/2019	Bank Statement	27,942.34	50,414.37			78,356.71	
		Totals agree with Clerk's Accounts records					
<b>Budget Review</b>							
All budget headings remain on budget							
<b>Free Reserves</b>							
As at 01 April 2018:		£3,563.84					
As at 31 January 2019:		£2,909.32					

## 10. 2018/18 Budget as at 31 January 2019 (Enclosure No. 3)

## 11. Best Kept Village

## 12. Correspondence

### 12.1 Staffordshire County Council

#### Road Traffic (Temporary Restrictions) Act 1991

#### Diversion of Vehicular Traffic – Beacon Road (Enclosure No. 4)

### 12.2 Rolleston 11<sup>th</sup> Transport Festival

Permission is sought to use The Croft for showing vehicles and erection of gazebos at this year's Transport Festival on Bank Holiday Monday 27 May. Permission is also sought for the use of the Elizabeth Avenue playing field for visitor parking. If permission is granted the area will be covered by the Organising Committee's event insurance and will also be included in their safety assessment for the event.

### **12.3 Footpaths / Stiles**

The Chair has received correspondence from Mr Chinn asking if the parish council could set-up a voluntary group which could, with the landowners' permission, help with the repair of footpaths. Mr Chinn also suggested that contact be made with the Burton Conservation Volunteers who undertake such works.

The Clerk had approached the County Council's Rights of Way (RoW) team for assistance as she has had difficulty in identifying landowners so that letters can be sent asking them to maintain/repair footpaths and stiles on their land, she The RoW team have advised that they are unable to give landowners' details, but they said that if they can be told which paths are affected, whereabouts on the route, some details of the issues and photos they can add the details to their system, and they will contact the landowners.

The Burton Conservation Volunteers (BCV) responded saying that they normally charge £250 per day and they would survey the paths identified as needing work free of charge and they would then give a costing, depending on the number of days work required. They add that the accessibility of stiles can affect the number to be repaired/replaced in a day.

How does the council wish to progress this item?

### **12.4 Jct Beacon Drive/Elizabeth Avenue: Grit bin request**

Councillor Robson was approached by a Beacon Drive resident reporting that she had seen several people fall over on the pavement at the junction of Beacon Drive/Elizabeth Avenue and she felt that a grit bin should be provided in that area.

The Clerk contacted the County Councillor asking him to progress the installation of a grit bin at the above location.

### **13. Action Points (Enclosure No. 5)**

### **14. Exclusion of the press and public**

#### **Chair to move:**

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

### **15. Rialtas Suite Alpha Financial Management Software**

### **16. Governance**

**MINUTES OF A MEETING OF ROLLESTON ON DOVE PARISH COUNCIL**  
**HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE**  
**ON MONDAY 14 JANUARY 2019 COMMENCING AT 7.30 PM**

**PRESENT**

Councillor Wyatt (in the Chair)

Councillors Gooding, E McManus, S McManus, Robson, Stephenson, Stewart, B Toon and J Toon

Youth Rep: J Fowkes

**In attendance**

County Councillor White

Rob Earle, SCC Flood Risk Management Team

12 Members of the Public

Mary Danby, Clerk

**ROB EARLE, SCC FLOOD RISK MANAGEMENT TEAM**

The main points raised by Mr Earle were:

- Mr Earle apologised for the confusion surrounding the French drain and bund on the Meadow View Public Open Space and that the Parish Council's permission had not been sought. He explained that the Team had been led to believe that this area was ESBC's responsibility and ESBC had given permission for the works to go ahead.
- He explained that the purpose of the bund was to reduce flood risk and he made it clear that it has nothing to do with future development.
- He gave an outline of the remaining flood alleviation works to be completed around Rolleston:
  - Pipe upgrades near the junction of Craythorne Lane and Beacon Road.
  - Providing property-level resilience measures to people primarily along Station Road who have signed up to the scheme.
  - Potentially upgrading some pipework along Beacon Road (this isn't definite yet as the work will need approval from the Environment Agency and Staffordshire Highways).
- Mr Earle responded to queries from Barry Edwards and Robin Foschtinski.

Councillor Wyatt asked that the badly fitted wooden posts after the work carried out on the Meadow View Public Open Space be replaced – Mr Earle said that he would ensure that this message was passed to his colleagues for action.

Councillor Wyatt asked that the Flood Risk Management Team attend a Public Meeting to be held in February to explain the remaining flood alleviation works planned for the village – Mr Earle said that this should be possible, and he agreed to liaise with his colleagues.

Councillor Wyatt thanked Mr Earle for attending the meeting and asked that he work with the Clerk on arranging the Public Meeting in February.

**PUBLIC FORUM**

- a) Mr Chinn spoke regarding Planning Application P/2018/01482 and the lack of notification by ESBC and the use of maps which do not include Shotwood Close and do not show that a Public Footpath runs by the site. He added that the map used in the Application was 40 years old. He sought the Parish Council's support in his complaint to ESBC about the poor standard of (a) affected neighbour notifications and (b) maps accompanying planning applications.

**AGREED** That a letter be sent to ESBC supporting in general Mr Chinn's comments on the poor standard of both affected neighbour notifications and maps but not specifically referring to the above Planning Application.

**ENCLOSURE NO. 2**

- b) Mr Holmes spoke on the upcoming College Field Village Green Public Enquiry which would take place from 12-14 March. He said that supporting statements were to be sought from the Civic Trust and other village groups, witness evidence statements were required from people who have used the site between 1992-2012 – he said that template witness statements could be found on the Open Spaces website and he agreed to forward the link to the Clerk so that this could be uploaded to the Parish Council's website. He also asked that statements of support be provided from Councillors and this was agreed.
- c) Mr Adams spoke regarding a van which is being parked on Knowles Hill close to the bend and that he had been asked if he knew who owned the vehicle. He said that he did know who owned the vehicle, that it was being parked there to slow down the traffic as Staffordshire Highways had done nothing to alleviate the speeding traffic. He disputed that the vehicle is causing any danger and said that it is not impeding traffic and he had taken photographs illustrating that this was the case. He said that the vehicle is parked legally, and it will continue to be parked there until the County Council install the double yellow lines that they have long since said that they would do.

Councillor Wyatt responded saying that he and Councillors had walked the area with Staffordshire Highways officers, and they had witnessed a near miss accident; he also confirmed that Staffordshire Highways have said that they will not permit repeater signs as these would make the speed limit unenforceable. Councillor Wyatt said that the application for double yellow lines would cost the Parish Council £4,500 and this was something that it could not afford.

- d) Mr Hayes spoke on traffic black spots in the village (Church Road (between Shotwood Close and Marston Lane) and on Station Road, in front of the cricket ground) and he felt that a traffic light system was required.

Councillor Wyatt responded saying that the Parish Council is working with the County Councillor to progress a move of the traffic island on the approach to Station Road from Burton to improve visibility. He added that this had been difficult to progress due to limited budget availability at County level and the Parish Council will continue to progress this item.

- e) Mr Forman spoke on the Environment Agency grant of £30,000 to the Parish Council and asked for confirmation of how money had been spent on Property Level Resilience and how much was left.

Councillor Wyatt agreed that this information would be provided to Mr Forman after the meeting.

- f) Mr Edwards said he was surprised that his recent email communication with the Parish Council regarding the Meadow View French drain and bund had not been included under "Correspondence" on the agenda.

Councillor Wyatt apologised for the omission and acknowledged that the communications had been received.

**1. APOLOGIES FOR ABSENCE**

None, all Councillors were present at the meeting.

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Sanderson declared a declarable non-pecuniary interest in Agenda Item No. 13 (Filling of planters).

**3. PLANNING**

**3.1 Planning Applications**

**ENCLOSURE NO. 2**

**Sal Khan CPFA, MSc**  
**Head of Service (Section 151 Officer)**

Clerk - Rolleston on Dove Parish Council  
32 Hillcrest Rise  
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Staffordshire  
WS7 4SH

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Reply To: Sachin Parmar  
E-mail: [sachin.parmar@eaststaffsbc.gov.uk](mailto:sachin.parmar@eaststaffsbc.gov.uk)  
Our Ref: P/2018/01506  
*(please quote this reference on all correspondence with us)*

Date : 16 January 2019

**NOTIFICATION OF APPLICATION - TOWN AND COUNTRY PLANNING ACT 1990**

Dear Sir/Madam

**Proposal:** Reserved Matters application relating to P/2016/00781 for the erection of a dwelling including details of access, appearance, landscaping, layout and scale

**Location:** Land opposite , Norwood Cottage, Hall Grounds, Rolleston on Dove, Staffordshire,

**Grid Ref:** 423233 327801

If you wish to make comments on the proposal I would be pleased if you could do so within **21** days of the date of this letter. If for any reason a reply is not possible within that period of time but you wish to make comments, please ensure that this office is made aware otherwise it will be assumed you have no comments to make.

Please note that all correspondence received relating to the proposal can be read and copied by the applicant, the press and other members of the public under the provision of the Local Government (Access to Information) Act 1985. In the event of a subsequent appeal being lodged by the applicant, any letters received will be forwarded to The Planning Inspectorate and the appellant.

**If you are receiving electronic consultations please use the following link:**

**<http://www.eaststaffsbc.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>**

**and insert the above reference number to view the application forms and drawings.** You can use the 'add comments here' facility on the website after viewing the application or you can forward your comments by e-mail to the above address or in writing by quoting the above reference number.

