

# Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)  
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Our Ref: MD

07 February 2022

**To: All Members of the Parish Council**

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Monday 14 February 2022** 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. **Apologies for absence**
2. **Declarations of Interests and Dispensations**
3. **Police**
4. **Planning matters**
  - 4.1 **Planning applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2021/01654	69 Meadow View	Render to existing dwelling and garage and retention of a single storey rear and side extension and roof light on front elevation
P/2022/00001	Highbank 11 Church Road	Crown reduction by 50% to one Laurel and reduction of branches touching the front wall (T1), crown reduction by half to reduce weight of Laurel tree (T2) (W19 of TPO 1)

P/2022/00030	57 Church Road	Erection of a detached double garage and relocation of existing detached orangery
P/2022/00047	Alderbrook Lodge Burnside	Reduce lateral branches overhanging garden by 2.5 on both sides to one Oak tree (T262 of TPO No 1)
P/2022/00071	67 Hall Road	Erection of a replacement detached garage, front porch, single storey rear extension and raised platform and hard surfacing to front
P/2022/00091	Brook Hollows The Lawns	Felling of 1 Willow tree, 1 Sycamore tree, 7 Ash trees and removal of self-sets (TPO 1)

**5. Minutes of the meeting held on 10 January 2022 (Enclosure 1)**

**6. Matters arising from the previous meeting**

**7. County Councillor's report**

**8. Borough Councillor's report**

**9. Parish Councillors' reports**

**10. Financial matters**

**10.1 Schedule of payments (as at 07 February 2022)**

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement: Fruit trees, stakes and ties	BACS	244.52	4.62
Ricoh UK Ltd	Photocopier rental (£113.41) and copy charges (£116.86) (Oct-Dec 2021 inclusive)	BACS	230.27	38.38
Sign Craft	Village interpretation panel	BACS	132.00	22.00
IONOS Cloud Ltd	RPC Website	DD	83.96	13.99
SLCC	Training fee (Clerk)	BACS	54.00	9.00
Freeola	Village website	DD	13.86	2.31
Staffordshire Parish Councils' Assn	Training fee (Clerk)	BACS	30.00	0.00
Clerk	Salary and expenses	BACS	1,179.20	0.17
Information Commissioner's Office	Data protection renewal fee	DD	35.00	0.00
P Gould	Mowing contract	BACS	1,127.33	0.00
J Deacon	Unlock/lock Craythorne barrier 01-31 January £186.00 Environmental contract £1,019.10 Tafflands: Remove 2 dead trees £144.00 Tafflands: Replacement benches £129.60 Remove sand bin from Rolleston Service Station £72.00	BACS	1,550.70	258.45
David Ogilvie Engineering Ltd	Andy Starbuck seat	BACS	1,108.80	184.80
<b>TOTAL</b>			<b>5,789.64</b>	<b>533.72</b>

## 10.2 Bank reconciliation as at 31 January 2022

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
Opening funds: 01 April 2021		12,875.04	61,700.80	74,575.84
Movement in funds to date	<b>PLUS</b> Income	88,111.97	22,554.89	110,666.86
	<b>LESS</b> Expenditure	81,226.46	7,634.75	88,861.21
Funds: 31 January 2022		19,760.55	76,620.94	96,381.49

## 10.3 ESBC: Bin emptying 2022/23

ESBC have advised that the bin emptying charge for 2022/23 will be £1,019.23 plus VAT per quarter, i.e. £4,076.92 plus VAT pa. The council has budgeted £4,000 for this cost centre. (The 2021/22 cost for the service was £3,886 plus VAT.)

The council is asked to authorise the Clerk to accept the quotation on its behalf.

## 11. Actual income/expenditure to 31 January 2022 (Enclosure 2)

## 12. Staffordshire County Council: Consultation - Dovecliff Road (Enclosure 3)

## 13. ESBC: Public Space Protection Order 2022 Review

ESBC advise that under the Anti-Social Behaviour (Crime and Policing) Act 2014, East Staffordshire Borough Council is required to review the Public Space Protection Orders (PSPO) every three years and will be conducting a review in 2022. In the first instance they are asking for expressions of interest regarding the existing Orders, whether you wish for the existing ones to continue, any variations or for any new Orders to be considered. They will then arrange a formal consultation for applications to be submitted.

A PSPO may be extended on the grounds that it is necessary to prevent an occurrence or recurrence after that time of the activities identified in the order, or an increase in the frequency or seriousness of those activities after that time.

Details regarding the existing orders can be found on the East Staffordshire Borough Council website: [Public Space Protection Orders | ESBC \(eaststaffsbc.gov.uk\)](https://www.eaststaffsbc.gov.uk/public-space-protection-orders).

There are currently two PSPOs covering Rolleston:

**Dogs:** Rolleston Cemetery

**Alcohol:** Elizabeth Avenue playing field

Responses should be emailed to: [PSPO@eaststaffsbc.gov.uk](mailto:PSPO@eaststaffsbc.gov.uk) by 11 February 2022.

## 14. Burton Market Hall

The Burton Market Action Group (B-MAG) was set up to try to keep Burton Market Hall as a Market Hall.

They would be grateful to know if the Parish Council supports their wish to save Burton Market Hall. B-MAG say that the Town Deal Board wish to reduce the size of the Library by half and site it into the Market Hall, thus leaving Burton without a Market Hall. The cost of this would be around £7m. B-

MAG have drawn up an alternative business plan (previously circulated to all Councillors) to hopefully make the Market Hall financially viable and to allow it to stay open as an asset to the town. The public consultation showed 77% of participants wished to keep the Market Hall for the purpose that it was built.

**15. Barton under Needwood Parish Council: Conservation Areas (Enclosure 4)**

Barton under Needwood Parish Council wrote to the council in November 2020 asking about any concerns Councillors had about ESBC planning decisions they thought had had an adverse impact on our conservation areas and suggesting a joint representation be made to ESBC.

They have now drafted a proposed letter (Enclosure 5) to ESBC outlining their concerns. They ask to be informed as soon as possible on whether the council wish to join with them on this approach and whether we are able to provide any specific examples to add to those from Barton included in the letter.

**16. Platinum Orchard: Update**

The 6 No. fruit trees were planted on 03 February. The council is asked to:

- a) Consider the text to be put onto the plaque, and
- b) Whether a formal opening event should be held for the orchard, and if so what form the event should take.

**17. S106: Update**

**17.1 Craythorne Road playing field fencing**

The application to draw down funds was submitted to ESBC on 10 January. ESBC has previously advised that the application process can take up to 12 weeks.

**17.2 Meadow View play area**

Councillors will recall that due to the value of the contract, the tender to install additional play equipment on the Meadow View play area must be advertised on the Government's Contract Finder website. The council will need to upload the contract specification, together with any other relevant information with the advertisement. The council has previously expressed an interest in one supplier's concept for the above area and this will be used to form the basis of the contract specification. The Clerk will provide the draft specification, etc for approval by the council at the March meeting.

**18. Compost bins**

Councillors have previously been informed that the application to the County Council's Climate Change Fund was successful and £500 has been awarded which will enable 32 No. compost bins to be purchased for distribution to residents. The council is requested to consider how the opportunity to apply for a bin on a first come, first served basis will be publicised.

**19. Proposed new bus shelter – Shotwood Close bus stop**

A resident, who wishes to remain anonymous, has offered to pay for a new bus shelter to be erected on the grass verge at the Shotwood Close bus stop, on Church Road opposite the junction with Hall Road. Permission would be required from the County Council to install the bus shelter at the above location.

The council is asked to:

- a) Confirm that it is willing to accept the above offer.
- b) Authorise the Clerk to apply to the County Council for the relevant permissions to install a new bus shelter at the above location.

**20. Correspondence**

**20.1 Staffordshire Parish Councils Association**

The weekly Bulletins have been circulated to all councillors.

**20.2 Communications Log**

The Communications Logs have been regularly circulated to all councillors.

