



# Meriden Parish Council

*the centre of england*

Minutes of the Annual General Meeting and Parish Council Meeting held on 24 November 2014 at The Pavilion, Meriden Sports Park at 7.30 p.m.

<b>Present:</b>	Cllr M Lee	Chair	ML
	Cllr R Weaver	Vice Chair	RW
	Cllr P Lee		PL
	Cllr M Nunn		MN
	Mrs B Bland	Clerk	BB

There were 7 members of the public present.

The Chair opened the meeting and welcomed guest speakers.

## 1. Guest Speakers

### **Wayne Plant, Senior Structural Engineer, Solihull Property Services (WP)**

WP advised Members of the intended programme of works which will include maintenance to Library structure. It had been anticipated that work would commence prior to Christmas however this has been deferred to February 2015, which will not interfere with February half term. External work will commence on 9<sup>th</sup> February; closure of service will be effective from 16<sup>th</sup> February for internal refurbishment and install of new ICT suite; re-opening mid-March. Maintenance work will include timber repairs to internal flange; external drainage improvements including guttering and downpipes; internal damp proof and upgrade to windows.

### **Kate Bunting, Operations and Community Engagement Manager, Library and Information Service (KB)**

KB reported that the internal works will comprise of redecoration and upgrade of ICT to include an ICT suite with six new PCs, data projection facilities, latest spec upgrade and two tablets for quick searches. The Library staff are working on new layout and proposing to put a bar and bar stools arrangement at the front of the Library to provide a quick and easy access point for tablet use. A meeting is to be arranged with the Parish Council to finalise layout before the end of the year.

ML reminded the meeting that the new ICT suite has been made possible due to the redirection of Meriden Gate small playground monies.

KB advised that Library services will be working with the Parish Council to identify drop off points for book returns and extended hours at other local Libraries.

PL suggested the mobile Library Service may use the Pavilion car park; and a drop off point for book returns could be the Pavilion.

**Signed** ..... **Chair**      **Dated** .....

**Clerk:** Barbara Bland  
55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ  
**T: 01676 522474 M: 07767 162423 E: [barbarablandmpc@btconnect.com](mailto:barbarablandmpc@btconnect.com)**  
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RW advised a need to check with Meriden School as to their scheduled Library visits; there is also a need to advise stakeholders of the refurbishment and closure dates.

**Sarah James, Principal Planning Officer, Solihull Policy & Spatial Planning (SJ)**

SJ reported that Meriden Parish Council had applied to SMBC for Parish Designation defining the area of the Parish. Public consultation was published on 19<sup>th</sup> November 2014 with a deadline of 16<sup>th</sup> January 2014 to receive stakeholder comments regarding Parish designation. SMBC will then assess application, looking to see if the boundary makes sense and no settlements have been cut in half in the process. The application will then to Cabinet Member for decision to approve application for designation.

SJ advised SMBC has a guide to preparing a Neighbourhood Plan; consulting with local businesses, community groups, residents and other stakeholders. A Neighbourhood Plan goes through an independent examination and is subject to referendum with 50% of the Parish population having to vote for the Neighbourhood Plan to be adopted. The Neighbourhood Plan formally becomes part of SMBC and has weight within SMBC strategic process. The Neighbourhood Plan content links to Meriden Parish Council/local people/local businesses and has basic conditions of conformity to the content of SMBC Local Planning for development and design policies for the next 15 years.

ML advised that the Parish Council is launching the first consultation at Meriden School's Christmas Fayre on 28<sup>th</sup> November and questionnaires will be available to complete.

RW requested residents be part of a small working group and volunteers are required to come forward. Three attendees volunteered their services.

The Chair thanked Wayne Plant, Kate Bunting and Sarah James for their time and attendance and they left the meeting.

The Chair opened public participation and invited questions.

A resident raised issues of litter, fly tipping, dog fouling and provided the update below from his meeting with local PCSO Handley:-

1. On fly tipping specifically:-  
On the latest incident in Walsh Lane, he took away a photo and said he would progress as to the latest status of the prosecution and get back to either you or I. As it is now a civil case, the prosecuting authority would be SMBC (Environment Crime Office Is that correct?). He agreed to request Police to increase their surveillance in that area.