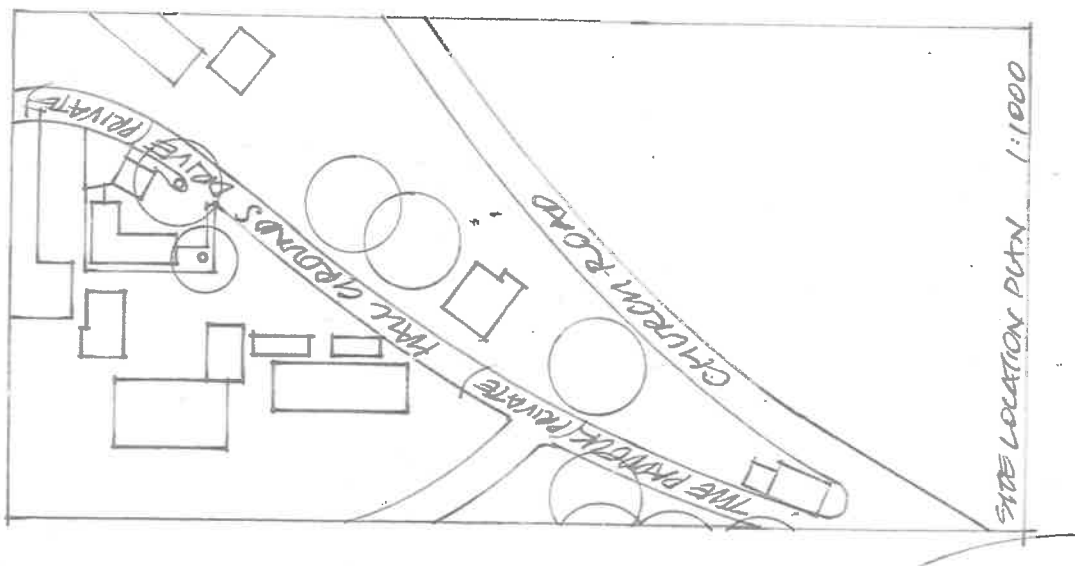
Yours faithfully

*Sachin Parmar*

Sachin Parmar  
Planner  
Development Control







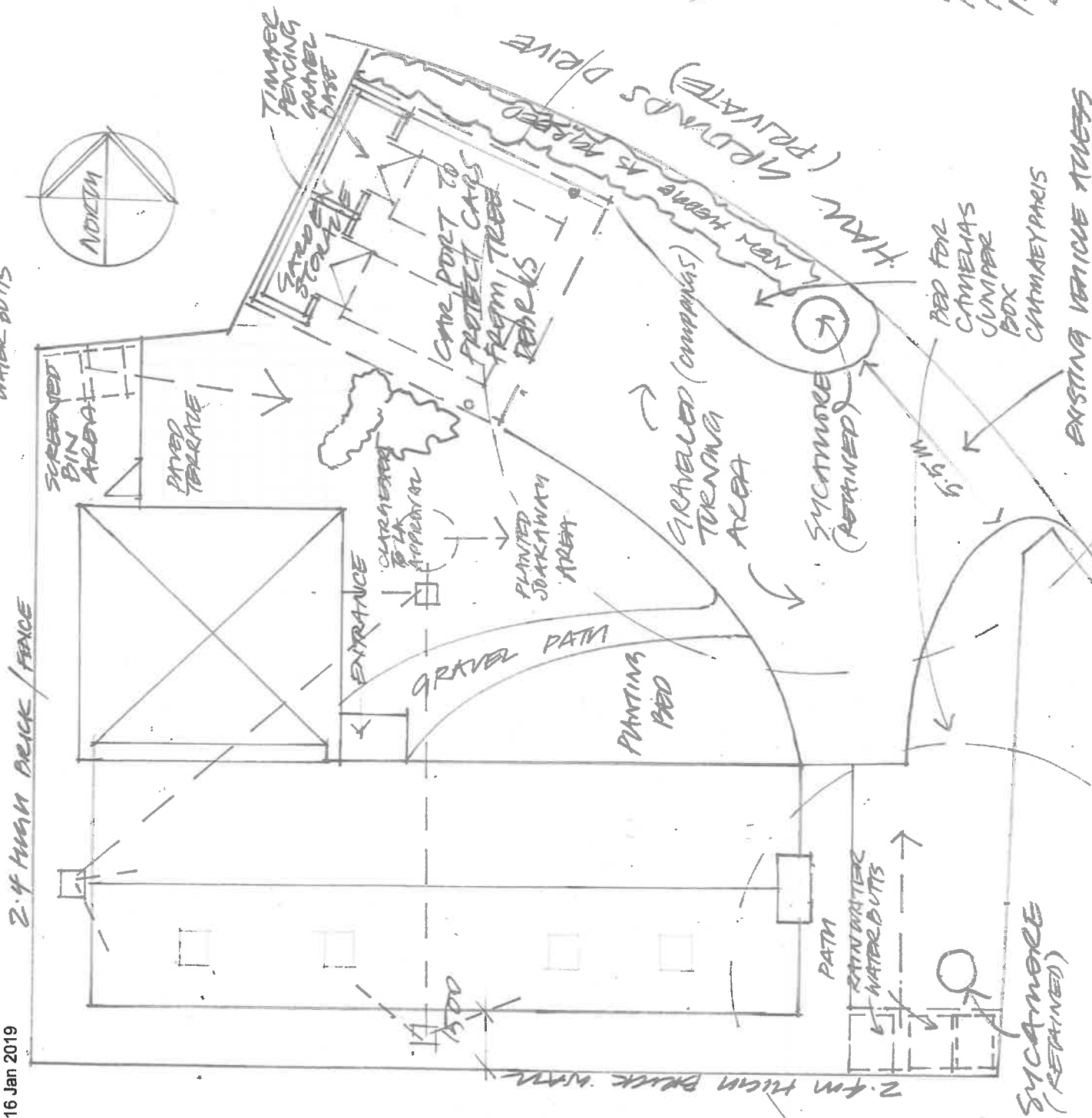
# SITE & SITE LOCATION PLAN

PROPOSED HOUSE FOR  
ROBERT WALKER @  
HILL GROUNDS  
ROUTE 1 ON DOWE

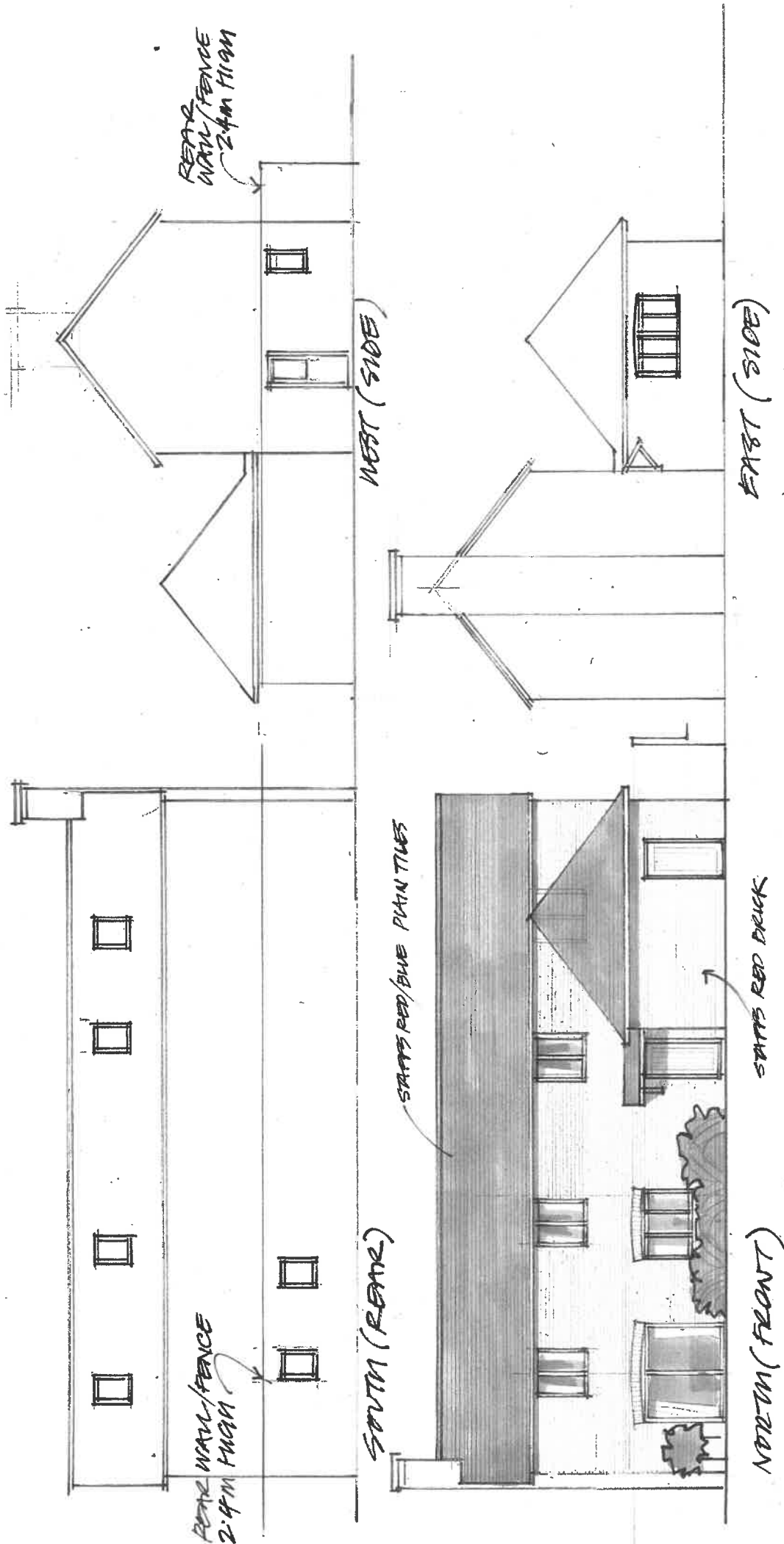
81. NOV. 2 1:100 / 001:1

RECEIVED JAN 14 2019

P1







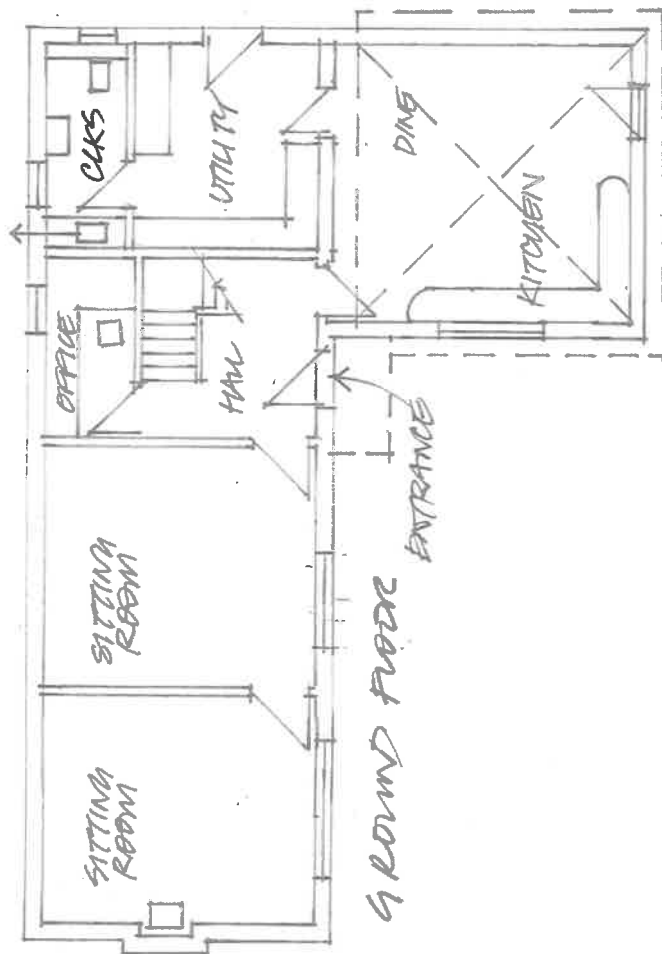
CLIENT ELEVATIONS  
PROPOSED HOUSE FOR  
ROBERT WALKER  
HILL GROUNDS  
ROMNEY ON DOVE

1:100

7 NOV. 18  
REVISED JAN 14 2019.



\* FLOOR SLABS TO BE  
150 MM ABOVE  
CLEARED & LEVELLED  
SIDE, DETAILS AS  
CONDITION (C) OF  
OUTLINE APPROVAL, AND  
WILL BE PROVIDED AS  
CLEARER INFO BECOMES  
AVAILABLE FOR  
BUILDING REGULATIONS APPLIC.



CLIENT PLANS

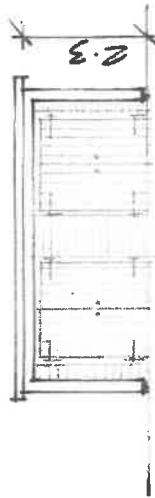
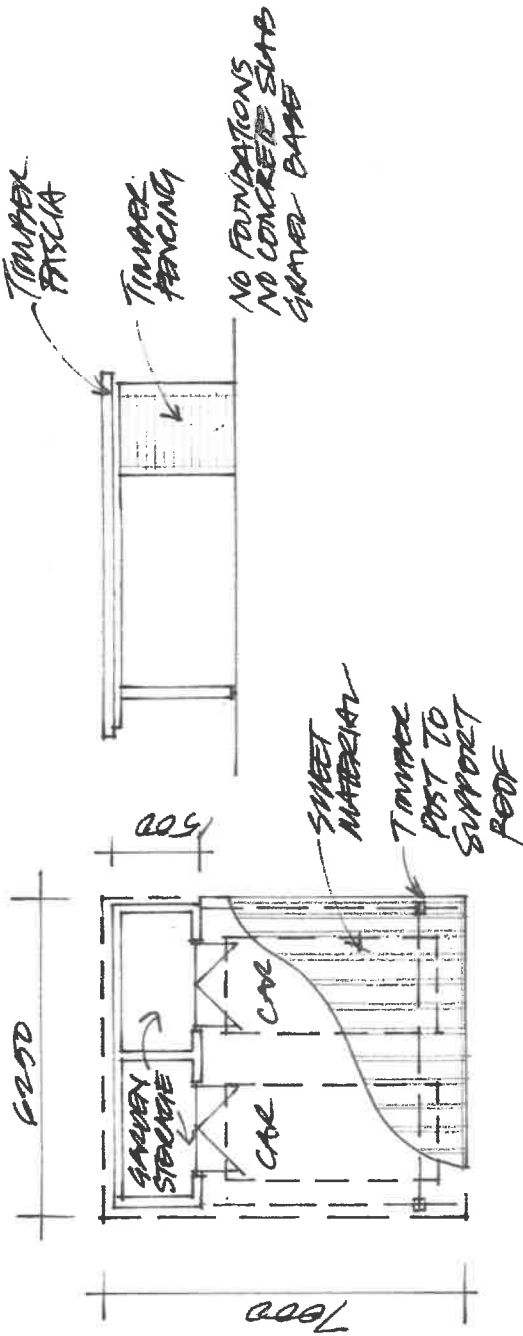
PROPOSED HOUSE  
FOR ROBERT WALKER  
HALL GROUNDS  
ROUSTON ON ORE

GND & 1ST FLOOR

1:100 7 NOV 18

REVISED JAN 14 2019





PROPOSED GARAGE  
FOR

PROPOSED HOUSE FOR  
ROBERT WALKER @  
PAUL GROUNDS  
ROLESTON ON DOWE  
1:100 7.NOV.18





P/2018/01506  
Received 27 Nov 2018

## **Planning, Design and Access Statement**

### **Reserved Matters Application for a Single Dwelling**

**Land opposite Norwood Cottage, Hall Grounds,  
Rolleston on Dove**

November 2018

Land opposite Norwood Cottage, Hall Grounds, Rolleston on Dove

Project	Land opposite Norwood Cottage, Hall Grounds, Rolleston on Dove
Client	Mr Rob Walker
Reference	658
Project Team	Jim Malkin
Version	1

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## 1 Introduction

- 1.1 JMI Planning is a Midlands based town planning consultancy. Its directors are chartered town planners with over 30 years' combined experience in both the public and private sector.
- 1.2 The author of this appraisal, Jim Malkin, has worked as both a Principal Planning Officer in local government, and more recently as a Planning Consultant in the private sector. He has extensive knowledge of the planning system and is a member of the Royal Town Planning Institute.

## 2 Site and Planning History

- 2.1 The application site consists of a building plot located with Hall Grounds in Rolleston on Dove. The site benefits from an outline planning permission granted on the 15<sup>th</sup> September 2016 (planning ref P/2016/00781). The site is immediately adjoined by low density residential development within mature plots. The site is located within the Rolleston on Dove Conservation Area.
- 2.2 Access to the site is provided directly from Hall Grounds.

## 3 The Proposals

- 3.1 The reserved matters submission proposes the erection of a single dwelling and seeks to cover all outstanding matters in accordance with condition 2 of the outline consent.

- 3.2 The final design has been completed with regard to the indicative details submitted as part of the outline planning permission. Minor alterations are proposed to the siting of the dwelling and also proposed is a small car port.
- 3.3 As part of the scheme important trees within the site will be retain all trees as required by the outline permission and these will be protected during the build process.
- 3.4 Access will be provided directly onto Hall Grounds which is a private drive and accesses directly onto Station Road. The junction with Station Road is provided with good visibility in both directions and the very minor increase in its use was deemed acceptable by the Highway Authority at outline stage.

## 4 Planning Policy Context

### National Planning Policy Framework

- 4.1 Paragraph 11 of the NPPF advises decision makers to apply a presumption on favour of sustainable development. For decision taking, this means approving development proposals that accord with an up-to-date Local Plan; and also, in circumstances where the development plan is absent, silent or relevant policies are out-of-date unless an asset of particular importance provides a clear reason for refusal; or any adverse impacts of doing so would significantly and demonstrably outweigh the benefits when assessed against the policies in the Framework taken as a whole.
- 4.2 Chapter 12 of the Framework houses a number of relevant paragraphs relating to the importance of appropriate design. Paragraph 124 encourages the creation of high quality buildings which raise the quality of the built environment and create better places in which to live and work. Paragraph 127 advises that decision makers should aim to ensure that developments respond to local character and history, reflect the

identity of local surroundings and materials, and are visually attractive as a result of good architecture and appropriate landscaping.

#### East Staffordshire Borough Council Local Plan (2012- 2031)

- 4.3 The East Staffordshire Local Plan was adopted in October 2015 and aims to guide development within the district during the period 2012-2031. The adopted plan holds significant weight in the decision-making process. The following policies are of relevance to the proposal:

##### **Detailed Policy 3 – Design of New Residential Development, Extensions and Curtilage Buildings**

*Planning permission for new residential development and/or extensions will normally be granted planning permission where they meet the following criteria and would, in all other respects, be compliant with the East Staffordshire Design Guide and other relevant policies in the development plan:*

- *The design and layout would not result in overlooking between principal windows of dwellings;*
- *The development would not result in a material loss of light to principal windows or the private amenity space of adjacent dwellings;*
- *The development would not have an unacceptably overbearing impact on adjacent dwellings;*
- *The design and layout allows outdoor domestic activities to be undertaken in reasonable privacy, bearing in mind the type of dwelling and likely household size of both the existing surrounding dwellings and the proposed dwelling/extension;*

*Where infilling is proposed in the gardens of houses, it will only be permitted where:*

- i. It would not result in the unacceptable intensification of the area;*
- ii. It would be sensitively integrated into the townscape or landscape;*
- iii. It would not be visually obtrusive or poorly screened from neighbouring properties; and*
- iv. The size of garden to the new dwelling, and existing building is appropriate for the size of the dwelling and reflects the spatial pattern of the area.*

## 5 Planning Considerations

### Principle of Development

- 5.1 The site benefits from outline planning permission for residential development and therefore in principle the re-development of the site is acceptable.
- 5.2 The rationale behind the detailed scheme will be considered in the following sections of this statement.

### Design Rationale

- 5.3 In line with local and national planning policy, considerable importance has been placed on achieving a high standard of design across the site. The site layout ensures the efficient use of previously developed land while providing a high-quality design reflective of the existing context.
- 5.4 The design of the proposal has taken design cues from existing built form in the Hall Grounds, adjoining development tends to be of a traditional arts and crafts style. The development has been traditionally designed to appear reminiscent of a Coach House which sits acceptable alongside the traditional development in Hall Grounds. within the locality as to ensure the proposal responds to local vernacular.