**Minutes of a meeting of Rolleston on Dove Parish Council  
held at the Old Grammar School Room, Church Road  
on Monday 10 January 2022 commencing at 7.30pm**

**Present**

Councillor Stewart (in the Chair)

Councillors Appleby, Houston, E McManus, S McManus, Robson, Sanderson and Scott

**In attendance**

Mary Danby, Clerk

**Public Forum**

No members of the public were in attendance at the meeting.

**147. Apologies for absence**

Councillors Badcock and Toon.

**148. Declarations of Interest and Dispensations**

None declared.

**149. Police**

PCSO Leadlay had provided the following via email:

*I have come to do the Parish Council report this morning and there does not appear to be an update in the figures as they are showing identical to my last report.*

*In relation to Brook Hollows we have not had any further incidents reported to us. I have personally been spending time on foot in the evenings in this area as much as time and demand allows. I am still waiting to have a date confirmed from the County Council to have a look at lighting and the scope for a camera in the area. I will let you know once this is confirmed.*

**150. Planning matters**

**150.1 Planning applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2021/01291	42 Forest School Street	Retention of a single storey side extension Objection: The proposed development does not meet the Rolleston on Dove Neighbourhood Development Plan, Policy D2 as it does not respond to the scale, character, form and materials of its surroundings.
P/2021/01590	21 Church Road	Felling of 2 plum tree, 2 Apple tree, 1 Holly tree and 1 Pear tree No objection in principle but the Parish Council asks that confirmation be sought in due course by ESBC that the replacement trees have been planted.
P/2021/01591	The Old Orchard Church Road	Felling of 1 Conifer tree and 1 Sycamore tree No objection in principle but the Parish Council asks that confirmation be sought in due course by ESBC that the replacement trees have been planted.

P/2021/01600	Norwood Cottage Land opposite Hall Grounds	Crown raise by up to 6 metres one Sycamore tree and crown raise by up to 6 metres, and crown reduce by up to 2 metres to clear BT lines one Sycamore tree (T221 and T222) of TPO 1
No objection		
P/2021/01611	4 Church Road	Reduce upper crown back to original pollard points, crown raise lower crown by up to 4 metres, removal of epicormic growth and deadwood of 1 Lime tree
No objection		
P/2021/01613	21 Church Road	Removal of branch over growing the bungalow of 1 Sycamore tree (TPO 1)
No objection		
P/2021/01650	Threeways Hall Grounds	30% reduction of one Cherry tree (T1), 20% height reduction to one Lawson Cypress (T2), trimming back of Laurel hedge (T3) to allow access for bin lorry
No objection		
P/2021/01675	3 Alders Reach	P/2021/01675 The Parish Council objects to the use of uPVC windows and doors on properties within the Conservation Area.

- 151. Minutes Resolved** That the Minutes of the meeting held on 13 December 2021 be approved and signed as a true record subject to “council’s support” within Public Forum being amended to read “council support”.
- 152. Matters arising**  
None raised.
- 153. County Councillor’s report**  
No report was available.
- 154. Borough Councillor’s report**  
No report was available
- 155. Parish Councillors’ reports**
- 155.1 Councillor E McManus reported that:
- She had noted that the Stretton brick gateway on Dovecliff Road had been damaged. **Agreed** that this be reported to Stretton Parish Council.
  - A South Hill resident had requested a grit bin be installed on the road. It was noted that South Hill is a private road and that grit bins are supplied and filled by the County Council. **Agreed** that County Councillor White be advised of the request.
- 155.2 Councillor Robson:

- Sought permission for a BBQ to be held on The Jubilee Orchard which would be 10 years old this year. **Agreed** that permission be given for the BBQ to be held on the site.
- Asked if a tree surgeon could be invited to support a family day at The Jubilee Orchard to give advice on caring for the trees and to assess the health/suitability of the trees on the site. **Agreed** that Councillor Scott would give the Clerk the contact details for a resident with excellent tree knowledge so that he could be contacted regarding this request.

155.3 Councillor Badcock was unable to attend the meeting, but he had provided a written report:

No further progress has been made on site since the last Council meeting. I would like to thank colleagues for their support in allowing the sponsor's finance to be allocated through a Parish Council account. The Clerk now has the contact details of the generous local sponsor and has been touch with them. I have passed onto the Chair the A3 copy of the full 2017 report that ESBC commissioned on Brook Hollows. It makes very worrying reading. I have no idea why this has not been shared with our Borough Councillor, the Parish Council and interested individuals and parties in the village, this is a question that Julia Baker will need to be asked at the February meeting. A zoom meeting to discuss a management plan for Brook Hollows has been arranged by the ESBC Open Spaces team for 3.30pm. I intend to be present. **Agreed** that the 2017 Brook Hollows report be circulated to all councillors.

155.4 Councillor Houston reported that:

- A litter bin on Elizabeth Avenue had been split in half and needed to be repaired/replaced. **Agreed** that ESBC be advised of this damage.
- A manhole cover on the grass verge was missing outside 68 Beacon Road. Councillor Appleby had also noticed the missing cover and advised that this was due to BT works at the location. **Agreed** that Councillor Appleby would provide photographs to the Clerk to enable BT to be alerted to the problem.
- Grass verges around the village were now very muddy due to vehicles parking on them, specific locations were given as being outside Starbucks, Elizabeth Avenue, Beacon Road, a section of Dovecliff Road and Brookside. It was noted that the council's contractor needs to cut to the kerb on Brookside, it was also noted that some kerb stones are loose or missing.
- Speed Awareness – this cannot be taken forward currently as Councillor Houston is the only trained volunteer in the village. **Agreed** that the publicity material asking volunteers to come forward be re-issued on the council's Facebook page and noticeboards (space permitting).

155.5 Councillor Appleby reported that:

- Cars had slid down Beacon Road due to recent icy conditions and that there had been two accidents the previous week. He noted that this had only happened due to snow prior to the recent works completed by Amey. **Agreed** that County Councillor White be advised of this information.
- Dog fouling was a problem throughout the village. It was noted that ESBC's Dog Wardens visit the village as part of their duties and that penalty notices are issued when dog owners are identified.

155.6 Councillor Scott reported that hedges were overgrowing the pavement on the right-hand side of Church Road (in the direction of Tutbury). **Agreed** that Councillor Scott would provide addresses to the Clerk so that householders could be asked to cut back their hedges.

155.7 Councillor Sanderson reported that bollards had been sunk into the road to prevent vehicle access to the new estate from Fairfield Avenue.

155.8 Councillor Stewart reported that:

- The Craythorne Road car park resurfacing issue had been resolved.
- Village Directory – she asked all councillors to respond to the Clerk with any comments/amendments by 14 January to enable the revised version to be printed ready for distribution with the Spring issue of the Rollestonian.
- She would be liaising with the tree surgeons for a start date for the Jinny Trail tree works.

**156. Financial Matters**

**156.1 Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
P Gould	Mowing contract	BACS	1,127.33	0.00
Clerk	Salary and expenses	BACS	1,151.50	0.00
1&1 IONOS Ltd	RPC website	DD	5.99	1.00
C Stewart	Reimbursement: Zoom Pro monthly subscription	BACS	14.39	2.40
Rolleston PCC St Mary's	Hire of the Old Grammar School (October, November and December 2021 RPC meetings)	BACS	60.00	0.00
ESBC	Emptying bins (4 <sup>th</sup> quarter 2021/22)	BACS	1,165.94	194.32
J Deacon	Environmental contract £1,019.10 Locking/unlocking Craythorne barrier (December 2021) £186.00	BACS	1,205.10	200.85
Clerk	Reimbursement: paper for printing the Village Directory 2022	BACS	63.73	10.62
O2	Council mobile	DD	17.03	2.84
<b>TOTAL</b>			<b>4,811.01</b>	<b>412.03</b>

**Resolved That:**

- The above payments be approved.
- The Zoom Pro monthly subscription be cancelled.