**Signed .....** Chair **Dated .....**



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I expressed sheer frustration that as a keen walker and with friends in the area, fly tipping is not only despoiling the countryside and villages, but also a danger to walkers, road safety, wild life, domestic pets, and farmed animals. Also a cost to the authority (clearing) and emotional costs to local residents. However he did say he would request extra patrols in that area.

## 2. Fly tipping/litter dropping enforcement generally:-

Enforcement rules are extremely difficult - apart from police catching in the act. Traffic wardens do not have powers, citizens do not have powers, except report. He did agree to pursue my request that a presentation be made to HOE school pupils by police, to reinforce and advise the message about litter. It worked well in the past with ASB. My request for signs eg ' Litter, minimum penalty £75' would best go to the Parish Council, then SMBC. I have tried before no success.

The resident continued that with the success of winning Solihull Neighbourhoods in Bloom Best Village, then with a blitz and pulling together let us be awarded Best Kept Village 2015! He advised that Meriden RAID are proposing a litter pick and speed watch in 2015.

PL responded that there have been site meetings with Wendy Henry, SMBC Street Cleaning, and if anyone witnesses dog fouling then this should be reported directly to her to come and clean up. The email address is published in the Meriden Mag.

A resident introduced herself as a newcomer to the Village and advising of her family's intention to make this their forever home; explaining a proposal to extend the bungalow property in Church Lane into a 4 bed sustainable eco house that will be sensitively and sympathetically designed to conform with Church Lane conservation area. Plans will be shared with the Parish Council once drawn up.

ML replied that this was a thoughtful approach and await the Parish/Neighbour Notification from SMBC Planning officers.

ML concluded the public participation with promoting the Santa Fun Run to be held on Sunday 7<sup>th</sup> December organised by the Rotary Club.

The Chair closed public participation and invited residents to stay for full Council meeting.

## 2. Welcome & Apologies

The Chair opened the meeting and accepted apologies from Cllr Haque, Cllr Barber, Cllr Lynch-Smith and Cllr Bell.

## 3. Declarations of Interest

3a To declare any personal interests in items on the agenda and their nature. There was nothing to declare.

**Signed** ..... **Chair**      **Dated** .....



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3b To declare any prejudicial interests in items on the agenda and their nature  
There was nothing to declare.

#### 4. Minutes

The minutes of the meeting held on 20<sup>th</sup> October 2014 were considered and agreed.

**IT WAS RESOLVED** Members approved the minutes of 20<sup>th</sup> September 2014 and the Chair signed.

#### Matters Arising:

There were no matters arising.

#### 5. Standing Orders

The Clerk reported standing orders review remains a work in progress.

**IT WAS RESOLVED** The item is deferred to next meeting.

#### 6. Finance

The Clerk advised the need to separate Meriden Parish Council into two separate accounts (i) Meriden Parish Council and (ii) Meriden Sports Park Limited. Therefore the Clerk requests Members consideration to effect the following:-

#### **Recommendation:**

1. Grant Thornton advise that MPC reserves/investment is too high and recommend reducing during this current financial year.

2. Due to Meriden Sport Park Limited company set up it is proposed to separate accounts, a requirement for Companies House and HMRC reporting; therefore working with Edge Finance and Grant Thornton the above split is required to be retrospectively to the start of new financial year being 1st April 2014.

3. This has been achieved using the Annual Return for year end 2013-14 as per Grant Thornton's advice for a smooth transition and to correlate year end 2014-15 against audited accounts for year end 2013-14 and I & E account for committee split.

#### **Proposal:**

- (i) Members to agree and approve way forward for separation of MPC committee accounts to MPC and MSPL Company Accounts.
- (ii) Members to agree and approve the transfer of public sector deposit account to MSPL Company Accounts.
- (iii) Members to agree and approve the Clerk/Responsible Finance Officer to work with Edge to finalise transfer and set up.
- (iv) Members to agree and approve the Clerk/Responsible Finance Officer to appoint Grant Thornton to undertake external audit for MSPL year end.