- 5.5 In scale terms the development sits acceptably within the plot and provides for a reasonable sized dwelling which will appear contextually appropriate in this location. The scheme provides for an appropriate level of garden space commensurate with the scale of dwelling proposed.
- 5.6 In regard to materials, the dwellings will be of a traditional style constructed of red brick with plain blue tile roof, fenestration will be completed in timber or powder coated aluminium with details to be agreed with the LPA. The proposed materials follow those used in the locality and their use ensures the proposal assimilates well alongside existing built form.
- 5.7 The scheme proposes the erection of a small car port to the frontage which will protect cars from the adjoining trees. This is a very simple structure and will not dominate in the streetscene owing to the provision of the replacement hedgerow and the mature landscape setting within which the proposal sits.
- 5.8 In summary, the design of the dwelling will adopt a similar vernacular and palette of materials to that of the surrounding area, and the retention of mature trees on site ensures the character and appearance of the area is maintained.

#### Amenity of Neighbours

- 5.9 The proposed layout and fenestration have been carefully considered and have sought to ensure that separation distances to adjoining properties are such that no adverse impacts on the reasonable amenities of neighbours occur from the proposals.
- 5.10 The scheme respects the 45' line from the neighbouring property and will not result in an overbearing impact on neighbouring properties.



- 5.11 Hall Grounds has a very organic layout and does not follow traditional development patterns which leads to some unconventional relationships between properties. The proposed development we feel meets necessary space standards whilst maintaining the organic context of adjoining built form.

## 6 Conclusions

- 6.1 In accordance with the outline planning permission, this reserved matters scheme seeks approval for all outstanding design matters in relation to the development of a single dwelling on the site.
- 6.2 The application seeks to provide a high quality, sustainable residential development of a single dwelling. The scheme has been carefully designed to take into account the sites constraints and will protect existing trees. The scale and massing of the dwelling is such that it will appear subservient to existing built form in the area. The proposal will display classical portions and detailing which assimilates well with existing architectural styles and is reflective of the character of the locality. An attractive landscaping scheme is proposed throughout the site.
- 6.3 It is not anticipated that this application will result in any significant issues, however should further information or clarification be needed please do not hesitate to contact me.



**Sal Khan CPFA, MSc**  
**Head of Service (Section 151 Officer)**

Clerk - Rolleston on Dove Parish Council  
32 Hillcrest Rise  
Burntwood  
Staffordshire  
WS7 4SH

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Direct Fax: 01283 508388  
Reply To: Gary Shilton  
E-mail: [gary.shilton@eaststaffsbc.gov.uk](mailto:gary.shilton@eaststaffsbc.gov.uk)  
Our Ref: P/2018/01581  
*(please quote this reference on all correspondence with us)*

Date : 29 January 2019

**NOTIFICATION OF APPLICATION      TOWN AND COUNTRY PLANNING ACT 1990**

Dear Sir/Madam

**Proposal:**    **Demolition of existing garage to facilitate the erection of a detached building to form a one bedroom carers accommodation including extension of existing car port to form link**

**Location:**    **6 Alderbrook Close  
Rolleston On Dove  
Staffordshire  
DE13 9AH**

**Grid Ref:    424062 327788**

The above application has been **revised**. If you wish to make comments on the proposal I would be pleased if you could do so within **14** days of the date of this letter. If for any reason a reply is not possible within that period of time but you wish to make comments, please ensure that this office is made aware otherwise it will be assumed you have no comments to make.

Please note that all correspondence received relating to the proposal can be read and copied by the applicant, the press and other members of the public under the provision of the Local Government (Access to Information) Act 1985. In the event of a subsequent appeal being lodged by the applicant, any letters received will be forwarded to The Planning Inspectorate and the appellant.

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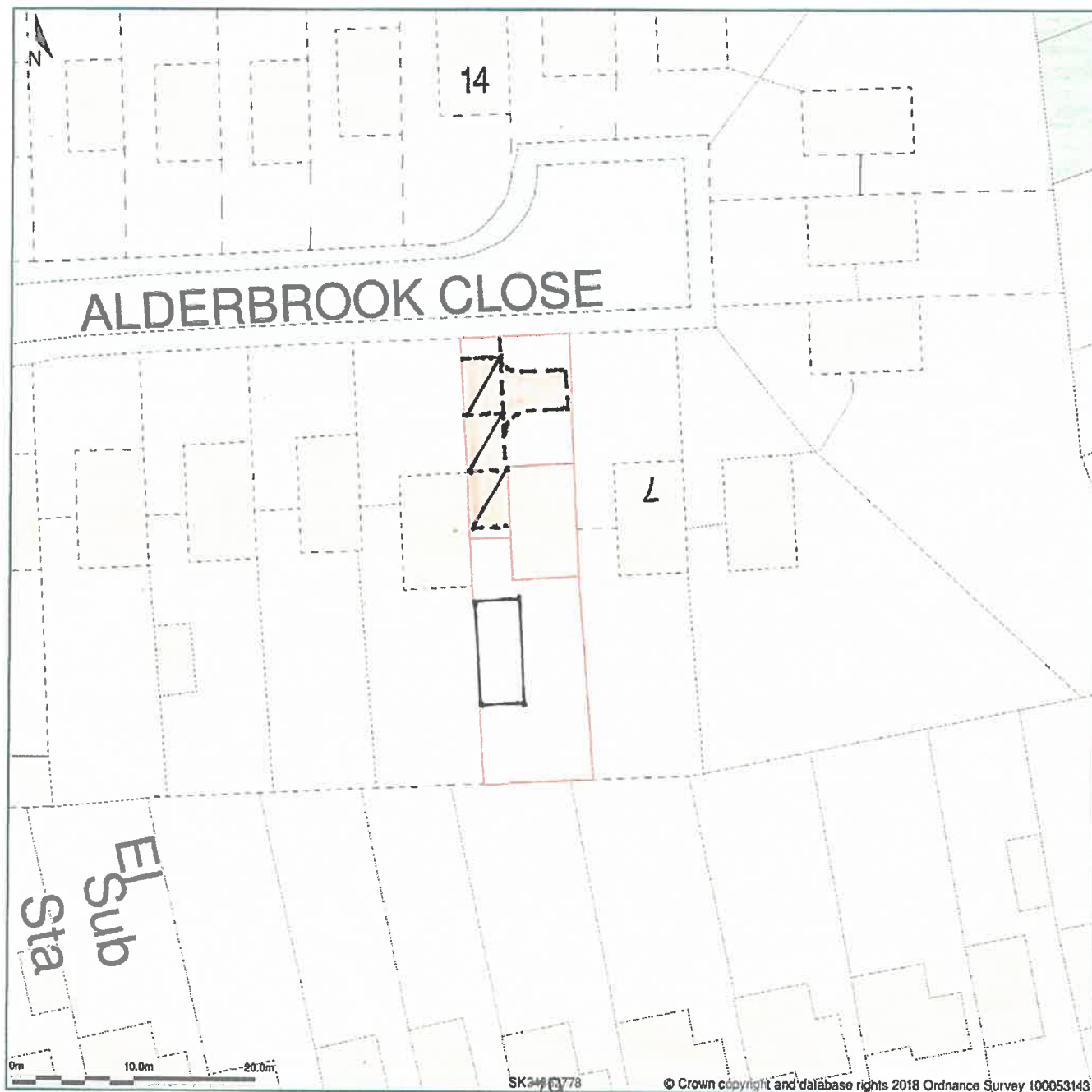
**and insert the above reference number to view the application forms and drawings.** You can use the '[add comments here](#)' facility on the website after viewing the application or you can forward your comments by e-mail to the above address or in writing by quoting the above reference number.

Yours faithfully

***Gary Shilton***



6. Alderbrook Close, Rolleston On Dove, Staffordshire, DE13 9AH



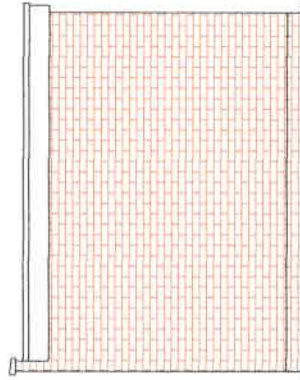
Block Plan shows area bounded by: 424016.88, 327743.02 424105.88, 327833.02 (at a scale of 1:500), OSGridRef: SK24062778. The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.

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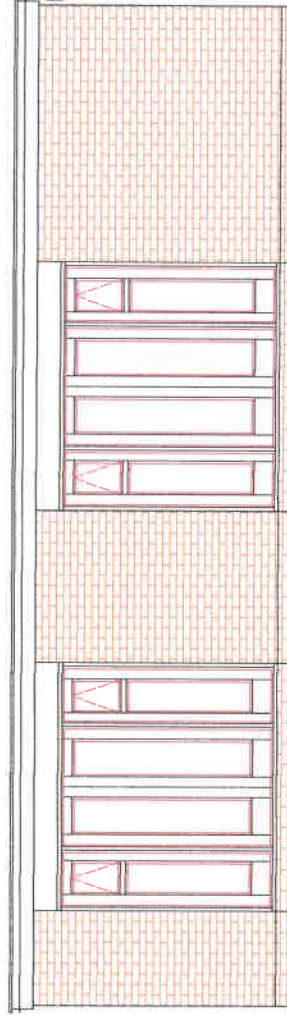
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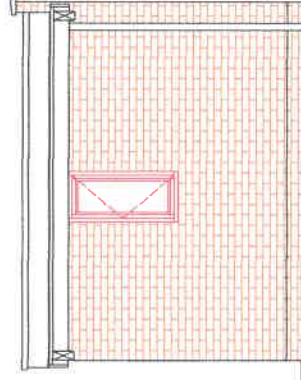
P/2018/01581  
AMENDED PLAN  
RECEIVED 28 Jan 2019



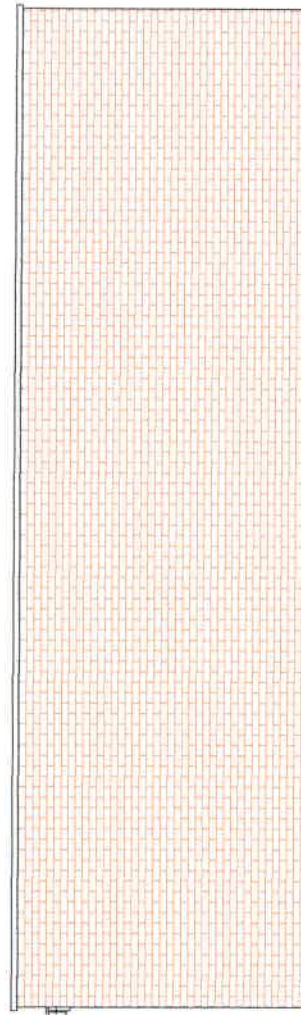
REAR ELEVATION.



SIDE ELEVATION.



FRONT ELEVATION.



SIDE ELEVATION.

fading bricks to match those on  
existing bungalow.

TITLE

PROPOSED ELEVATIONS

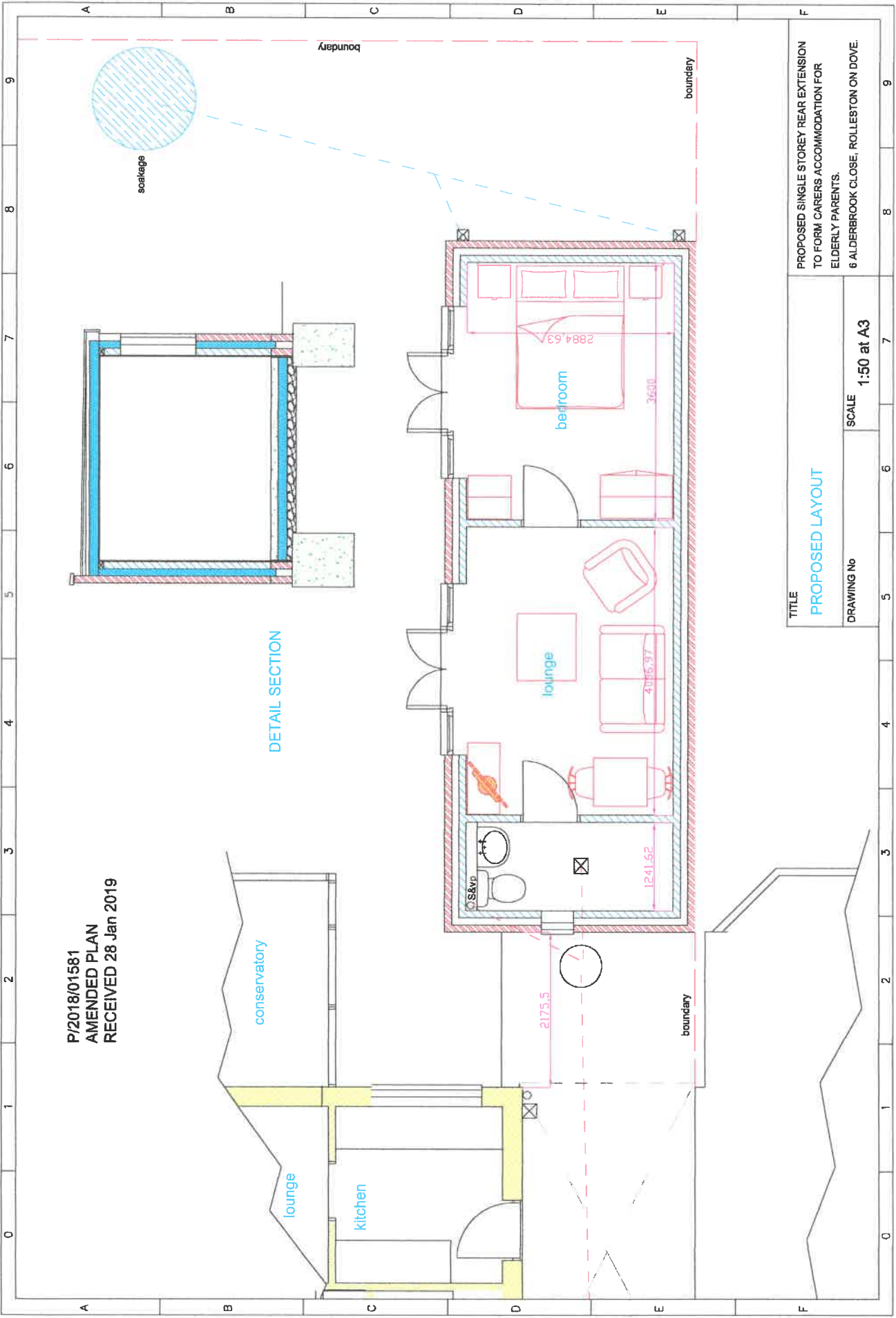
DRAWING No

SCALE  
1:50 at A3

PROPOSED SINGLE STOREY REAR EXTENSION  
TO FORM CARERS ACCOMMODATION FOR  
ELDERLY PARENTS.  
6 ALDERBROOK CLOSE, ROLLESTON ON DOVE.