**156.2 Bank reconciliation as at 31 December 2021**

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
Opening funds: 01 April 2021		12,875.04	61,700.80	74,575.84
Movement in funds to date	<b>PLUS</b> Income	88,059.17	5,103.84	93,163.01
	<b>LESS</b> Expenditure	76,320.93	7,634.75	83,955.68
Funds: 31 December 2021		24,613.28	59,169.89	83,783.17

**Resolved** That the above was a true record.

**157. Actual income/expenditure to 31 October 2021 and Draft 2022/23 budget**

The Clerk presented the revised 2022/23 draft budget. The draft budget took account of known costs and also built-in an increased budget allowance for the maintenance of the aging play equipment and introduced a new budget line "Projects" which would provide funding for projects from the council's Project Priority list.

Following the discussion at the previous meeting (Minute no. 137 refers), the draft budget assumed an £8 increase on the 2021/22 Council Tax Band D. It was noted that the County Council had yet to confirm if it would provide funding for cutting grass verges in the Parish.

The draft budget as tabled would see an estimated £1,297 shortfall between income received and expenditure which, if necessary, would be funded from the General Reserve carried forward at Year End.

The council accepted that there was a continuing and growing need for tree maintenance and play equipment maintenance/repairs and the works identified in the Project Priorities for 2022/23, the council agreed to increase the Council Tax Band D to £62.04 (this is an increase of £8 on the 2021/22 Band D).

**Resolved** That the 2022/23 budget be approved.

**158. 2022/23 Precept**

**Resolved** That, bearing in mind the discussion recorded in Minutes Nos. 117, 137 and 157, a Precept of £87,700 be declared on ESBC.

**159. ESBC: Gambling Act 2005 - Review of Statement of Gambling Policy 2022-2025**

East Staffordshire Borough Council, as the Local Authority, has advised that it wishes to carry out a formal review of the Council's Statement of Gambling Policy. As part of this process the Council wishes to undertake formal consultation, prior to finalising the document.

**Resolved** That the above be received without comment.

**160. Flood Plan (Draft)**

It was noted that the Rolleston Service Station site had been sold for redevelopment and the current owners had asked that the sand bin be removed from their car park as soon as possible. This change needed to be reflected in the Flood Plan.

Consideration was given as to whether the two new sand bins installed on the Meadow View jitty could be relocated and be replaced by the larger one currently at the Service Station.

**Agreed** that the council's contractor be asked to remove the Service Station sand bin as soon as possible and that this be stored at his Yard until another location could be identified.

It was noted that there was a need for grit bins to be installed at the junction of Beacon Road/Knowles Hill (close to The Jubilee Orchard) and the junction of South Hill/Station Road.

**Agreed** that the County Council be requested to consider installing grit bins at the above locations.

The Flood Plan was deferred to the next meeting.

**161. 2022/23 Meeting Schedule**

**Resolved** That the 2022/23 Meeting Schedule be agreed.

**162. Correspondence**

**162.1 Staffordshire Parish Councils' Association (SPCA)**

The SPCA's newsletters had been circulated to all councillors.

**162.2 Communications Log**

The Comms Logs had been circulated to all councillors.

**162.3 Sand bin – Rolleston Service Station**

The Service Station owners had advised that they are retiring and that the land has been sold for residential development. They asked that the sand bin be removed from their car park as soon as possible.

**Resolved** That the sand bin be removed as soon as possible (see also Minute No. 160 above).

**162.4 Staffordshire Wildlife Trust**

The Trust had contacted all parish and town councils asking if they would publicise a half-price membership offer during January 2022 – a poster had been provided for uploading to websites/social media/newsletters.

**Agreed** that the poster be uploaded to the council's Facebook page.

The meeting closed at 8.30pm

Signed .....

Date .....

ROLLESTON ON DOVE PARISH COUNCIL  
ACTUAL INCOME AND EXPENDITURE TO 31 JANUARY 2022

Nominal Code	Description	Original Budget £	Projected Year End £	Actual to 31/01/2022 £	Approved Budget 2022/23 £
<b>100</b>	<b>Income</b>				
1076	Precept	73,100	73,100	73,100	87,700
1090	Interest Received	6	6	5	6
1100	Grants & Donations Received	-	358	15,560	-
1110	Council Tax Support Grant	1,665	1,665	1,665	1,665
1200	Garden rents	125	125	125	125
1220	Allotment rents	15	10	10	15
1250	Football pitch fees	200	290	290	200
1270	SCC: Annual grass cutting	-	4,837	4,837	3,628
1999	Other income	-	40	40	-
	<b>Income</b>	<b>75,111</b>	<b>80,431</b>	<b>95,632</b>	<b>93,339</b>

Nominal Code	Description	Original Budget £	Projected Year End £	Actual to 31/01/2022 £	Remaining funds* £	Approved Budget 2022/23 £
<b>200</b>	<b>Administration</b>					
4000	Staff salary	13,500	17,203	14,112	3,091	17,150
4020	Employer's National Insurance	650	1,154	877	277	1,090
4030	Payroll Services	80	90	-	90	90
4050	Use of Home as Office	178	178	149	29	178
4100	Insurance	3,200	1,106	1,106	2,094	1,106
4110	Audit Fees	515	472	472	43	500
4120	Photocopier: Rental/Maint.	378	378	284	94	378
4121	Photocopier: Copy charge	670	600	344	256	600
4125	Stationery	200	200	146	54	200
4127	Village Directory	150	150	53	97	150
4130	Postage	300	400	336	64	400
4140	Council mobile	175	175	130	45	175
4150	Subscriptions	700	537	537	163	600
4160	Training	140	510	375	135	500
4180	Room hire	-	225	185	40	340
4190	Mileage expenses	250	250	207	43	250
4195	Parking fees	12	9	4	8	9
4200	Play areas	7,000	7,000	6,839	161	10,000
4205	Craythorne gate: Lock/unlock <sup>#</sup>	700	1,142	235	907	1,825
4210	RPC Website	100	100	50	50	100
4211	Village website	45	45	35	10	45
4220	IT/Software	300	300	258	42	300
4230	s.137 Expenditure	100	100	67	33	100
4240	Mowing	17,000	15,000	11,643	5,357	17,000
4250	Bin emptying	4,000	3,886	3,886	114	4,000
4260	Trees	4,000	4,000	1,765	2,235	4,000
4265	Plants for planters	600	600	591	9	750
4270	Environmental contract	13,000	13,000	11,128	1,872	15,000
4300	Projects	-	-	-	-	10,000
4320	Capital expenditure	800	800	591	209	800
4330	Other administration	2,000	2,000	1,424	576	2,000
4999	Contingency	5,000	5,000	3,133	1,867	5,000
	<b>Expenditure</b>	<b>75,743</b>	<b>76,610</b>	<b>60,962</b>	<b>20,065</b>	<b>94,636</b>
	<b>TOTAL EXPENDITURE</b>	<b>75,743</b>	<b>76,610</b>	<b>60,962</b>		<b>94,636</b>
	<b>TOTAL INCOME</b>	<b>75,111</b>	<b>80,431</b>	<b>95,632</b>		<b>93,339</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>- 632</b>	<b>3,821</b>	<b>34,670</b>		<b>- 1,297</b>

Earmarked Reserves (EMRs)

Coding	Description	Opening funds 01/04/2021 £	Actual funds at 31/12/2021 £	Opening Funds Apr-22 £
4400/320	Environmental improvements	3,902	3,219	?
4410/321	EA funding	7,635	-	-
4420/322	Brook Hollows	10,000	25,000	10,000
4440/325	Play Areas	7,398	3,642	?
4440/326	Andy Starbuck seat (donations)	1,275	1,275	-
	<b>TOTAL</b>	<b>30,210</b>	<b>33,136</b>	<b>10,000</b>

\*Remaining funds: based on original budget except for the following Nominal Codes which are based on the revised Projected YE figures:

4000 Staff salary	4160 Training
4020 Employer's NI	4180 Room hire
4030 Payroll service	4205 Craythorne gate: Lock/unlock <sup>#</sup>
4130 Postage	

<sup>#</sup>4205 Craythorne gate: The final cost for the iD Verde contract will be c£457 for the period 1st April - 14th November 2021. The remainder of the expenditure is the new contract which commenced on 15th November and which will be invoiced monthly.