**Signed** ..... **Chair**      **Dated** .....



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*For the purpose of Grant Thornton external audit for year end 2014-15 this justification will accompany MPC accounts together with minute of full Council meeting 24<sup>th</sup> November 2014 with Members resolution and approval to undertake separation of accounts in accordance with auditors recommendation and Companies House Annual Return requirements.*

**IT WAS RESOLVED** PL proposed approval seconded by RW.

6.1 Approve November Payments

Members received payments for approval. PL proposed payments be approved, seconded by RW.

**IT WAS RESOLVED** Members approved November payments.

6.2 Council Tax Support Funding 2015-16

The Clerk advised receipt of email from WALC from SMBC, circulated to Members, advising of £119,000 allocation of support grant to be shared between all SMBC Parish and Town Councils pro-rated to number of households. There is no definitive precept figure or support grant at the current time; the Clerk was requested to find out proposed precept and grant for consideration and approval at December's meeting.

**IT WAS RESOLVED** The Clerk to liaise with SMBC financial operations officers to confirm precept budget 2015-16 and proposed top up grant.

6.3 Meriden Village Hall Committee

This request was circulated to Members. Consideration to content of request is required and the item is deferred to December's meeting.

**IT WAS RESOLVED**

6.4 Meriden Mag Website Host Request

Members considered the request for the Parish Council to pay £60 for website host address. PL proposed payment seconded by RW.

**IT WAS RESOLVED** Members approved paying the sum of £60 for Meriden Mag host address for website.

6.5 St Laurence Church 2015 Maintenance Request

This request in accordance with recent meeting with St Laurence representatives was considered. RW suggested a further benchmarking exercise was required by the Parish Council and she and the Clerk would carry out this exercise identifying savings.

**Signed** ..... **Chair**      **Dated** .....



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Assistance will also be given to bid writing to secure external funding. RW recommended deferment to next meeting.

**IT WAS RESOLVED** A benchmarking exercise to be undertaken by RW and the Clerk identifying savings and recommendation to move forward with maintenance schedule for 2015.

## **7. Progress Reports**

7.1 Village Hall Management Committee  
Nothing to report.

7.2 Community Governor for Meriden C of E School  
Cllr R Weaver reported the Christmas Fayre is arranged for Friday 28<sup>th</sup> November between 5 and 7pm. Ofsted been and gone with feedback that teaching is good but there areas of improvement to be worked upon.

7.3 War Memorials  
ML reported a meeting had been held with Conservators, St Laurence Church Warden and Parish Council representatives to establish programme of maintenance and responsibility for the Cyclist's Memorial. Conservators raised concerns around the supply of PA system, payment of band and road closure notices. A letter has been written to English Heritage on behalf of the partners aforementioned to determine its role along with SMBC responsibility for long term maintenance of the Cyclists Memorial. A meeting is arranged for 10<sup>th</sup> February 2015 at 4pm at The Pavilion to further discuss English Heritage response and approve terms of reference and constitution of partners within Working Group.

**IT WAS RESOLVED** The Working Group will meet on 10<sup>th</sup> February 2015.

7.4 Meriden Pool  
Nothing to report.

7.5 Allotments – Cllr M Lee & Clerk  
The Clerk advised invoices will be sent out for 2014-15 allotment rents.

7.6 Footpaths/Forum  
Nothing to report.

7.7 Quarries Liaison Group  
Nothing to report. The Clerk advised the next meeting will be 15<sup>th</sup> December 2014.

7.8 Solihull Area Committee  
Nothing to report.

**Signed .....** Chair **Dated .....**

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7.9 Tree Wardens & TPO List  
Nothing to report.