TITLE

PROPOSED LAYOUT

DRAWING No

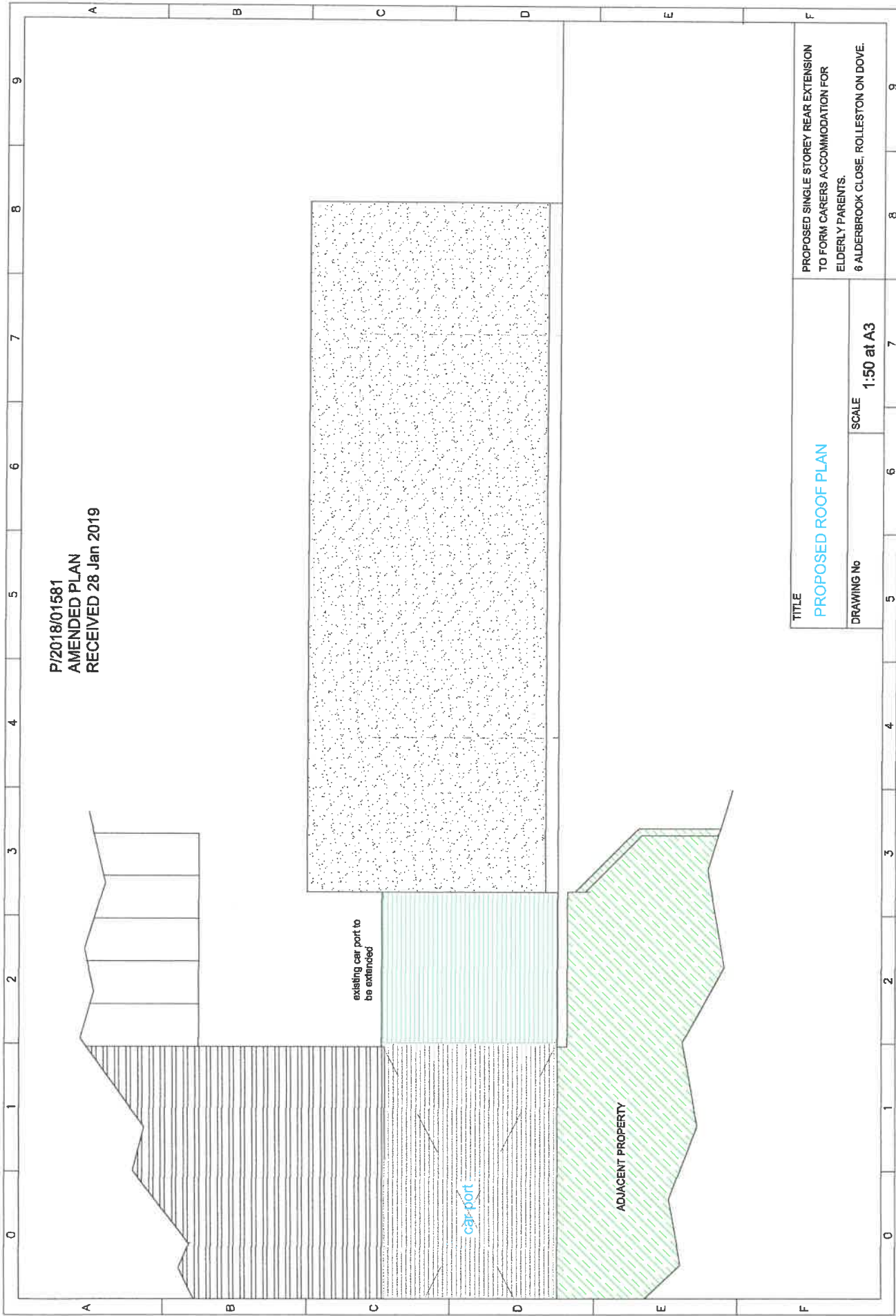
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1:50 at A3

PROPOSED SINGLE STOREY REAR EXTENSION  
TO FORM CARERS ACCOMMODATION FOR  
ELDERLY PARENTS.

6 ALDERBROOK CLOSE, ROLLESTON ON DOVE.







**Sal Khan CPFA, MSc**  
**Head of Service (Section 151 Officer)**

Clerk - Rolleston on Dove Parish Council  
32 Hillcrest Rise  
Burntwood  
Staffordshire  
WS7 4SH

Direct Line: 01283 508607  
Direct Fax: 01283 508388  
Reply To: Gary Shilton  
E-mail: [gary.shilton@eaststaffsbc.gov.uk](mailto:gary.shilton@eaststaffsbc.gov.uk)  
Our Ref: P/2018/01584  
*(please quote this reference on all correspondence with us)*

Date : 24 January 2019

**NOTIFICATION OF APPLICATION TOWN AND COUNTRY PLANNING ACT 1990**

Dear Sir/Madam

**Proposal:** Demolition of existing conservatory to facilitate the erection of a single storey rear extension, first floor side extension and loft conversion (Revised Scheme to include a balcony)

**Location:** 14 Station Road  
Rolleston On Dove  
Staffordshire  
DE13 9AA

**Grid Ref:** 423923 327725

The above application has been **revised**. If you wish to make comments on the proposal I would be pleased if you could do so within **14** days of the date of this letter. If for any reason a reply is not possible within that period of time but you wish to make comments, please ensure that this office is made aware otherwise it will be assumed you have no comments to make.

Please note that all correspondence received relating to the proposal can be read and copied by the applicant, the press and other members of the public under the provision of the Local Government (Access to Information) Act 1985. In the event of a subsequent appeal being lodged by the applicant, any letters received will be forwarded to The Planning Inspectorate and the appellant.

**If you are receiving electronic consultations please use the following link:**

<http://www.eaststaffsbc.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

**and insert the above reference number to view the application forms and drawings.** You can use the '[add comments here](#)' facility on the website after viewing the application or you can forward your comments by e-mail to the above address or in writing by quoting the above reference number.

Yours faithfully

*Gary Shilton*

P.O. Box 8045, Burton upon Trent, Staffordshire, DE14 9JG  
**[www.eaststaffsbc.gov.uk](http://www.eaststaffsbc.gov.uk)**

Cons

**ENCLOSURE  
NO. 1C**





## 14 Station Road Location Plan

1:1250 25m 50m 75m 100m 125m

Disc.

Site Location Plan

©

Project

Proposed Alterations  
at 14 Station Road  
Rolleston-on-Dove  
BURTON-ON-TRENT  
DE13 9AA

Drawn JAK

Date 11.04.18

Scale 1:1250 @ A4

Status Planning

drg.no. 50249-2018-SF-01

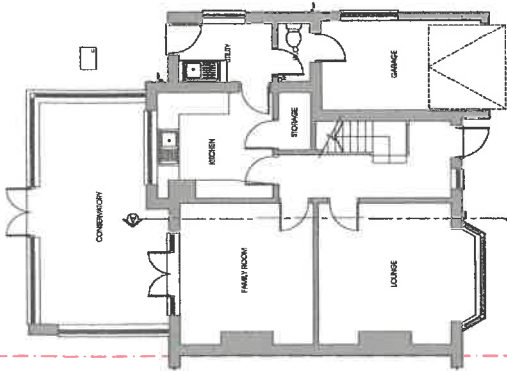
Rev. Description

Date

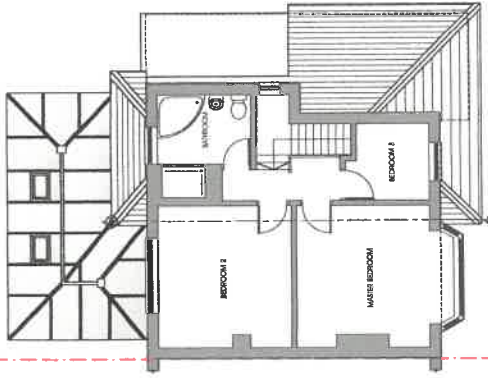




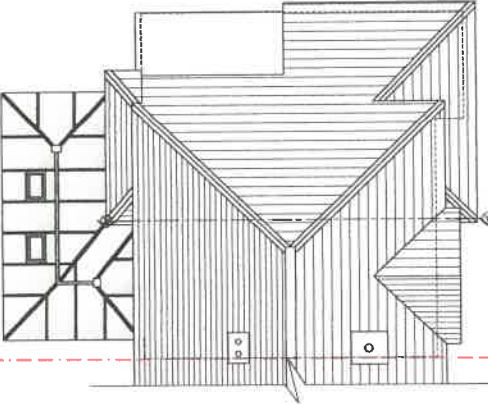




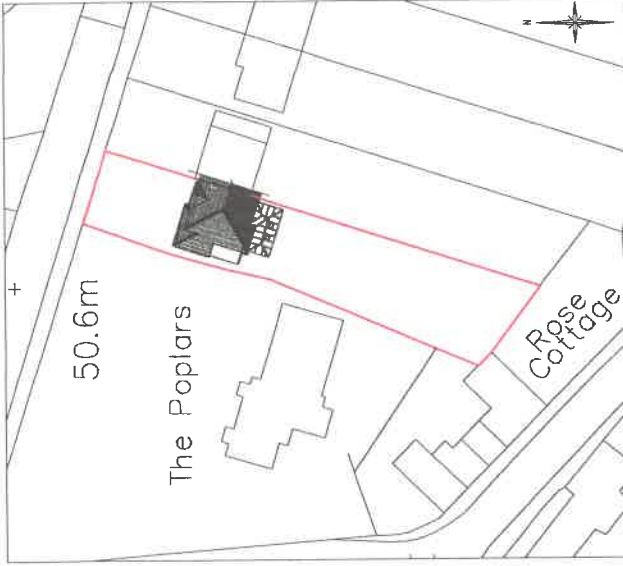
Existing Ground Floor Plan



Existing First Floor Plan



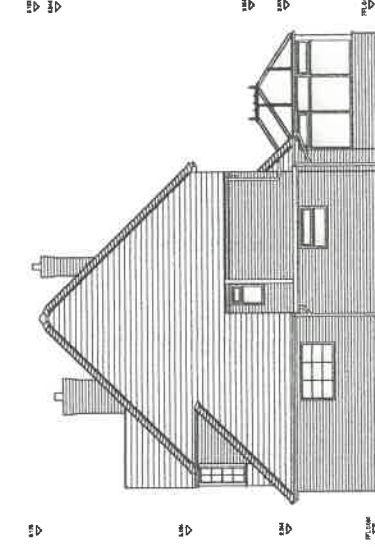
Existing Roof Plan



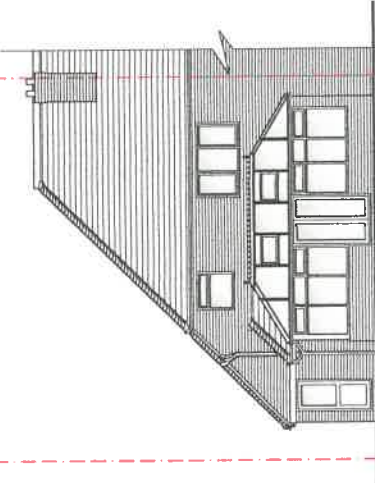
Existing Site Layout



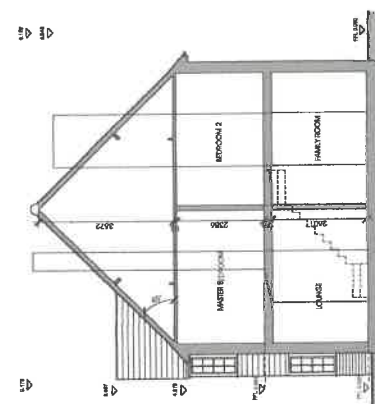
Existing North Elevation



Existing West Elevation



Existing South Elevation



Existing Section A-A

NOTES:  
Contractor to verify the relative level of driveway, garage and existing ground level and provide a detailed ground level plan to contractor, listing any structures that exist and verified as suitable prior to any work being undertaken.

Materials:  
As indicated to match existing.

Work:  
Red brickwork, render.

Roof:  
Pitch tiles.

Windows and doors:  
White UPVC.

© Jones & Neill

Black UPVC gutters and downpipes, white UPVC fascias.

Project

Proposed Alterations  
at 14 Station Road  
Redditch-on-Avon  
Redditch, WILTSHIRE  
DE13 9PA

Drawn JAK

Date 11.04.18

Scale 1:100, 1:500 @ A2

Status Planning

Disc.

Existing Site Layout  
Existing Floor Plan  
Existing Floor Plan  
Existing Floor Plan  
Existing Section

Drawn 50249-2018-SF-02

Rev.