The Owner/Occupier(s)  
Street Name  
Town  
Staffordshire  
POSTCODE

**Staffordshire County Council**  
1 Staffordshire Place  
Tipping Street  
Stafford  
ST16 2DH

Enquiries: [www.staffordshire.gov.uk/reportit](http://www.staffordshire.gov.uk/reportit)  
Website: [www.staffordshire.gov.uk/Highways/roadworks](http://www.staffordshire.gov.uk/Highways/roadworks)

FAO: Mike Smith

27 January 2021

Our Ref: CDT6627-1850

### **Proposed relocation options for the existing eastern build-out on Dovecliff Road, Rolleston and improvements to the existing road markings**

Dear Sir or Madam,

The Council has been working towards a suitable solution to calm traffic and allow parking on Dovecliff Road for many years. In May 2021, we relocated the original eastern build-out to improve the situation. Now that the build out has been in operation for some time and following feedback from road users and further assessment by ourselves, we consider it is necessary to move the build-out nearer to the village, to strike the right balance between road safety and the need of residents to park on the highway.

There are two feasible options that the Council is considering in adjusting the current eastern build-out location:

**Option 1** – considers a design that is fully compliant with design standards which requires the eastern build out to be moved a further 15m west of its current location. This would reduce on street parking by 2 no. spaces. These would be immediately west of the proposed eastern build out and immediately west of the access to property no. 42 on Dovecliff Road. This design also includes additional Access Protection Markings (APMs)<sup>a</sup> in front of properties that benefit from off-street parking. These markings are intended to provide gaps in the line of parked vehicles, sufficient for any vehicle to pull into should its path be blocked by opposing traffic.

**Option 2** – considers a design that is not fully compliant with design standards but reduces the impact on residents off-street parking. This would require the eastern build out to be relocated 2.5m west of its current location, which would reduce on street parking by 1 no. space, in this case immediately west of the eastern build out in its current position. However, it is important to understand that intervisibility between build out locations for small vehicles is not achieved with this arrangement. As with Option 1, Option 2 also includes a series of APMs in front of properties that benefit from off-street parking.

Enclosure 3A

*Access Protection Markings (APMs)<sup>2</sup>: APMs are advisory markings also known as 'H bar'. They are used to mark a vehicle access to make motorists aware that access is required at all times. Although they do not have a legal status, it is an offence to park across a vehicle access. This applies to everyone, including the residents and/or visitors to the property protected by APM.*

The proposals listed above can be seen in the drawings CDT6627-1850-R01-03 – Consultation Option 1 General Arrangement and CDT6627-1850-R01-04 – Consultation Option 2 General Arrangement.

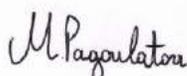
Please note that both **Option 1 and Option 2** will require the TRO process that took place between 2019-2021 to be repeated, as both have an impact on the current extents of the double yellow lines. Both designs will be subject to the views of residents and Road Safety Audits, and these will be taken into account before the formal consultation stage is commenced for the amended TRO. Residents will have an opportunity to formally object to the proposals at that stage.

We apologise for the additional inconvenience that this will cause. Our hope had been that the relocation of the eastern build-out to its current position would be sufficient to address the visibility issues but this clearly is not the case and the do nothing option is unfortunately not possible.

If you have any comments you would like to make regarding the proposals for this scheme, then please fill out the survey by scanning the QR code below, visit the URL below or by post to the above address by Wednesday, 23 February 2022, marked 'For the attention of Mike Smith'. Alternatively please email [michael.smith@staffordshire.gov.uk](mailto:michael.smith@staffordshire.gov.uk).

[www.staffordshire.gov.uk/DovecliffRoad](http://www.staffordshire.gov.uk/DovecliffRoad)

Yours faithfully,



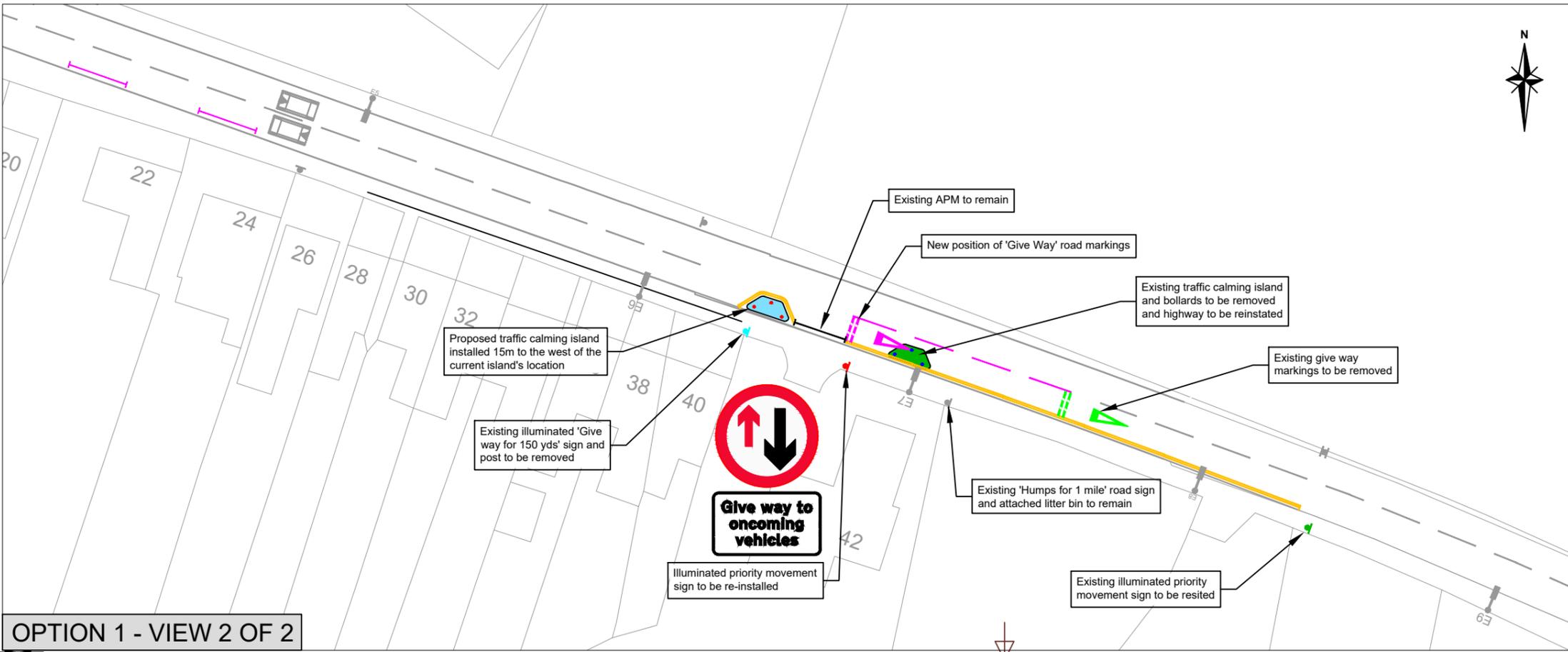
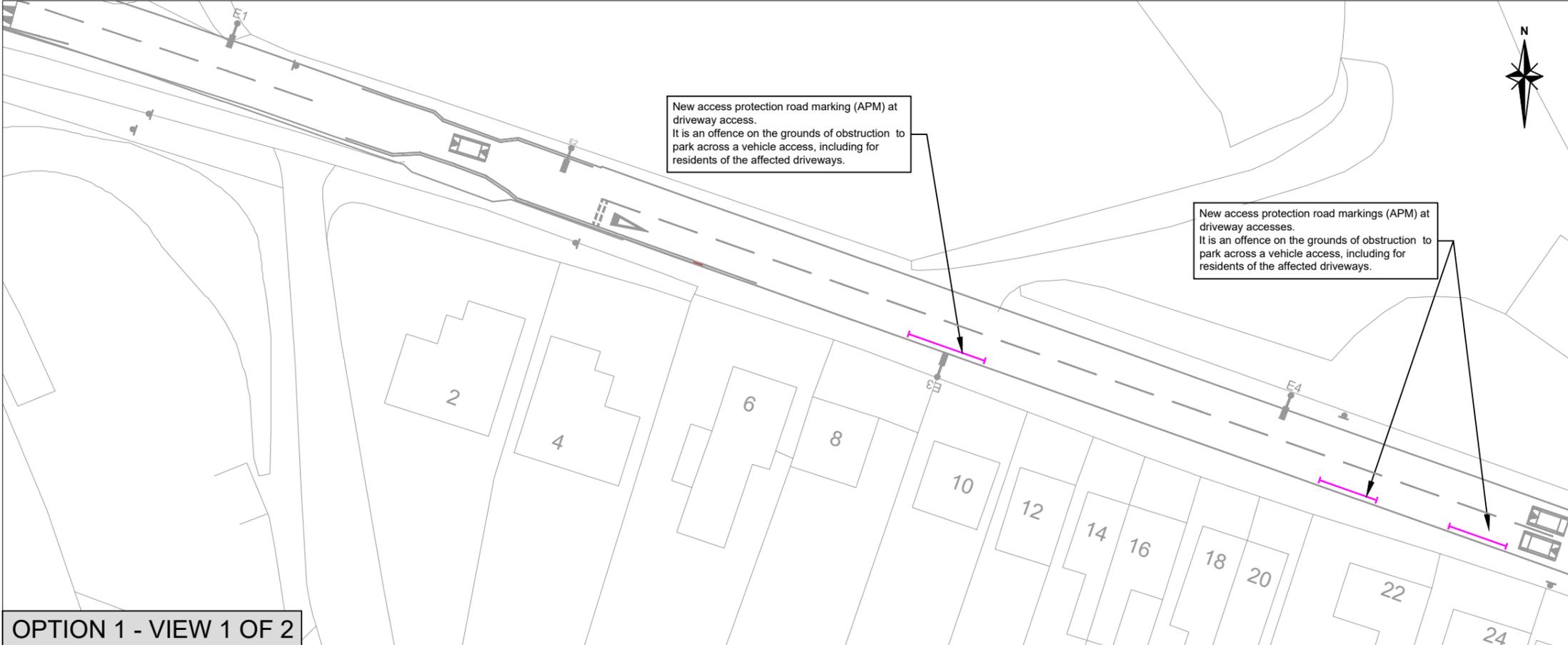
Marianna Pagoulatou  
Civil Engineer  
Staffordshire County  
Council