7.10 Community Surgeries

The Clerk circulated issues raised at Community Surgery held on Monday 3<sup>rd</sup> November 2014 as follows:-

- Cars speeding in and out of Sports Park entrance; speed notices requested.
- Residents on Meriden Hill using leaf blowers and piling leaves on pavements thus causing obstruction.
- Walsh Lane first gateway fly tipping of fridges, freezers and other rubbish.
- Middle gateway of old traveller’s site at Eaves Green being fly tipped with UPVC window/door frames – potential flood risk?
- Water leak still not fixed on Eaves Green Lane.
- The stretch of highway between A45 junction with Pickford Green Lane and James Dawson Drive requires immediate attention – potholed and surface disintegrating? Surface water concerns and increased flood risk.
- Walsh Lane drainage works commended however water remains bubbling from drain – (private issue and enforcement in place with owner of unit).
- Red dust air borne from Quarry Area G workings reported. Quarry operator alerted and dealt with situation promptly and efficiently.
- Landfill odour permeating through village during dry weather and wind directional.
- Co-op lorries breaking walkway and obstructing Arden Close residents.
- Fouling, odour, build up of rubbish along walkway from Arden Close to shops.
- Lorries delivering parking on pavements and causing damage to private driveways.
- Broken walkways due to Co-op deliveries causing trip hazards and obstructing mobility scooters.
- Driveway and drains to Co-op broken due to weight of lorries thus resulting in drainage problems and surface water running down walkway into services road.

**IT WAS RESOLVED** (i)The Clerk will liaise with SMBC officers together with Bruce Brant, Neighbourhood Co-ordinator. (ii)RW requested the Clerk to arrange a meeting with Co-op managers to discuss the issues surrounding vehicle deliveries.

7.11 Community Speed Watch  
Nothing to report.

7.12 HS2

Cllr Weaver advised petitions currently being heard. There was nothing more to report.

**Signed .....** Chair **Dated .....**

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7.13 Meriden Sports Park (quarterly summary only)  
The next summary report update will be January 2015.

## 8. Clerk's Report

The Clerk circulated Clerk's Actions to Members; there were no questions.

## 9. District and Ward Councillor Reports

Nothing to report as there were no District Councillors in attendance.

## 10. Correspondence & Communication

The Clerk had circulated information electronically to Members, with the exception of Conservation Committee letter presented this evening. RW is Member representative on Conservation Committee and a meeting has been arranged regarding the demolition of locally historic listed buildings at St Philip's Church in Dorridge for 11<sup>th</sup> December that she cannot attend. Any Member available to attend please let the Clerk know. RW will send in her comments to be included on the night.

**IT WAS RESOLVED** Any Member available to attend please advise the Clerk.

## 11. Meriden Village Matters

### 11.1 Library Update

This item has been covered by Mr Wayne Plant.

### 11.2 Historic Panel of buildings of interest to display on wall by Library

This item is deferred.

### 11.3 Village Commemoration WW1

ML reported a successful and enjoyable trip to the Imperial War Museum; there were some technical problems with the WW1 exhibition upon arrival which gave opportunity for some people to visit the Tower of London to see the Poppies. The next trip will be in the spring 2015 to The National Memorial Arboretum, Staffordshire.

ML wished to publicly and formally thank Mrs Debbie Barber for her wonderful cross stitched and framed tapestry in commemoration of WW1 gifted to the village of Meriden. This tapestry will be doing a "road show" having been on display at Meriden School and moving to the Library and Village Hall for residents to enjoy, before a final "home" is found.

**IT WAS RESOLVED** A letter of thanks on behalf of the Village of Meriden to be written to Mrs Barber for her generous WW1 Commemorative gift.

Signed ..... Chair Dated .....

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11.4 Meriden Gate  
Nothing to report.

11.4(i)Overage

The Clerk reported that arranging a meeting to discuss overage is not considered relevant by SMBC officers and a request is received for Members to approve overage at 65/35% split between SMBC and Parish Council; the Parish Council to agree receipt of £37,622.00.

Members agreed that a meeting to discuss outstanding snagging issues be arranged outside of overage settlement and therefore approved the overage sum to be paid to Meriden Parish Council as £37,622.00.

**IT WAS RESOLVED** Members approved the sum of £37,622.00 to be paid to Meriden Parish Council. The Clerk will liaise with David Waterson regarding outstanding snagging.

11.4(ii)Freehold Transfer

ML reported that further to the Parish Council's meeting with Nick Page, CEO of SMBC, the Council's solicitors have been instructed to prepare transfer documents and will be in contact with Parish Council solicitors. There will be an advertisement under section 123 of the Local Government Act 1972 (disposal of open space) before a transfer is completed. However this matter is now in process.