Description

Date

©

Architect

100% NEW PLAN

100% NEW PLAN

100% NEW PLAN

100% NEW PLAN

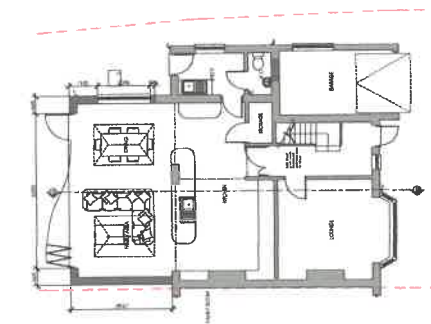
100% NEW PLAN

100% NEW PLAN

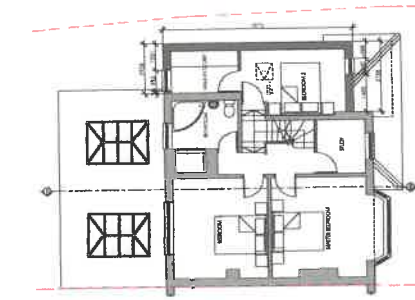
100% NEW PLAN

100% NEW PLAN

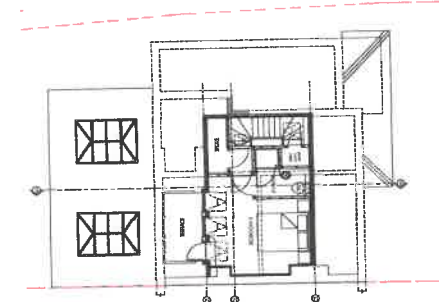




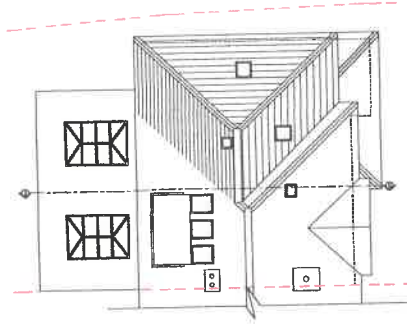
Proposed Ground Floor Plan



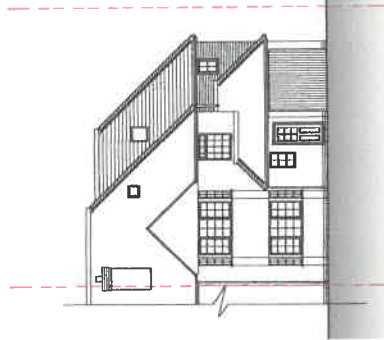
Proposed First Floor Plan



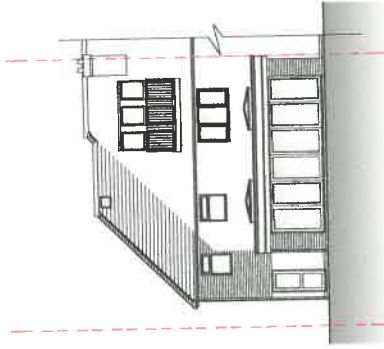
Proposed Second Floor Plan



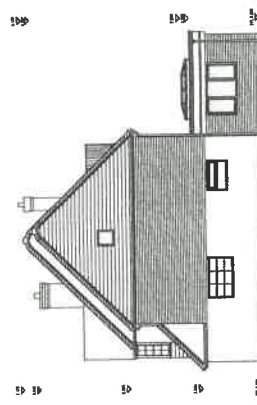
Proposed Roof Plan



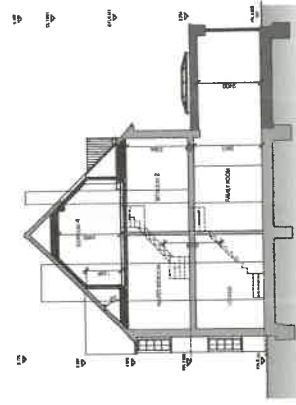
Proposed North Elevation



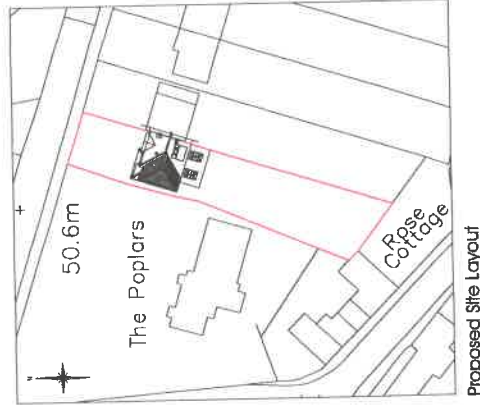
Proposed South Elevation



Proposed West Elevation



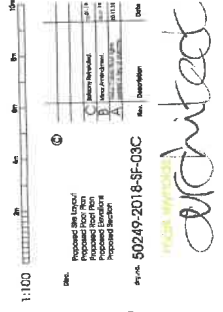
Proposed Section B-B



Proposed Site Layout

NOTES:  
1. All dimensions are in millimetres unless otherwise stated.  
2. All dimensions are to the centre of the wall unless otherwise stated.  
3. All dimensions are to the finished floor level unless otherwise stated.  
4. All dimensions are to the finished ground level unless otherwise stated.  
5. All dimensions are to the finished roof level unless otherwise stated.  
6. All dimensions are to the finished wall level unless otherwise stated.  
7. All dimensions are to the finished ceiling level unless otherwise stated.  
8. All dimensions are to the finished floor level unless otherwise stated.  
9. All dimensions are to the finished ground level unless otherwise stated.  
10. All dimensions are to the finished roof level unless otherwise stated.

Project: Proposed Alterations to 11 Belfry Road, Belfry, Leicestershire LE15 3JH.  
Client: Mr & Mrs J & K Smith.  
Architect: J & K Smith Architects Ltd.  
Scale: 1:100, 1:100 @ A3.  
Date: 03.07.18.  
Author: J & K Smith.  
Check: J & K Smith.  
Drawn: J & K Smith.  
Project No: 50249-2018-SF-03C.  
Rev: 01.  
Date: 03.07.18.





## **50249 – DESIGN, ACCESS & HERITAGE STATEMENT**

**PROPOSED GROUND FLOOR REAR EXTENSION, FIRST FLOOR SIDE EXTENSION AND LOFT CONVERSION OVER EXISTING FOOTPRINT AT 14 STATION ROAD, ROLLESTON ON DOVE. DE13 9AA**

12/09/2018

This statement is to be read in conjunction with the drawings 50249-2018-SF-01,02 & 03 submitted alongside this document from planning approval.

This statement has been prepared in response to the buildings location within the Rolleston on Dove Conservation Area. The property is situated on the southern side of Station Road adjacent to the car garage. The existing property is a (circa 1930's) two storey semidetached dwelling with an attached single storey garage and a modern UPVC conservatory to the rear. The existing garages main pitch raises to meet the first-floor eaves with a wraparound porch.

The proposals have been designed to be sympathetic to the existing buildings architecture and the street vernacular and in line with the ESBC supplementary design guide and appendix.

It should be noted that a flat roof extension to a similar property has been carried out at No. 22 Station Road. The proposals have negligible impact on the conservation area and will not be visible from any public aspects of it except from the elevation fronting the highway with the side extension being set back 725mm to form a subservience to the extension and to allow the buildings character to be retained.

There are no listed buildings directly around the property. The nearest listed building is the Brookhouse some 80m away.

There are no TPO's or important trees in the vicinity of the dwelling and the development will affect no important views.

The proposed alterations to 14 Station Road include a modest rear extension of 3.94m deep x 7.40m wide, a first-floor side extension over the existing garage footprint set back by 725mm from the principle elevation with the eaves following the existing eaves height and the ridgeline below the existing roofline. In the loft there is a loft conversion to the roof above the existing first floor footprint with a recessed flat roof terrace cut into the roof. This ensures there is no material difference to neighbouring privacy than standing and looking out of an open rooflight or dormer with side lights. There are no views directly into any other property as the roof terrace is behind the building line.

The development is of no detriment to the existing houses or the neighbours amenities including parking, privacy or views.

Overall there will be an extremely low impact on the conservation area.

**Sal Khan CPFA, MSc**  
**Head of Service (Section 151 Officer)**

Clerk - Rolleston on Dove Parish Council  
32 Hillcrest Rise  
Burntwood  
Staffordshire  
WS7 4SH

Direct Line: 01283 508607  
Direct Fax: 01283 508388  
Reply To: Gary Shilton  
E-mail: [gary.shilton@eaststaffsbc.gov.uk](mailto:gary.shilton@eaststaffsbc.gov.uk)  
Our Ref: P/2019/00018  
*(please quote this reference on all correspondence with us)*

Date : 18 January 2019

**NOTIFICATION OF APPLICATION - TOWN AND COUNTRY PLANNING ACT 1990**

Dear Sir/Madam

**Proposal: Erection of a single storey rear extension**

**Location: 20 Alderbrook Close, Rolleston on Dove, Staffordshire, DE13 9AH**

**Grid Ref: 424009 327822**

If you wish to make comments on the proposal I would be pleased if you could do so within **21** days of the date of this letter. If for any reason a reply is not possible within that period of time but you wish to make comments, please ensure that this office is made aware otherwise it will be assumed you have no comments to make.

Please note that all correspondence received relating to the proposal can be read and copied by the applicant, the press and other members of the public under the provision of the Local Government (Access to Information) Act 1985. In the event of a subsequent appeal being lodged by the applicant, any letters received will be forwarded to The Planning Inspectorate and the appellant.

**If you are receiving electronic consultations please use the following link:**

<http://www.eaststaffsbc.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

**and insert the above reference number to view the application forms and drawings.** You can use the '[add comments here](#)' facility on the website after viewing the application or you can forward your comments by e-mail to the above address or in writing by quoting the above reference number.

Yours faithfully

*Gary Shilton*

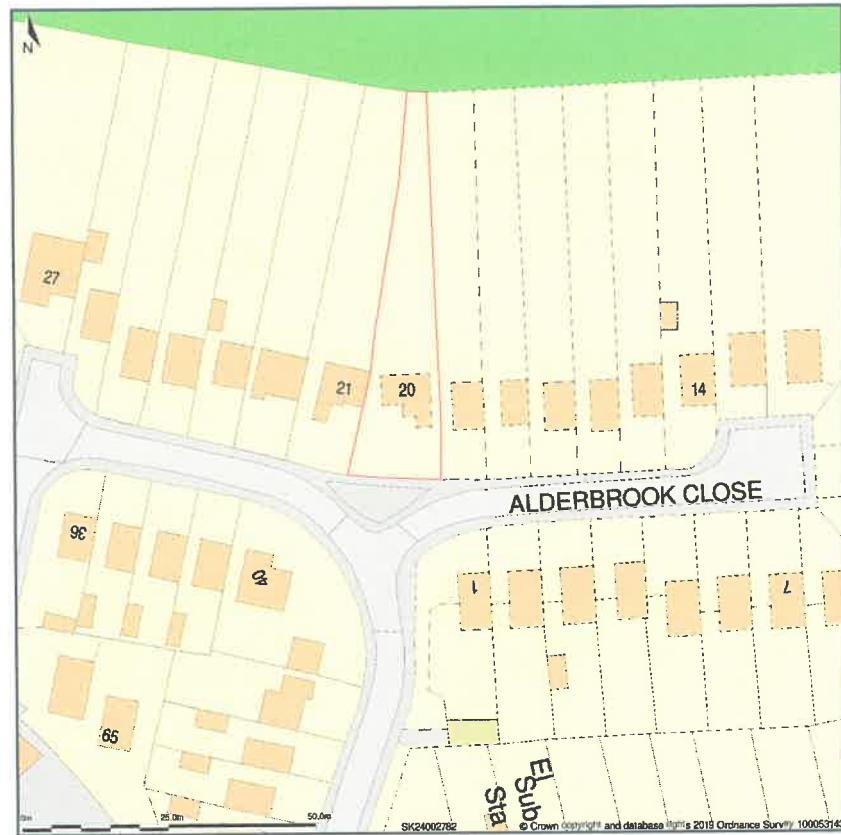
Gary Shilton  
Planner  
Development Control

**Please quote reference number P/2019/00018 on all correspondence.**





**20. Alderbrook Close, Rolleston On Dove, Staffordshire, DE13 9AH**



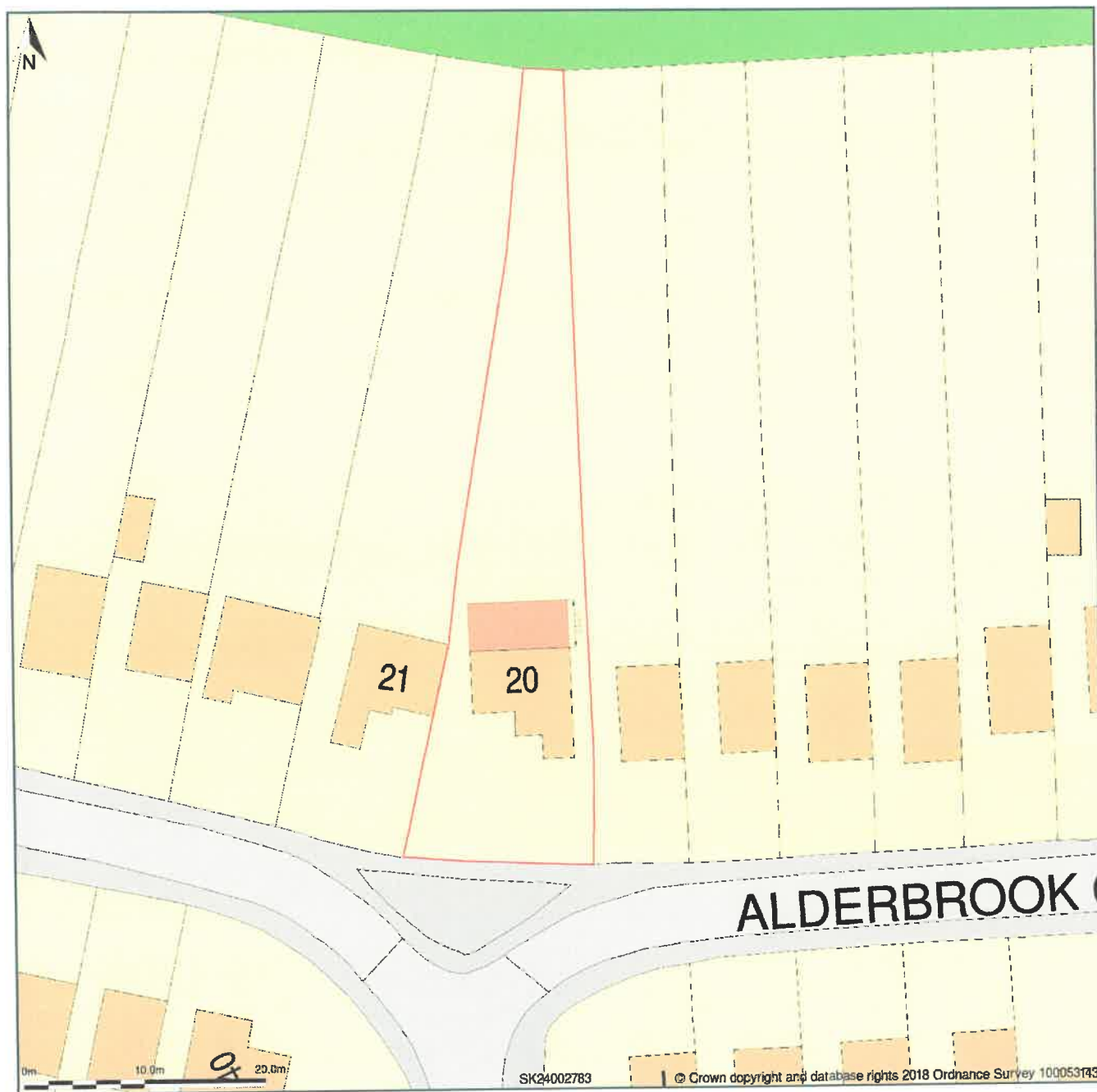
Site Plan shows area bounded by: 423938.41, 327751.29 424079.83, 327692.71 (at a scale of 1:1250), OSGridRef: SK24002782. The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.

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20, Alderbrook Close, Rolleston On Dove, Staffordshire, DE13 9AH



Block Plan shows area bounded by: 423962.93, 327793.18 424052.93, 327883.18 (at a scale of 1:500), OSGridRef: SK24002783. The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.

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the demand for a particular product or service may be met by one or more producers, and the demand for a particular product or service may be met by one or more producers. The demand for a particular product or service may be met by one or more producers. The demand for a particular product or service may be met by one or more producers.

**Room Dimensions (mm):**

- Dining Room:** 2700 x 3240
- Kitchen:** 3663 x 3000
- Toilet:** 900 x 125
- Hall:** 1359 x 1363
- Lobby:** 1160 x 1190
- Garage:** 5212 x 2390

**Overall Unit Dimensions:**

- Width:** 620 + 1810 + 910 + 1810 + 378 + 125 = 5743 mm
- Depth:** 2520 + 1359 + 540 + 1363 = 5782 mm

**Other Features:**

- Staircase:** Located in the Hall, with a width of 3850 mm and an upward arrow labeled 'UP'.
- Manhole:** Located outside the unit, indicated by a dashed line and the label 'Manhole'.
- Entrance:** A curved entrance is shown on the right side of the plan.