Enclosure 3A

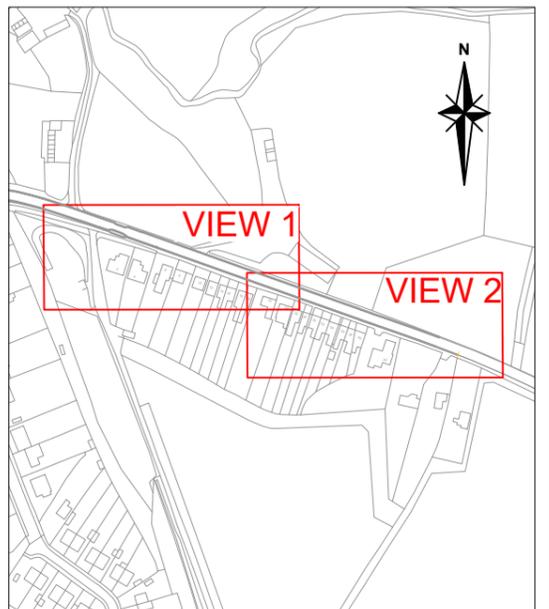
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File Name: \\staffordshire.gov.uk\Storage\DSD\sd-data\Highways\Integrated Transport\0002 DHP\DHP 18 19\Stone (RR)\CDT6627-1850-Dovecliff Road, Rolleston\CAD\Disciplines\WYS\A3\A3.dwg  
 Layout Name: Option 1 - A3



**Consultation Key**

Key New Civil work		Apparatus to remain in situ	
	New traffic calming island location		Road lighting column
	Existing traffic calming island to be removed		General road markings
	White road markings		Road speed cushion
	Yellow road markings		Access protection marking
	Illuminated traffic signage		Illuminated traffic signage
	Non-illuminated traffic signage		Non-illuminated traffic signage
	White road markings		White road markings



**Revisions**

Rev	Detail	By	Date
P0	Preliminary Design	PK	20/01/2022

Checked by:-

Approved by:- (Drawing NOT approved if this box is empty)