**IT WAS RESOLVED** The Clerk will liaise with SMBC officers to effect transfer.

11.5 Taylor Wimpey & Associated S106 Works

The Clerk continues to liaise with highways officers regarding the re-siting of bus stop, dog bin and litter bin, supply and installation of new bus stop, filling in of lay-by, new tactile paving and dropped curbs for inclusive access at bus stops.

**IT WAS RESOLVED** The Clerk will continue to liaise with highways officers for the conclusion of this work.

11.6 Highways Update

ML reported and updated attendees with the following received from Ed Bradford, Highways Services:-

"Following on from the successful residents meeting held on Thursday 20<sup>th</sup> November 2014, please find below a summary of the discussions held with the residents and wider issues raised.

- **Drainage Works:** Due to the extent of the drainage scheme proposed previously by Neal Thomas, the works have been broken up into 3 phases:

Signed ..... Chair Dated .....

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- **1. De-culverting at the rear of Meriden Pond** – Completed November 2014
- **2. Trash-screen and channel alterations at the side of 175 Main Road** – Exact date to be confirmed but the work is being planned for this financial year (which runs until the end of March 2015). The work requires some consideration to how the trash screen can be maintained from the public highway, which would be the optimal solution. This may require a change to the existing bus stop located outside 175 Main Road. We are currently awaiting design options and quotes for a trash screen to protect the culvert and we will provide you with more information in due course.
- **3. Old Road culvert replacement** – Due to the scale and cost, this work is proposed for 2015/16 financial year. Date to be finalised.
- **Meriden duck pond:**
  - Investigation of unknown manhole in duck-pond area to undertaken once the drainage team have their camera equipment.
  - Consideration of provision of hedgerow or vegetative barrier on the edge of the pond to prevent people from walking into the pond in the dark – particularly around the area recently de-culverted.
  - Removal of fallen vegetation in area
- **Bus Stop near war memorial:**
  - Due to the partial collapse of the retaining wall in the watercourse behind the bus stop here, a possibility may be to relocate the bus stop to prevent a repeat of this.
- **Other/minor drainage issues:**
  - Guttering above the butchers
  - Gully covered over in service area to the rear of the Co-Op
  - Cleansing of the alleyway between Arden Close and Main Road
  - STW foul sewer leakage/flooding (on-going discussion with STW)."

**IT WAS RESOLVED** The Clerk will continue to monitor progress with Highways Officers.

#### 11.7 Land Registry & Ownership

The Clerk reported that the copse remains an ongoing process as neither Packington Estate nor SMBC can prove ownership, therefore it is not theirs to gift to the Parish Council. The Clerk advised that she is to see a Solicitor specialising in land title ownership to explore (i) possessory title and (ii) historic public right of way.

**IT WAS RESOLVED** The Clerk would follow up with legal advice and report at next meeting.

#### 11.8 Public Convenience Site Transfer

Signed ..... Chair Dated .....

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RW advised that this matter is long outstanding and provided some history; that the site was transferred to the Parish Council when the public conveniences remained open with the condition that any closure would result in the transfer of site back to SMBC. When the conveniences were closed, after public consultation and taking the majority view into account, SMBC agreed to make a 50% contribution to the cost of demolition together with 50% of the legal fee for transfer of site to SMBC. Wright Hassall have now written to the Clerk expressing their desire to conclude this transfer on behalf of SMBC; however due to the length of time taken and no maintenance to the site, the Parish Council secured sponsorship and donations to make over the site now named Memorial Approach and dedicated with the living memorial poppy awarded Best WW1 Commemorative Poppy for Solihull Neighbourhoods in Bloom 2014.

The suggestion of not transferring the site due to the work undertaken by the Parish Council was expressed; however there are highways services that will need to be maintained. RW is to follow up with Mike Swallow, Strategic Land Director for SMBC, regarding the transfer and future ownership of site.