SEP 07 19	LIBRARY OF CONGRESS	72
SERIALS ACQUISITION		

Reader: Architectural  
 CAD Services  
 Information Services  
 20 Alderbrook Close  
 Wokingham, RG40 3AB  
 Berkshire, UK

Issued:  
 Excluding Enlarged GFL Plan  
 1/25 @ A2  
 10/07/16

INFORMATION  
 SCALE  
 DATE

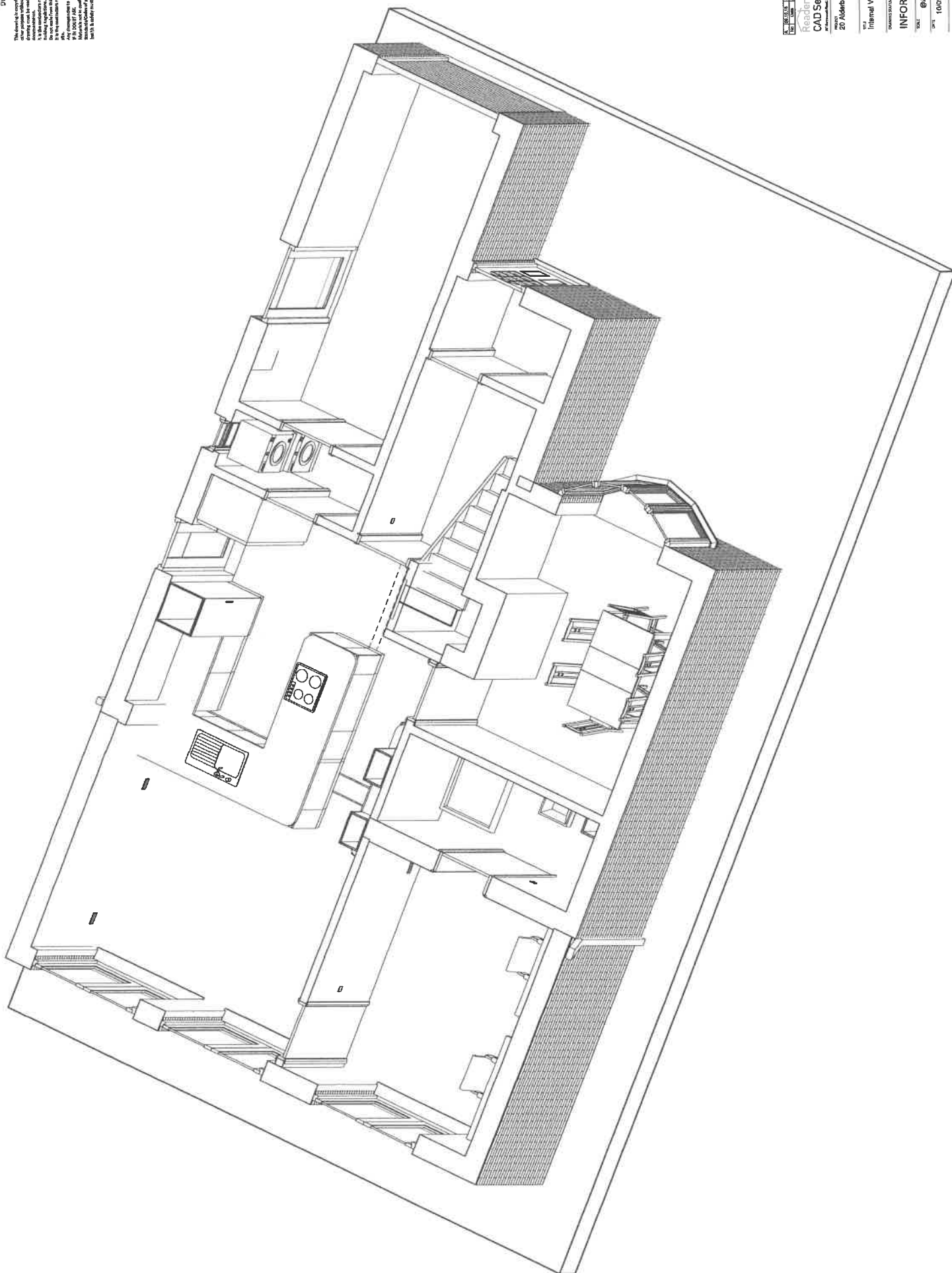
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ISSUED			









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17.01.12	Updated to current state
01.02.12	Windows 7a Server Room Added
08.03.12	Crms Added
04.05.12	Chosen updated, licenses added
04.07.12	Updated to current state

Revised March 19, 2009. Available at [www.ashg.org](http://www.ashg.org).

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### Proposed GA Plans And Elevations

1

CRIMINAL STATISTICS

## INFORMATION

1000

1:100@A2

DATE 03/11/17

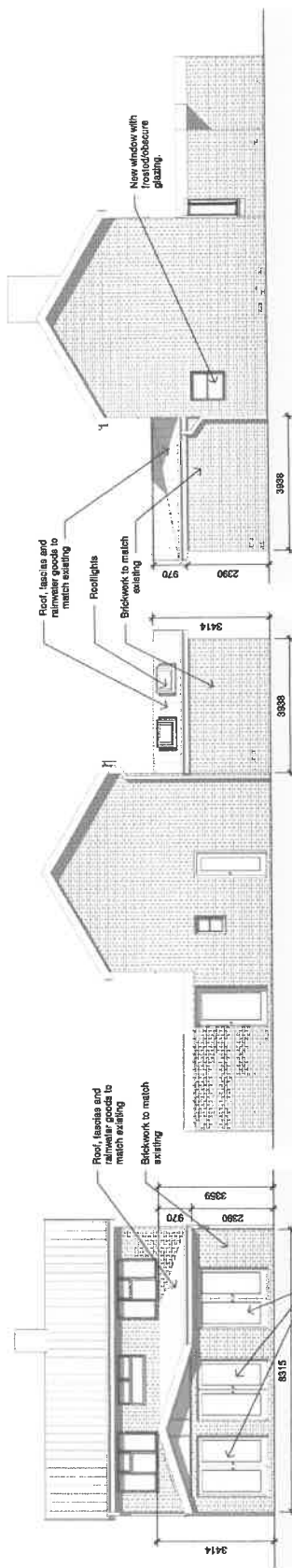
03/14/2017

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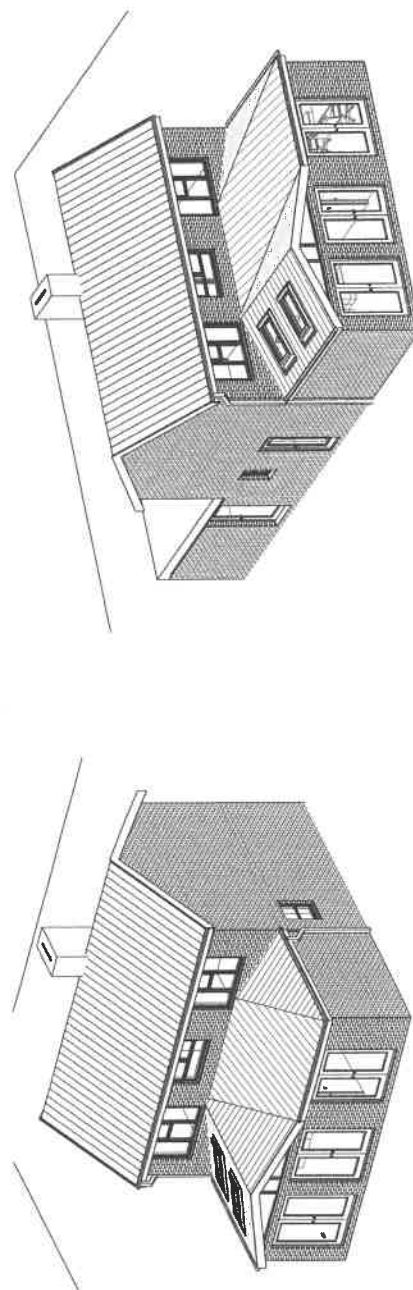
[illegible][illegible]

## 2 Proposed First Floor Plan



3 Proposed Side Elevation  
1:100

**4 Proposed Side Elevation**  
1:100



7 Proposed Rear View 02

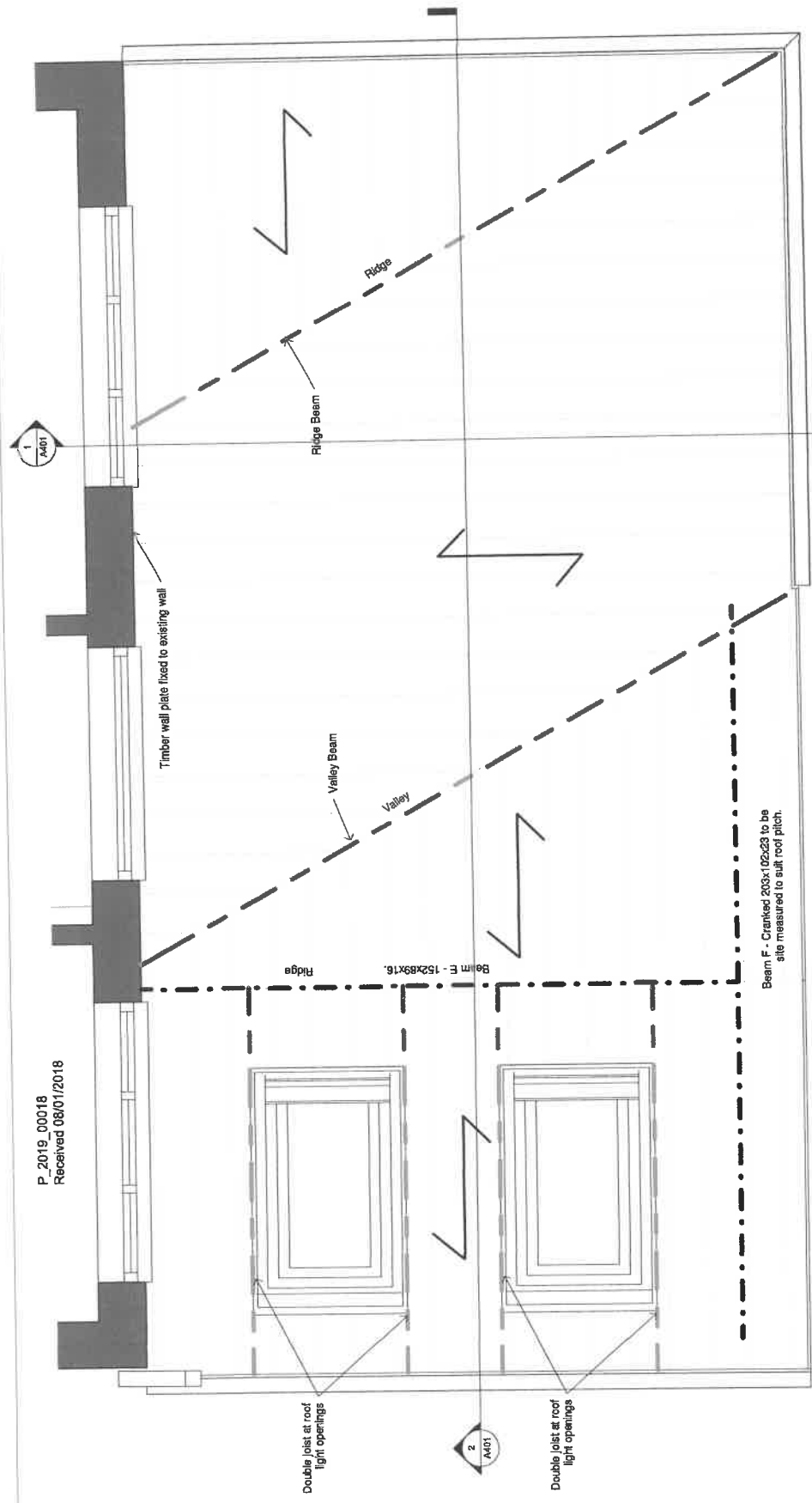
6 Proposed Rear View 01



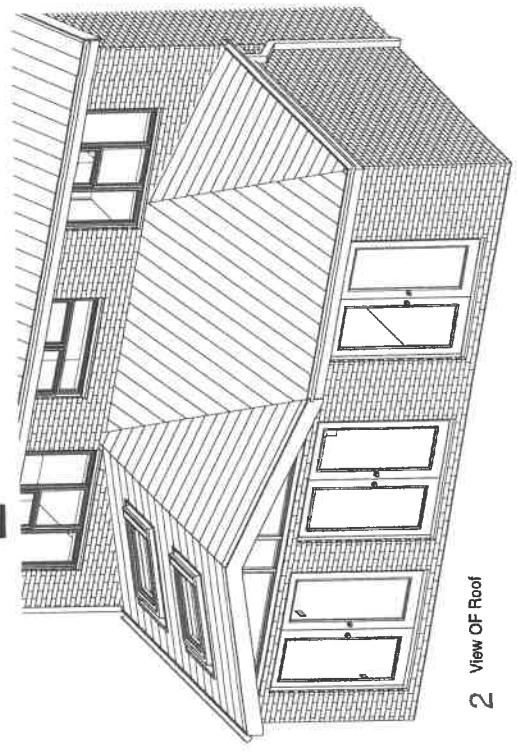
DISCLAIMER

This drawing is a preliminary design and shall not be relied upon for construction. It is intended to provide a general indication of the proposed work and is not to be used for any other purpose. The client is responsible for ensuring that the design meets all relevant building regulations and standards. The architect is not responsible for any errors or omissions in this drawing. The client is responsible for ensuring that the design meets all relevant building regulations and standards. The architect is not responsible for any errors or omissions in this drawing.