working with

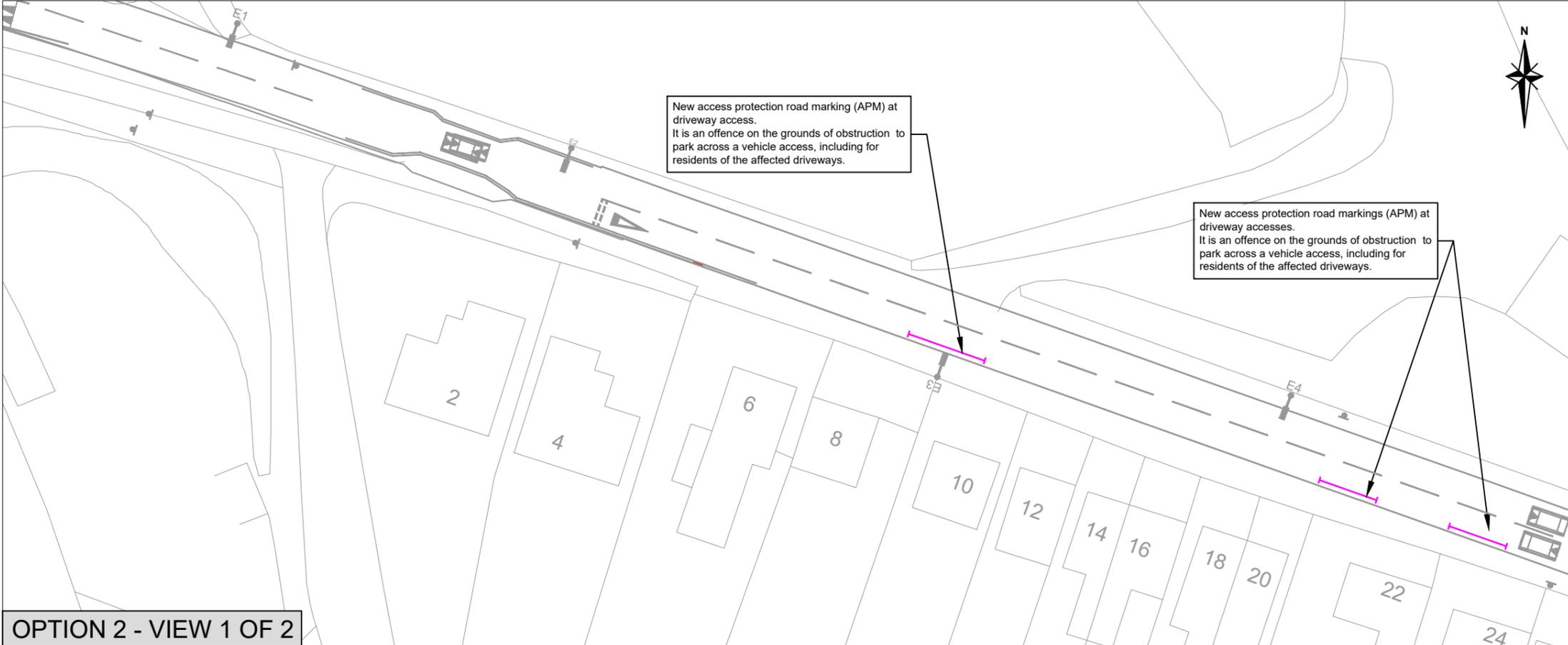
www.staffordshire.gov.uk www.amey.co.uk

Project Name  
**Dovecliff Road, Rolleston**

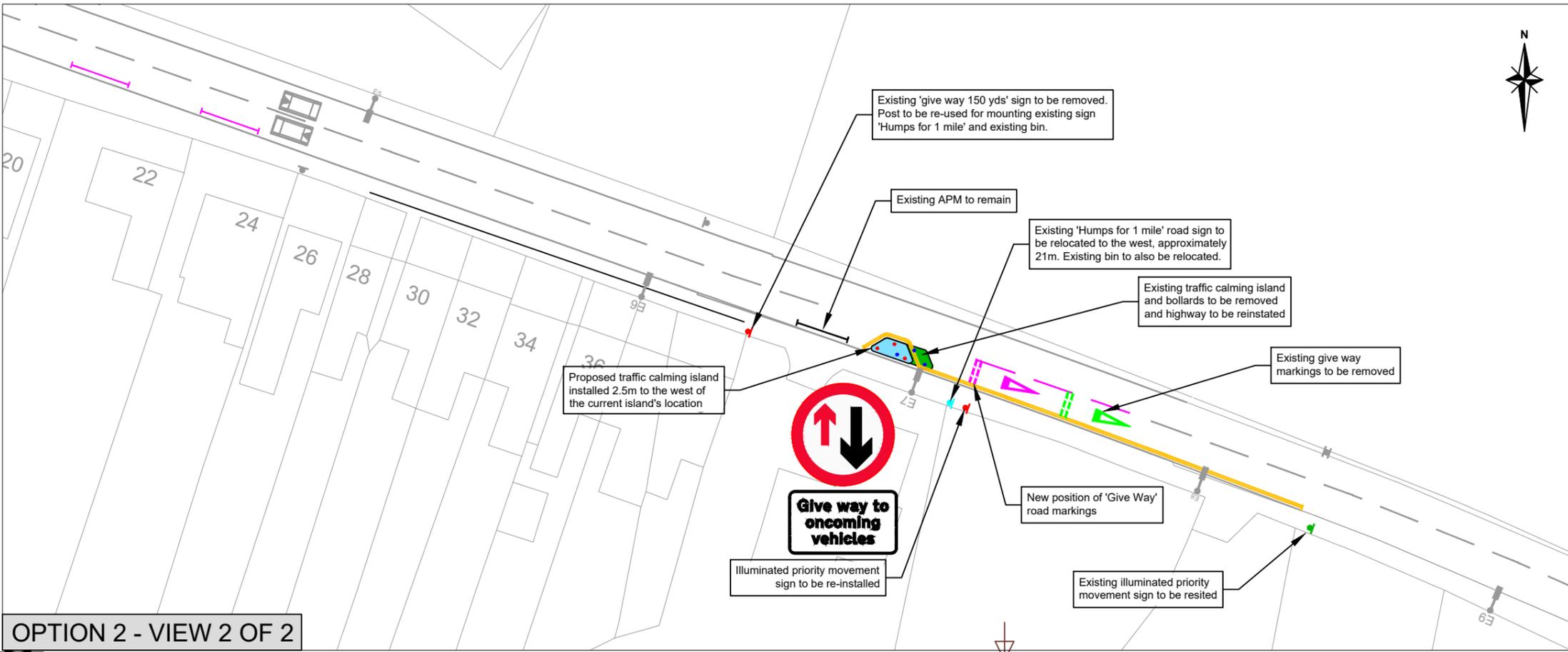
Drawing Title  
**Consultation - Option 1  
 General Arrangement**

Grid reference : 425208, 327675	Original Drawing Size : A3	Dimensions : m
Scale : 1:500	Copyright © Amey	
Drawing No CDT6627-1850-R01-03	Rev P0	

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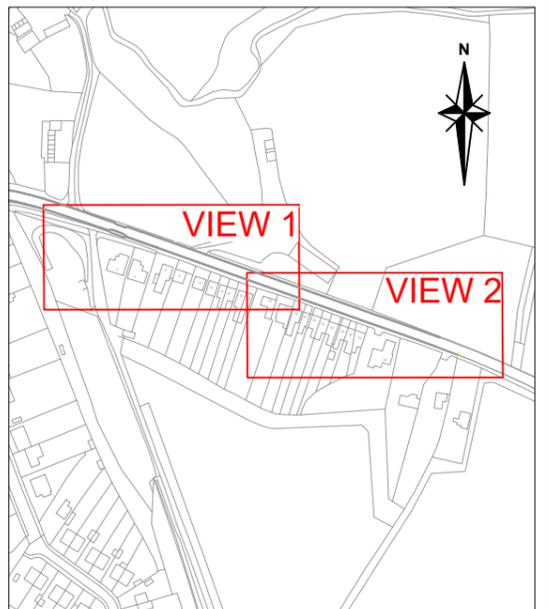
OPTION 2 - VIEW 1 OF 2



OPTION 2 - VIEW 2 OF 2

**Consultation Key**

<b>Key New Civil work</b>	<b>Apparatus to remain in situ</b>
New traffic calming island location	Road lighting column
Existing traffic calming island to be removed	General road markings
<b>New Signage &amp; Road Markings</b>	<b>Site Clearance</b>
White road markings	Illuminated traffic signage
Yellow road markings	Non-illuminated traffic signage
Illuminated traffic signage	White road markings
	Road speed cushion
	Access protection marking



Scheme Area - Not to Scale

PO	Preliminary Design	PK	20/01/2022
Rev	Detail	By	Date
Revisions			
Original Version	Preliminary		<input checked="" type="checkbox"/>
Drawn: PK	For comment		
Design:	For tender		
	For construction		
	As constructed		
Date:	January 2022		Other

Checked by:-

Approved by:- (Drawing NOT approved if this box is empty)



Project Name  
 Dovecliff Road, Rolleston

Drawing Title  
 Consulting  
 Consultation - Option 2  
 General Arrangement

Grid reference : 425208, 327675  
 Original Drawing Size : A3 Dimensions : m  
 Scale : 1:500 Copyright © Amey

Drawing No	Rev
CDT6627-1850-R01-04	P0

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 Layout Name: Option 2 - A3

## Conservation Areas – their eroding quality

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### Summary

**The reason for writing this letter is that we have become increasingly concerned at the deterioration of the fabric of our conservation areas. We believe that there are a number of reasons for this. Firstly, the lack of priority given to preparing appraisals and management plans. Secondly, planning decisions which have not taken sufficient account of the need to ‘conserve, protect and enhance’ conservation areas as stated in Local Plan policies. We illustrate what we mean by this in various case studies. Thirdly, the reluctance to support a recommended course of action, namely, Article 4 Directions, made more difficult by the government’s recent guidance. Fourthly, responsible authorities not always working together.**

**We appreciate that it is easy to criticise. To counter that claim, we have put forward an Agenda for Improvement which can hopefully be used as a constructive basis for dialogue. We fear that without effective action then our conservation areas will only decline further.**

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For some time, Barton under Needwood’s Parish Council’s Planning Committee has been concerned about decisions made by the Borough Council in determining planning applications in our Conservation Area. We recently took up the invitation to meet with Cllr Allen, Deputy Leader for Regeneration and Planning Policy, to talk to him about a number of strategic issues. Before the meeting we had given him a detailed agenda, complete with background notes. We raised our concerns about these decisions in the conservation area. At the meeting, whilst he listened, we may have misinterpreted him, but we did not get the impression of any desire to investigate further. As a result of this response, we decided that we had better set out our concerns more formally in writing and hence the reason for this letter.

Out of interest, we also contacted the four largest villages in the borough with conservation areas to assess whether they had experienced similar issues. Both Rolleston and Tutbury Parish Councils indicated that they had similar concerns, questioning how planning decisions are derived and supported this approach.

Some context is perhaps required before we set out the detail of our concerns.

## **Background – Conservation Area Quality and Appraisals**

IN 2009 English Heritage (now Historic England), undertook the first major survey of Conservation Areas in the country. It found that the main threats to conservation areas were: -

- *plastic windows and doors;*
- *poorly maintained roads and pavements;*
- *street clutter;*
- *loss of front garden walls, fences and hedges;*
- *unsightly satellite dishes;*
- *effects of traffic calming and management;*
- *alterations to the fronts, roofs and chimneys of buildings;*
- *unsympathetic extensions;*
- *impact of advertisements; and*
- *neglected green spaces.*

English Heritage put forward three main recommendations to tackling this gradual deterioration of the fabric of conservation areas. They wanted: -

- (1) councils to make use of Article 4 Directions to protect small but important details such as windows and doors and front gardens. English Heritage felt that if you lose these then you lose the character and history that made the area special;***
- (2) council departments to work together to take better care of public areas. Counties and Districts needed to work together to save public areas from further decay;***
- (3) local people to get involved. The survey showed that conservation areas with community support are more than twice as likely to have improved than those without. The survey also showed that people felt that original features added value to a property and that a well-kept conservation area enhanced house prices.***

With ten years or so of austerity and cutbacks to local authority funding, we can only have sympathy for local authorities but, as a consequence, we believe that the quality of conservation areas has deteriorated further. We know that the Borough Council, as a whole, and the planning department, in particular, has been hit by these cutbacks in resources. We also believe that you have limited resources at your disposal for conservation work.