**IT WAS RESOLVED** RW will contact Mike Swallow for advice and will conclude with Clerk and Wright Hassall legal team.

**12. Parish Council Newsletter** Editorial Committee  
Nothing to report.

**13. Neighbourhood Planning**  
RW advised the process continues and this item had been covered by Sarah James.

**IT WAS RESOLVED** Cllr Lee, Cllr Weaver and the Clerk will continue to work through the process.

**14. Planning Matters**  
14.1 To receive update and status on Planning Applications

Planning Application No.	Site	Proposal
2014/2026 NEW	Land at Becks Lane, Meriden	Remove condition no.14 on planning permission 2013/1624 to provide a hedgerow link from the site to the woodland area to the north.
2014/1971 NEW	Arden Vale, Showell Lane, Meriden	Variation of condition no.9 attached to planning permission 2004/1038.

Signed ..... Chair Dated .....

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2014/2025 NEW	Highfield House, Leys Lane, Meriden	Change of use of an agricultural building to one residential dwelling.
2014/1970 NEW	Arden Vale, Showell Lane, Meriden	Single storey single extension for new entrance & two storey rear extension to form additional day space on ground and first floor.
2014/2013 NEW	Couchmans Farm Harvest Hill Lane, Allesley	Erection of replacement dwelling.
2014/1559 Full Plans Approval	Hollyberry Cottage, Harvest Hill Lane	Change of use to land to keep horses and the permanent provision of stables.
2014/865 Waiting	The Wain House Main Road Meriden	Erect a glass room.
2014/1072 Waiting	The Wain House Main Road Meriden	Listed building consent for a glass room.
2013/994 Full Plans Refusal dismissed 22-10-14	Pertemps Group Limited, Meriden Hall	New office building with basement parking on site of existing car park.

Please note "Listed Building" Planning Application has been given "Listed Building Extension Approval" for Pertemps Planning Application 2014/1117.

A question was raised about the Arden Vale refurbishment and the change of conditions relevant to previous planning applications. The Clerk was requested to contact SMBC Clinical Commissioning and Planning Teams. To date the Parish Council has only received Neighbour and Parish Notifications.

**IT WAS RESOLVED** The Clerk will contact SMBC Commissioning and Planning Teams for update on Arden Vale future.

#### 14.2 Proposed Development of Old Garage and Caravan Storage Site

The Clerk had met with Mr Raj Singh-Dhanda who advised plans had been revised in accordance with Parish Council consultation. Therefore he would be submitting planning application to SMBC.

**IT WAS RESOLVED** The Developer will continue to work with the Parish Council and Planning Officers to achieve a mutually beneficial development for the community.

**Signed** ..... **Chair**      **Dated** .....

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14.3 To receive update on Jephson Housing Association  
There was nothing to report. RW requested this item be removed from standing items on the basis that there has been no update received from Jephson or SMBC for some considerable time.

**IT WAS RESOLVED** The item Jephson Housing Association will be removed from standing items.

14.4 Land behind Caravan Storage & Meriden Garage, Birmingham Road  
The Clerk advised an enforcement notice had been served and was in process. PL stated the notice was in place for 12 weeks and requested the Clerk to contact Mr David Wigfield for an update and future actions.

**IT WAS RESOLVED** The Clerk will contact David Wigfield, SMBC Enforcement Officer.

14.5 Land for Burial  
Nothing to report.

14.6 Daw Mill  
Notification and revised Harworth Estate proposal for planning application has been circulated to Cllrs Kipling and Lynch-Smith together with invitation from Fillongley Parish council to attend public meeting on 27<sup>th</sup> November 2014 at Whitacre Village Hall.

**IT WAS RESOLVED** The Parish Council will continue to monitor.

14.7 A45 Development/Pickford Green Lane  
The Clerk advised notification had been received regarding Coventry City Council proposed development of greenbelt land adjacent to A45.  
A request has been received for Meriden Parish Council to attend a meeting with Eastern Green and Allesley Parish Councils.

**IT WAS RESOLVED** The Parish Council will continue to monitor.

**15. Councillor's reports and items for future agenda**

There were no items raised and the Chair requested Members email the Clerk with future agenda items they wish included.

**16. Date of Next Meeting**

The date of the next meeting will be Monday 15<sup>th</sup> December 2014 at 19.30 at The Pavilion, Meriden Sports Park.

The meeting closed at 20.55 hours.

**Signed** ..... **Chair**      **Dated** .....