P\_2019\_00018  
Received 08/01/2018



1 01 - 1st Floor Copy 1  
1:20



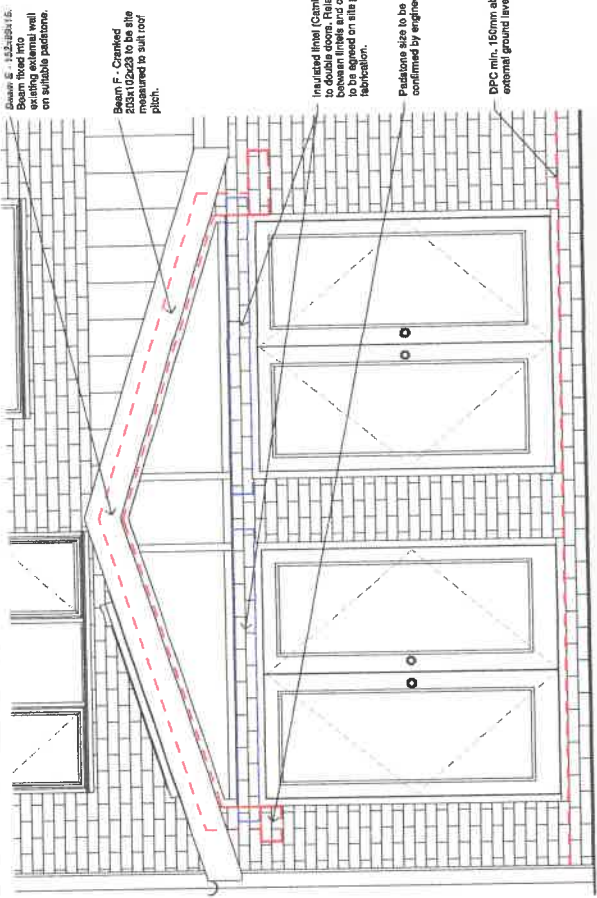
2 View of Roof

Reader Architectural CAD Services	
20 Alderbrook Close	
Redd Plan	
1:20 @ A2	
02/27/17	
00-000	A210

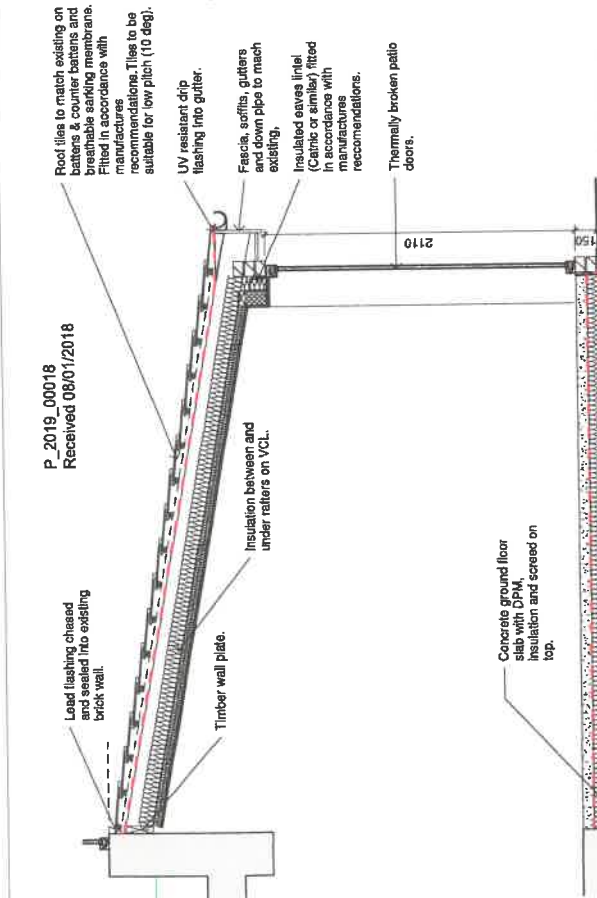


**DISCLAIMER**

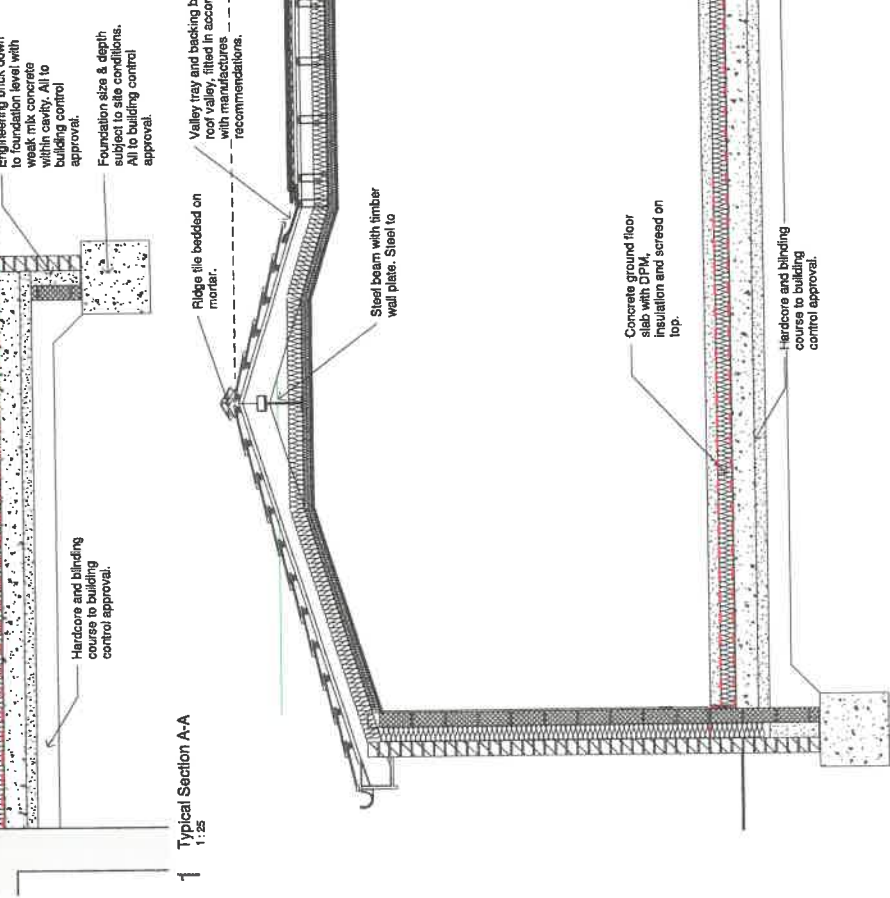
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**3 Proposed Rear Elevation**  
1:25



**1 Typical Section A-A**  
1:25



**2 Typical Section B-B**  
1:25

Scale	1:25
Author	Reader Architectural
Checker	CAD Services
Project Name	20 Adelaide Close
Project Address	20 Adelaide Close
Project Date	10/13/16
Project No.	00-000
Project Rev.	A401

**INFORMATION**

1:25 @A2

10/13/16

00-000

A401





**3.1.1 P/2018/01510 – 56 Knowles Hill**

Crown lifting of Oak tree on roadside to give clearance of 4.75 metres (TPO No 1)  
No objection though it was noted that the location map was hand-drawn and that the photograph did not suggest that the tree adversely overhangs the road

**3.1.2 P/2018/01559 – Thornley Hollows, 2 Church road**

Reduction in height of conifer tree to height of 4.5 metres  
Councillors felt unable to respond to the application as insufficient information had been provided.

**3.1.3 P/2018/01581 – 6 Alderbrook Close**

Demolition of existing garage to facilitate the erection of a detached building to form a one-bedroom carers accommodation including extension of existing car port to form link

Councillors objected to this application on the grounds that:

- a) The proposal is an overdevelopment of the site which would adversely impact on neighbouring properties
- b) The proposed building would be a significant increase over the footprint of the existing garage
- c) The proposed development is back land development, i.e. garden infill

**3.1.4 P/2019/00005 – 6 Bladons Yard**

Felling of 9 Leylandii trees, 1 Apple tree, 1 Lilac tree, 1 Holly tree  
No objection

**3.2 Planning Decisions**

**RESOLVED** That the planning decisions set out in the agenda be noted.

**4. COUNCILLOR RESIGNATION**

Members were advised that Councillor Macpherson had stood down with effect from 02 January 2019 due to work commitments. Councillor Wyatt confirmed that a letter of thanks had been sent to Mrs Macpherson.

**RESOLVED** That the resignation be noted.

**5. MINUTES**

**RESOLVED** That the Minutes of the Rolleston Parish Council meeting held on 10 December 2018 be approved and signed as a true record.

**6. MATTERS ARISING**

**12 November 2018 Minutes**

Page 7

Councillor Robson reported that he has received confirmation that it is not Himalayan Balsam growing in the Brook and it is hoped that the plant will be identified in the near future.

6.5 Councillor B Toon reported that the salt bin at Twentylands had not been filled – County Councillor White said he would follow this up.

9. Map to be reinstalled on The Spread Eagle's external wall – the Chair had spoken to the Landlord who had asked that a letter be sent to their Estates Department explaining the need for the map to be installed.

**AGREED** That the Clerk write to the pub's Estates Department as outlined above.

**ENCLOSURE NO. 2**

9. Banners – the Chair tabled the draft text for the banners which were approved.

**10 December 2018 Minutes**

- 8.1 It was reported that the spinner had been installed at Elizabeth Avenue. The **Chair** agreed to speak to the contractor for the plaque to be mounted.

- 8.3 The **Clerk** was requested to add a late addition to the Rollestonian Newsletter insert informing residents that there was a supply of sandbags and cable ties available for distribution and that they should email the Clerk so that delivery could be arranged.

16. It was agreed that available Councillors and the Clerk would meet on 16 February 2019 to sort through the council's archived documentation.

**7. COUNTY COUNCILLOR'S REPORT**

Councillor White reported that:

- The results of the Government Spending Round had not seen any additional long-term money being allocated but funds for specific short-term projects had been awarded and the County had been accepted for the business rates pilot.
- He asked that the council consider its priorities for highways works in the village and that these be notified to him.
- In response to a query regarding leaf clearance on roads and pavements, Councillor White said he would check if the gully works might be a way forward to get this done.
- The Amber Wood Care Home was now open and provides 45 rooms for Burton residents.

**8. BOROUGH COUNCILLOR'S REPORT**

Councillor B Toon reported that she had been unable to attend meetings due to illness.

**9. PARISH COUNCILLORS' REPORTS**

**9.1 Jacob Fowkes:**

- Would be helpful if information could be compiled indicating which local authority is responsible what? Councillor Wyatt confirmed that the Clerk had produced a "responsibilities" leaflet which would be uploaded to the website, Facebook, displayed on noticeboards and included in the next edition of the Rollestonian.
- Had any Youth Rep applications been received? The Clerk confirmed that none had been received.
- The tractor should be progressed soon. Jacob was asked to confirm arrangements to the Clerk who could relay that information to the contractor who was storing the tractor at his yard.

**9.2 Councillor E McManus:**

- RoDSEC had asked if alcohol was permitted on The Croft for the Peace Weekend. It was confirmed that The Croft is covered by a Byelaw and Councillor E McManus was asked to check this before responding to RoDSEC.

- 9.3 Councillor Wyatt reported that he had met with the contractor in December when it was noted that some branches were broken on Tafflands. Whilst this task is not currently in the contract, the contractor agreed to remove these free of charge.

**9.4 Councillor Robson:**

- RoDSEC were organising the Peace Festival on The Croft which will take place on 29 June. RoDSEC were going to contact local groups inviting them to put messages on peace poles on the day.

**ENCLOSURE NO. 2**

- When was the Silent Soldier on the Spread Eagle Island to be removed? It was agreed that this would remain in situ until 29 June (anniversary of signing of the Treaty of Versailles).

## **10. FINANCE**

### **10.1 Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
J Deacon	Environmental Officer – November 2018	BACS	873.01	145.50
P Gould	Mowing grass gateways and verges – October 2018	BACS	342.00	0.00
NBB Recycled Furniture	Raised planters	BACS	1,076.08	179.34
Urban Vision	NDP: Support Package 2 Regulation 14 Response and Analysis	BACS	2,127.90	350.00
Eurooffice Ltd	Stationery: DL and C5 envelopes, Notebooks	BACS	34.89	5.81
ESBC	Empty bins	BACS	764.40	127.40
Playdale Playgrounds Ltd	Supply and installation of spinner	BACS	2,112.00	352.00
Rolleston Club	NDP: Room hire and printing	BACS	482.00	24.00
Purpose of PR	NDP: Printing 2000 flyers	BACS	95.00	0.00
P Gould	Mowing contract	BACS	1,169.00	0.00
Clerk	Salary	BACS	650.42	0.00
Clerk	Mileage claim / Expenses	BACS	112.93	15.01
HMRC	NI/PAYE	BACS	319.30	0.00
Cllr Stewart	Reimbursement re Christmas tree	BACS	24.00	4.00
Groundwork UK	Return of unspent NDP grant	BACS	127.10	0.00
iD Mobile Ltd	Clerk's mobile	DD	28.06	4.68
J Deacon	Environmental Officer – December 2018	BACS	873.01	145.50
Rolleston Civic Trust	Printing of the Rollestonian: February, May, August and November 2017	Chq. No. 002868	510.00	0.00
		<b>TOTALS</b>	<b>£11,721.10</b>	<b>£1,353.24</b>

**RESOLVED** That the above payments be approved.

### **10.2 Bank Reconciliation**

The Bank Reconciliation was noted.

## **11. 2019/20 BUDGET AND PRECEPT DECLARATION**

**RESOLVED That:**

- a) The 2019/20 Budget be approved
- b) A Precept of £60,049 be declared on East Staffordshire Borough Council

## **12. BEST KEPT VILLAGE**

Councillor Wyatt reported on a meeting of the Best Kept Village Sub-Committee held prior to the council meeting. Presentations were being made to local groups explaining how they can get involved, a poster competition will be launched in the Rollestonian inviting entries from young people aged under 5-16 – the winning entries will be used on the flyer to be distributed to all households promoting BKV and enlarged copies will be displayed on the Almshouses lawn.

**ENCLOSURE NO. 2**

**13. FILLING OF TROUGHS**

Councillors were requested to consider the following quotations for the bi-annual filling of planters:

**Company A**

- To empty troughs, dispose of waste, refill with fresh compost, fill with seasonal bedding plants (approx. 30 plants including trailing), along with slow release fertiliser £44 per (double) trough
- To supply 30 additional 9/10cm bedding plants only £24 total (They state that they would not re-use bulbs for Autumn planting but would supply new ones.)

**Total price £552 plus VAT**

Prices are based on the troughs being delivered to and collected from the Company's site.

**Company B**

- **Spring/Summer display**  
Collect, removal of old plants and compost, fresh compost, mixed trailing Begonias for tubs, upright Begonias for planters, feed, water and feed till established, delivery and water, take previous tubs away and store until Winter
- **Autumn/Winter display**  
Collect, removal of old plants and compost, fresh compost, mixed Pansy, Viola, Wallflower and trailing winter hardy plants, feed, water and feed till established, delivery and water, take previous tubs away and store until Spring

**Total price £575 (or £475 if tubs emptied and taken to the Company's site)**

A quotation had also been received for capillary liners (£462 plus VAT and delivery) and replacement matting (£60 plus VAT and delivery) for the troughs.

The Civic Trust offered to fund 50% of the cost of the capillary liners and replacement matting and they also agreed to consider at their next meeting whether they would underwrite 50% of the cost of filling the troughs.

**RESOLVED THAT:**

- a) Company B's quotation be accepted in the total sum of £575.
- b) The capillary liners and replacement matting be purchased at a total cost of £522 plus VAT and delivery (quotation be confirmed post meeting).
- c) The Civic Trust's offer to fund 50% of the cost of the capillary liners and replacement matting be accepted with thanks.

**14. SHOTWOOD CLOSE PUBLIC OPEN SPACE**

The Clerk explained that it had taken a lot of time to understand what happened with the transfer of the land however everything was now in order save for the actual transfer of the ownership from ESBC to the parish council.

Advice had been taken from HM Land Registry in how best to finalise the transfer process: Whilst it is possible for the Clerk to complete this process on behalf of the council this would cost c£110 – if there was an error in the paperwork further costs would be incurred. It was recommended that the council engage a solicitor to undertake the work on its behalf.

Following receipt of the above advice the Clerk had made an appointment with a solicitor at an estimated cost of £120 and the council was asked to approve this expenditure.

**RESOLVED** That the Clerk be authorised to act on behalf of the council in this matter and that the solicitor's fee of c£120 be approved.