Local authorities, of course, have a duty, from time to time, to undertake appraisals of their conservation areas. Barton's Appraisal was completed in February 2009, but we notice others were undertaken later in 2015. We note that Rolleston's dates back to 2007, so that time might be coming around to review some, if not all, of these Appraisals. An appraisal provides an assessment of the quality of the area and identifies local styles and details and, if you like identifies, the good, the bad and the ugly. But it only tells you half the story because the next follow-up stage should be a Management Plan setting out what you can do to address the problems and issues identified in the Appraisal. The preparation of such proposals for the preservation and enhancement of the conservation area is, we

understand, also a duty on the local authority. As far as we are aware, there have been no Management Plans prepared in East Staffordshire.

The Government has moved the goalposts for designating Article 4 Directions in the National Planning Policy Framework July 2021. Para. 53 states that, “..... **they should be limited to situations where..... it is necessary to protect local amenity or the well-being of the area. In all cases, it must be based on robust evidence and apply to the smallest geographical area possible**”. This makes making an Article 4 Direction more difficult but, we would suggest, not impossible provided there is good justification.

We find it quite strange that more than 10 years ago, English Heritage, the body tasked with promoting the well-being of historic England, was positively endorsing and encouraging the use of Article 4 Directions as a means of addressing the decline of conservation areas only for the present Government to make designation more difficult. We have to ponder, therefore, how conservation areas are to be improved if there is no funding and a recommended means of preventing decline is being made difficult to implement.

## **Planning Decisions**

What has really prompted this letter is our lack of comprehension at some of the decisions which ESBC has made and how they relate to the need to conserve, protect and enhance the conservation area.

### **Case Studies - Plastic vs Wooden windows and doors**

As we understand it the planning position is that you do not need planning permission to change your windows and doors in a conservation area if you live in a single dwelling house, as this is part of your permitted development rights. If you live in a flat, above a shop, or other commercial premise then you do need permission. Permission for replacement windows in a listed building is always required.

#### **(1) Three Horseshoes PH, Barton under Needwood (P/2019/01475)**

The Three Horseshoes pub in the village is located on a prominent corner at the junction of Station Road and Efflinch Lane. It had replaced ground floor frontage elevation wooden windows with plastic ones without planning permission. It submitted a retrospective application for these windows. The application also included the replacement of five other wooden windows with plastic on the first floor. The Parish Council objected on the grounds that approval would be contrary to other decisions made nearby where wooden frames had been required. We also felt that the replacement plastic frames were not in keeping with the appearance of the building, particularly in a prominent location.

The Conservation Officer's comments stated that. ***“The replacement of the first-floor windows in addition to the ground floor windows would result in a more holistic***

**replacement and secures consistency, removing the easy opportunity to compare new and old directly and alongside each other".** As a result of these comments the Case Officer's report stated, **"This application seeks to retain the replacement windows and replace the other windows to provide some consistency in design on the front and side elevations of the building which is visible from public vantage points within the conservation area and from nearby listed buildings. The proposal is therefore considered to preserve the character of the conservation area and the setting of nearby listed buildings".**

We remain at a loss to understand the logic of this decision. We had always assumed that, in conservation areas, wooden windows and doors would always be preferred to plastic and that this preference would be supported by Conservation Officers. But here we have a case where the desire for consistency overrules those small but important details mentioned by English Heritage that had led to a decline in the quality of conservation areas. If consistency or an holistic approach was the main criterion in this application, then why could not all windows have been wood, when the opportunity was available to achieve this?

(2) 6 A Main Street, Barton under Needwood (P/2020/00362 and P/2021/00506)

The 2020 planning application was for the conversion of a ground floor retail use into residential development. This involved the installation of a substantial plastic window in the front elevation which was more or less a straight replacement for the shop window.

Subsequently the applicants replaced the front doors with upvc versions which had not been approved. The 2021 proposal was a retrospective application to replace plastic with hardwood doors on the former shop and the adjoining property. According to the applicant, the application followed the receipt of a letter from ESBC for the unauthorised installation of these plastic doors.

Why was a wooden door required when a very prominent plastic frontage window was deemed acceptable? Clearly in this case ESBC did not apply the consistency of materials argument they had used in the Three Horseshoes case. But why? Why were wooden doors deemed necessary but not wooden windows? ESBC's decision to allow a substantial, albeit a sash, plastic window doesn't make sense to us. Once again, this decision clearly goes against the English Heritage recommendations.

More recently, however, Historic England's guide, 'Traditional Windows, their care, repair and upgrading, 2017', stated that, **"Replacement plastic (PVC-u) windows pose one of the greatest threats to the heritage value of historic areas, particularly in towns and villages. Despite attempts at improving the design of these windows they are instantly recognisable because they cannot match the sections and proportions of historic joinery" (3<sup>rd</sup> para. Introduction, page 1).** **"The different appearance and character of PVC-u windows compared to historic windows is highly likely to make them unsuitable for older buildings, particularly listed buildings or in conservation areas" (Introduction, page 6).**

This exhortation would seem to indicate that there is, at least, an obligation to try and maintain, repair and replace like for like wooden windows. Against this guidance, we remain at a loss to understand the logic of ESBC's decision making. Why was consistency of materials deemed to be essential in one case but not in the other? What criteria does ESBC use in deciding whether plastic or wood is acceptable? If consistency is a criterion then why does this override quality and the need to preserve and enhance the conservation area? If these criteria are going to be relied on in determining planning applications, then should they not be set out as part of the reasoned justification to Local Plan heritage policies? In determining these criteria, we would hope that ESBC would take full account of Historic England's guidance.

Our view remains that wooden doors and windows are always going to be preferable to plastic in conservation areas. This view was also strongly endorsed by Tutbury and Rolleston Parish Councils. We also agree with English Heritage's survey which felt that the use of plastic contributed to the decline and the erosion in quality of conservation areas. The 2017 guidance seems to confirm that its successor authority is of the same opinion.

### **Case Study – rear extensions in conservation areas**

#### **(1) 36 Main Street, Barton under Needwood (P/2021/00746)**

We recently commented on a planning application for a rear extension for a property in Main Street in the heart of the conservation area. The property, although not listed, made a major contribution to the character of this part of Main Street. The existing rear elevation has the feel of a cottage with a pitched roof extension and a stable door. The rear windows were small, and this also confirmed this cottage feel. What was proposed and now approved was a full width single storey flat roof extension in a contemporary style with black aluminium framed windows and patio doors. In its favour the materials to be used were reclaimed bricks. We objected to the proposal as we felt that a flat roof extension, using contemporary aluminium rather than wood, was out of character and as a consequence contrary to Policies SP 24, SP 25 and DP 5. The applicants also made no reference to the ESBC Design Guide. We also asked that the proposal be referred to the Design Review Panel as permitted under Policy SP 24, but this request was ignored. The Case Officer's report made no reference to this request, so we do not know why it was denied.

The applicants, in their Heritage Statement, made the argument that as the rear extension was not visible from the public realm then the proposals will preserve the character and appearance of the conservation area. The Planning Officer's report endorsed this approach, ***"The ESBC Conservation Officer has raised no objections to the proposal conclude that the proposal would have no perceivable impact upon the special character and appearance of the conservation area due to it not being visible within the public realm. Additionally the proposal is considered to preserve the special significant of nearby buildings. The proposals are therefore considered to have no impact on the significance of heritage assets (sic)".***

We have read several of these case officer reports where the implication is that if you cannot see an extension at the rear then it doesn't really matter. We find this approach both worrying and difficult to understand. As far as we are aware, the conservation area boundary relates to an area – not a frontage - and all Local Plan policies apply to this area as a whole as identified on the various Local Plan inset maps for the villages. Whilst in most cases the boundary is drawn fairly tightly, it does include property curtilages and not just frontages. We further understand that Local Plan Policies SP 25 Historic Environment and DP 5 Protecting the Historic Environment refer to the need to protect, conserve and enhance heritage assets which surely means the conservation area as a whole.

Why was the cottage feel of the rear of the property not regarded as an asset? Why was a contemporary design allowed when this goes against the traditional character favoured in the East Staffordshire Design Guide (para 1.7.6)? We can find no reference in the Local Plan policies that the frontage of the buildings, only, should be protected and that rear extensions are of no consequence in protecting, conserving and enhancing the conservation area. Similarly, there is no reference in the planning policies about proposals being acceptable if they cannot be seen from the public realm. There is certainly no reference to this criterion in the National Planning Policy Framework July 2021. We are, therefore, at a loss to understand why development at the rear of a building in a conservation area doesn't matter, especially when English Heritage referred to unsympathetic extensions as a reason for the decline of conservation areas. Where does it state that the lack of visibility from the public realm is a material consideration in determining a planning application? Please could you also inform us what criteria you use when referring applications to the Design Panel as permitted in Policy SP 24. Why was our request, and previous similar requests ignored?

In an earlier meeting with a Planning Manager we were informed that case law had established that 'preserving' meant doing no harm. In this instance we felt that harm had been done because of the inappropriate design. But be that as it may, the local plan policies seek to do more than just preserve. They also aim to 'protect' and 'enhance'. 'Protecting' means defending or shielding what is there. 'Enhancing' to our minds means making something better. In this case we could not see how demolishing a pitch roof and replacing it with a flat roof extension could protect and enhance. It just seems that ESBC places greater emphasis on the negative aspect of doing no harm rather than a proposal having to protect and enhance and, therefore, making a positive contribution. This is unfortunate because making a positive contribution is a key aspect of Policy SP 24 which is aimed at raising design quality.

### **Case Study – Demolition**

(1) 114 Main Street, Barton under Needwood (P/2021/01366)

This proposal was for a substantial extension of this property fronting Main Street. The proposed extension had a contemporary feel with an abundance of glass. Indeed, the Applicant's Design and Access Statement stated, ***"It is not intended to create an imitation of the surrounding architectural styles and provide a more contemporary architectural solution"***. No explanation was provided for this statement and certainly no justification was

given for why relevant Local Plan policies could be disregarded. A part of the comprehensive redevelopment of the rear of a property fronting Main Street involved the demolition of what was an old former small cottage, which was admittedly in a sorry state, but was very visible from the public realm. Policy DP 5 allows for demolition in conservation areas but only where it can be demonstrated that it would protect and enhance the character and appearance and setting of the conservation area.

Similar issues regarding rear extensions are applicable in this case. What worried the Parish Council, however, was that ESBC made no attempt to assess whether the building could have been saved, regenerated and incorporated as part of the proposal. There was no evidence that a structural report had been requested to establish the integrity of the building and whether it could reasonably be saved. We had no information, therefore, about how demolition could be allowed in order to protect and enhance the character of the conservation area in accordance with Policy DP 5. Instead the officer's report stated that, ***"It is not considered that this building is an important heritage asset and indeed its dilapidated nature detracts somewhat from the overall character of the conservation area....."***. Of course, the dilapidated nature affected the character, but no one seemed to be putting forward the case for protecting and enhancing. It was apparent that demolition was a self-fulfilling prophecy. Surely just because a building looks in a sorry state demolition should not be the default position? The Case Officer's report did not explain why it was not a heritage asset and why they felt it detracted from the overall character. We were not aware of any structural survey having been submitted. We felt that, again, this just demonstrated a lack of concern for the quality and fabric of the conservation area.

## **What can we do?**

We have spent some time explaining our concerns about planning decisions regarding plastic windows and doors, demolition and rear extensions, because we felt that these decisions have contributed to the overall decline and deterioration in the quality and fabric of the conservation area. We also wanted you to understand in detail the nature of our concerns and how we have struggled to comprehend how you reached these decisions.

The question we would wish to ask you is whether or not we are starting from the same assumptions? Do you agree with our analysis? Did you, for example, agree with English Heritage in 2009 that conservation areas in general had deteriorated, because of the issues they identified? In that context we would, of course, like to hear your views on the use of plastic windows and doors and whether or not you felt that they had facilitated a decline in quality. Did you also agree with the recommendations from that survey? If so then would you still support these solutions. Do you feel that conservation areas have deteriorated further since 2009?

It seems to us that there are a number of things that can be done to try and arrest the decline:

## **An Agenda for Improvement**

**Update Conservation Area appraisals** – We surely need to derive a common understanding of the nature of the issues and problems facing conservation areas. Only then can we agree on the nature of what action needs to be taken. An updated programme for the preparation of Appraisals must surely be a good starting point. In Rolleston's case their current appraisal dates from 2007, but others are fairly recent from 2015. Do you have a programme to update these appraisals on a regular basis? Is it unreasonable to think that they should be reviewed, say, every ten years? We would hope that any update of these appraisals may seek to address those items of concern identified by English Heritage. We also find it very strange that case officers' reports rarely refer to these appraisals when they clearly include a lot of local information.

**Conservation Area Management Plans** – As we mentioned earlier, we feel that the Management Plan is the natural sequel to the Appraisal. It would certainly make sense if they were undertaken at the same time. Having a management plan means issues and areas of concern are identified so that action can be taken as and when any funding is available or through development opportunities.

We understand that both the Planning Department's financial and staffing resources may be stretched. If there is no immediate help or assistance, then it might be possible to use the volunteer help of Parish Councils on an interim basis. The parishes have a lot of local knowledge and so may be able to at least prepare the evidence and the basis for future Management Plans, provided some form of acceptable technical assistance was available in terms of what would be necessary to meet your requirements. We would welcome a more detailed discussion about how management plans might be prepared.

**Article 4 Directions** – This option was clearly one favoured by English Heritage in order to prevent the loss of wooden windows and doors in individual dwelling houses in the conservation area. From an earlier, very brief correspondence with the Conservation Officer we got the impression that he was not very keen on the use of Article 4 Directions, but we never quite understood why and whether or not this reflected the formal policy of the Borough Council. We have just noted that clearly you are not entirely opposed to this approach bearing in mind you are proposing a Burton wide one for conversions to HMOs.

We also note that the Government has made it more difficult to pursue an Article 4 Direction, but we would like to open a conversation with you about their use in conservation areas. Adopting an Article 4 Direction, however, means that they must be properly implemented, and appropriate publicity given so that householders are aware of the planning constraints. This was an issue which Tutbury Parish Council, in particular, felt strongly about.

**Councils working together** – This was also a recommended solution from English Heritage, so that Counties and Districts may help to prevent further decay of the public realm. An example in our village is the need to get rid of street clutter and in particular redundant street signs and the duplication of posts. We had prepared a photographic survey some time ago and passed it on to the County Council, but nothing has happened. The Parish

Councils also feel that they need a far better understanding of your logic in determining planning applications and how this relates to the Local Plan policies. Having in place up to date Appraisals and Management Plans might also help in the understanding of the decision-making process.

**Involving local communities** – again a recommendation from 2009. We would hope that with the review of appraisals and the potential preparation of management plans then this might provide the stimulus and build momentum for local people to become involved. Local environmental groups such as civic societies could possibly provide a lead.

**Publicity and Communication** – both Tutbury and Rolleston Parish Councils felt that there was a need to provide more communication and guidance to property owners in conservation areas. This could perhaps take the form of a pack or leaflet for both new and existing purchasers providing reminders of what they can and cannot do along with contact details of where to seek advice?

We would be very grateful for your thoughts and comments on this letter. It is our hope that the Parishes and the Borough Council can work jointly and collaboratively on addressing these issues in our conservation areas.