**ENCLOSURE NO. 2**

**15. CORRESPONDENCE**

**15.1 Staffordshire County Council**

**Highways Grass Cutting – Information regarding Parish Council Agreements**

Correspondence had been received stating that the County Council will now be delaying the savings identified for grass cutting services in 2019/20 until the following year.

**AGREED** That the information be noted.

**15.2 Issues raised by a resident (No. 1)**

A resident had written expressing concerns about various issues around the village. It was noted that the identified issues were the responsibility of either the County or Borough Councils and therefore the parish council could not take the requested actions.

**AGREED** That the resident be informed of the above.

**15.3 Issues raised by a resident (No. 2)**

A resident had written expressing concerns about various issues around the village. Responses to those concerns were agreed and these were to be sent to the resident.

**15.4 Issue raised by a resident (No. 3)**

A resident had written raising concerns regarding the lack of security at the College Field site and querying the legality of the developer installing fencing on the site as it is the subject of a Village Green application.

**AGREED** That the resident be advised that the developer had been contacted regarding the site security and that the fencing currently installed by the developer is legal as the site is not registered as a Village Green.

**16. LIST OF ONGOING ITEMS**

**AGREED** That the information be noted.

**17. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**18. EXPENDITURE ON PROPERTY LEVEL FLOOD RESILIENCE**

- Councillors received information on how much of the Environment Agency (EA) £30,000 grant had been spent to date (£1,667.60) and how much remained (£28,332.40).
- Councillors also received details of applications from Brookside residents for a contribution to flood doors they had purchased.
- Councillors also considered quotations for Trash Pumps.

**RESOLVED THAT:**

- a) A letter be sent to all Brookside residents advising them that following the purchase of the flood prevention materials requested there was now around £1,000 available for each property if the property owners wished to submit a claim for flood prevention materials they have recently purchased. Proof of purchase must be submitted with claims before any money would be released.
- b) The decision on whether a Trash (Flood) Pump(s) should be purchased be left until such time as all claims from (a) above had been dealt with.

**ENCLOSURE NO. 2**

- c) The decision on whether a survey to identify where properties flood in the village be left until such time as (a) and (b) above had been dealt with.

**19. GOVERNANCE**

**RESOLVED THAT:**

- a) The Clerk compile a portfolio of policies for approval at the next meeting of the council.  
b) Alan Toplis Associates be appointed as Internal Auditor for the 2018/19 financial year at a fee of £135 plus VAT and expenses.  
c) The Clerk be authorised to negotiate the cost of an accounts package to be used from 01 April 2019 subject to ESBC approving the 2019/20 Precept.

**20. RoSPA INSPECTION – QUOTATIONS FOR IDENTIFIED WORKS**

**RESOLVED** That the following quotations from the council's contractor be accepted:

**Elizabeth Avenue**

Green Climbing Frame: Replace wooden step	£15 plus VAT
Skate Grind Rails: Weld join in middle of pipes, lower both end to the ground and blank off ends	£80 plus VAT
Quarter Pipe Ramp: Level join in ramp and weld	£40 plus VAT
Gate buffer for play area gate (fitting free of charge)	£9.60 plus carriage

**Jinnie Trail**

Repair mortice post rail fence road side	£130 plus VAT
Remove Russian Vines from road to end of metal fence and remove from site	£100 plus VAT

**Meadow View**

Gate buffer for play area gate (fitting free of charge)	£9.60 plus carriage
---	---------------------

**Tafflands**

Space Net: re-tension net	£30 plus VAT
Play house low den: Sharp projections underside of platform removed	Free of charge
Platform play house: 2 bolts cut off	Free of charge
Aerial Cableway zip wire trolley and spare nylon wheel x 2	£345.60 plus VAT and delivery

**21. CLERK'S CONTRACT OF EMPLOYMENT**

**RESOLVED** That the terms of the Clerk's Contract of Employment be agreed.

The meeting closed at 10.30pm

Signed .....

Date .....

**ENCLOSURE NO. 2**

**ROLLESTON ON DOVE PARISH COUNCIL**  
**2018/19 BUDGET AS AT 31 JANUARY 2019 AND 2019/20 BUDGET**

	2018/19			2019/20
	Budget	Projected	Actual	Budget
	(Excl VAT)	(Excl VAT)	As at 31/01/19	(Excl VAT)
			(Excl VAT)	
	£	£	£	£
<b>INCOME</b>				
Precept	52,216	52,216.16	52,216.16	60,049
Council Tax Support Grant	1,830	1,830.00	1,830.00	1,665
Bank Account: Interest	-	24.00	20.30	15
VAT Reclaim	-	6,158.98	4,533.92	-
Grants*	-	5,136.11	3,736.74	-
Sundry income	-	17,244.92	17,247.92	-
<b>Total Income</b>	<b>54,046</b>	<b>82,610.17</b>	<b>79,585.04</b>	<b>61,729</b>
*Includes anticipated grant aid from County Cllr (benches £625.25 and noticeboard £774.12)				
<b>OPERATIONAL EXPENDITURE</b>				
Donations / Subscriptions	375	367.00	367.00	475
Salary / Expenses	8,100	10,000.00	7,824.92	12,000
Other Admin	2,636	2,636.00	1,864.32	2,636
Governance	3,088	3,399.92	3,399.92	3,200
Mowing	15,524	15,524.00	12,578.00	15,524
Bin Emptying	2,548	2,548.00	2,548.00	2,548
Environmental Contract	11,686	11,686.00	7,427.46	11,686
Play Areas	5,490	5,490.00	4,032.17	5,000
Website	240	164.63	164.63	100
Plants / Trees	1,788	2,325.03	2,325.03	1,788
Capital*	800	3,218.61	922.50	800
Contingency	-	-	-	5,000
<b>Total Operational Expenditure</b>	<b>52,275</b>	<b>57,359.19</b>	<b>43,453.95</b>	<b>60,757</b>
<b>TOTAL EXPENDITURE</b>	<b>52,275</b>	<b>57,359.19</b>	<b>43,453.95</b>	<b>60,757</b>
<b>TOTAL INCOME</b>	<b>54,046</b>	<b>82,610.17</b>	<b>79,585.04</b>	<b>61,729</b>
<b>NET INCOME OVER EXPENDITURE</b>	<b>1,771</b>	<b>25,250.98</b>	<b>36,131.09</b>	<b>972</b>
*Includes benches £625.25 (50% of cost) and noticeboard £774.12 (50% of cost) (shortfall met by County Cllr grant)				

<b>Current Capital Projects</b>	£	£	£	£
Best Kept Village Works	10,000	-	-	10,000
EA Funding	30,000	11,668.00	1,667.60	18,332
Tractor Project	1,000	850.00	850.00	-
Shotwood Close POS	1,000	400.00	-	1,000
Craythorne Transfer	-	40.00	40.00	-
Brook Hollows	10,000	-	-	10,000
Groundworks	9,708	9,708.00	9,708.00	-
Free Reserves	3,564	144.52	654.52	3,564
<b>Total Current Capital Project Expenditure</b>	<b>65,272</b>	<b>22,810.52</b>	<b>12,920.12</b>	<b>42,896</b>

<b>Potential Capital Projects</b>	£
Craythorne fence and car park	5,000
Elizabeth Avenue safer surfacing	TBC
Tree maintenance (Jinnie, Tafflands) 7 days	TBC
Jubilee Orchard tree removal	250
Bus shelter - Knowles Hill	5,000
Notice board - Knowles Hill	1,500

<b>Bank Accounts as at 31 January 2019</b>	£
Treasurer's Account	27,942
Instant Access Account	50,414
<b>Sub-total</b>	<b>78,356</b>
PLUS projected income to YE (i.e. difference between actual to date and projected)	3,025
LESS projected operational expenditure to YE (i.e. difference between actual to date and projected)	- 13,905
LESS projected capital expenditure to YE (i.e. difference between actual to date and projected)	- 9,890
<b>Projected YE Bank Accounts</b>	<b>57,586</b>

<b>RECOMMENDATION AT YEAR END</b>	£
Create Earmarked Reserves for the Current Capital Projects	42,896
Create a General Reserve from the remaining funds - decision to be made on how much can be allocated to potential Capital Projects and maintain a healthy Reserve	14,690
	<b>57,586</b>





**STAFFORDSHIRE COUNTY COUNCIL**  
**ROAD TRAFFIC REGULATION ACT 1984 (AS AMENDED)**  
**ROAD TRAFFIC (TEMPORARY RESTRICTIONS) ACT 1991**  
**DIVERSION OF VEHICULAR TRAFFIC**  
**BEACON ROAD, ROLLESTON ON DOVE**

**NOTICE** is hereby given that the Staffordshire County Council on 26 February 2019 made an Order the effect of which will be to prohibit any vehicle from proceeding in that length of Beacon Road in Rolleston on Dove from its junction with Craythorne Road to its junction with Beacon Drive unless the vehicle is being used in connection with the works. Access to frontages only, no through route. Pedestrian access will be available at all times.

An alternative route for traffic is available via Beacon Road, Knowles Hill, Burnside, Station Road, School Lane and vice versa. For more information, visit: <https://roadworks.org?tm=112078956>.

**The order will come into operation on 4 March 2019 and the said works will commence on or as near as practicable to that date. It is anticipated that the works will be completed by 8 March 2019.**

The Order will remain in force for a period of 18 months, or until the new water connection works, which it is proposed to carry out on or near the road have been completed, whichever is the earlier.

Date: 27 February 2019  
John Tradewell, Director of Corporate Services,  
No. 2 Staffordshire Place, Tipping Street, Stafford. ST16 2DH  
**Ref: 4142376**  
**Enquiries: Customer Contact Centre Tel: 0300 111 8000**  
<http://roadworks.org>



**What's on this map**

- Live incidents
- Road closures and diversions
- Traffic restrictions
- Roadworks
- Public events

**Date filter:**

1 Feb - 4 Mar

[Customise my map](#)

**1 Feb - 4 Mar**  
Search location

**Road closure**  
4 Mar - 8 Mar

SEVERN  
TRENT  
WATER

**Information for Road Users**

Cause: Streetworks

Closure in force: All the time

Name: 4142376

Description: Beacon Road, STW new water connection

Emergency access via diversion.

**Traffic Order Documents**

File: rg\_ROAD CLOSURE TTRO SECOND NOTICE.pdf

File: rg\_ROAD CLOSURE TTRO

ENCLOSURE NO. 4



Actions Points

September 2018 - January 2019 inclusive

Month	Minute Ref	Action	Responsibility	Comments	Deadline	Status
September 2018	13	Craythorne Playing Fields	Clerk	Clerk to progress HM Land Registry registration	Ongoing	
<b>10 December 2018</b>						
December 2018	5	Map to be reinstalled on Spread Eagle external wall	Cllr Wyatt	Cllr Wyatt to chase resolution of this matter		See January 2019 meeting
	6	Public Enquiry for the Village Green application for College Fields	Cllr White	Cllr White agreed to draft an article and send this to the Clerk for onward transmission for inclusion in the next issue of the Rollestonian	Ongoing	
	6	School crossing patrol consultation	Clerk	Clerk to circulate consultation document to all councillors		Completed
	8.1	Elizabeth Avenue playing field damaged	P Gould	Contractor to visit the site, inspect the condition of the grass and report back to the council	Ongoing	Report awaited
	8.2	Dog faeces on the Craythorne playing field	Cllr E McManus	Reminder to be put onto the Facebook page reminding dog owners to pick-up after their dogs		Completed
	8.3	Sand bags and cable ties		An article be included in the next Newsletter asking people to come forward if they wanted any sand bags/cable ties to be supplied to them		Completed
		Jinnie Trail fence	J Deacon	Fence to be repaired		Order placed
	10	Monitoring of mowing contract	P Gould	To be email the Clerk with a photograph to say that cuts have been done with effect from January 2019		Completed
	13	Filling of planters	Cllr Sanderson	A comparative quotation to be sought for consideration at the January 2019 meeting		Completed and order placed
	14	RoSPA Annual Inspection - remedial works	J Deacon	Quotation to be supplied for the required works		Order placed
	15	Yellow lines / one-way system on School Lane	Clerk	Added to Action Points list		Completed
	16	Storage of archived council records	All	Date to be arranged in January 2019 to sort the PC's archive records and decide what needs to be kept and what can be safely be disposed of	16/02/2019	
	17	ESBC: Consultation - Open Space and Playing Pitch Draft SPD	Clerk	To relay the PC's comments to ESBC		Completed
	18	Property Level Flood Resilience	Clerk	To provide a report on how much of the EA funding has been spent		Completed
		Trash (Flood) Pumps	Cllr Wyatt	Authorised to seek two or three quotations for the supply of 2 No. Trash (Flood) Pumps for consideration at the January 2019 meeting		Quotations sourced, held in abeyance pending outcome of 18(a) (January 2019 meeting)
<b>14 January 2019</b>						
January 2019	Public Forum	Flood prevention works in the village	Clerk/SCC	Public Meeting to be arranged in February for SCC Flood Risk Management Team to inform residents on proposed works in the village	Ongoing	Information to be provided by the Flood Risk Mgmt Team
	Public Forum	Quality of planning application maps and also the quality of planning notifications to neighbours	Clerk	Letter to be sent to ESBC		Completed
	Public Forum	Public Enquiry for the Village Green application for College Fields	Clerk / Cllr S McManus	Information and link to be uploaded to website		Completed
	Public Forum	Use of EA grant	Clerk	Confirmation of how much has been spent and remaining funds		Completed
	6	Reinstatement of map on Spread Eagle Inn wall	Clerk	Letter to be sent to the pub's Estates Dept		Completed
	6	Sand bags and cable ties	Clerk	To be added to Newsletter insert in the Rollestonian		Completed

Actions Points  
September 2018 - January 2019 inclusive

11	Precept declaration	Clerk	Precept to be declared on ESBC		Completed
13(a)	Filling of planters	Clerk	Order to be placed with successful supplier		Completed
13(b)	Capillary liners and matting	Clerk	Ordered to be placed		Completed
14	Shotwood Close POS	Clerk	Authorised to act on behalf of the council via a solicitor	Ongoing	Initial appt 19/01/2019 and work being undertaken by solicitor
15.2	Issues raised by resident (No. 1)	Clerk	Responses to be sent to the resident's queries/concerns		Completed
15.3	Issues raised by resident (No. 2)	Clerk	Responses to be sent to the resident's queries/concerns		Completed
15.4	Issues raised by resident (No. 3)	Clerk	Responses to be sent to the resident's queries/concerns		Completed
18(a)	Property Level Flood Resilience	Clerk	Letter to be sent to Brookside residents		Completed
19(a)	Governance	Clerk	Portfolio of policies to be compiled		Completed
19(b)	Internal Auditor	Clerk	Appointment of Internal Auditor		Completed
19(c)	Accounts Package	Clerk	Negotiate cost of accounts package	Ongoing	Quotation requested
20	RoSPA Annual Inspection - remedial works	Clerk	Orders to be placed		Completed
21	Clerk's Contract of Employment	Chair	Contract to be issued		Completed