

## BOURN PARISH COUNCIL

### The minutes of the Meeting of Bourn Parish Council held on Wednesday 16 September 2015 at 7.30 pm in the Village Hall

**Present:** Cllrs:       Dr Neil Blair (Chairman)               Mr D O'Brien  
                              Mrs S Jagers                                 Mr Les Rolfe  
                              Mr S Jones

**In attendance:**     3 members of the public, Alison Talkington (South Cambridgeshire District Council, Planning Policy Team) and Mrs A Griffiths (Minutes Secretary, LGS Services).

#### **Comments and observations from members of the public and from the County and District Councillors**

Alison Talkington outlined the background and process for Neighbourhood Plans, which give local communities the power to prepare a planning document with statutory input into planning policy, once adopted by the District Council. It was explained that a Neighbourhood Plan must be broadly consistent with the Local Plan, and can include a shared vision for the neighbourhood in such areas as housing, employment, transport, etc. The Parish Council would initiate any proposed plan but the local community should be involved from an early stage. SCDC has a statutory duty to advise, assist and make decisions at key stages. A service level agreement sets out the respective roles of SCDC and Parishes. The stages in the process are: designation of the area covered, with SCDC involvement; production of the draft plan; formal consultation; submission to SCDC; further consultation; examination and finally a referendum. The average duration of the process is two years and the cost approximately £12,000. The implications for the timing of the Local Plan and any potential Neighbourhood Plan were discussed. The experience of Waterbeach was noted. The distinction between Neighbourhood Plans, which when complete become part of the statutory development plan for the district and are governed by regulations, and Parish Plans, which do not have formal recognition, was clarified. It was suggested that the first step would be to set up a working group and establish whether there was enthusiasm in the community for a Neighbourhood Plan. Mrs Talkington was thanked for her presentation and left the meeting with one member of the public.

Former residents of the village spoke about their planning application for a dwelling at Fox Road, Bourn. The Parish Council explained that it had already responded on the application with no objections.

#### **1. Apologies for absence**

Apologies were received from Cllr Aldridge and Cllr Bruce (out of parish).

#### **2. Declarations of interests**

2.1 To receive declarations of interests from councillors on items on the agenda and details of any dispensation held

None.

2.2 To receive written requests for dispensations from members and to grant any request as appropriate

None.

#### **3. To approve the minutes of the last meeting on 15 July 2015**

RESOLVED that the minutes of the meeting on 15 July be approved and signed by the Chairman, after an amendment under item 7.1 to read:

“The Statement of Common Ground on the A14 is to be submitted by Bourn Parish Council on behalf of the Coalition of Parish Councils. The Coalition will submit a view.

RESOLVED to find out further information about a Neighbourhood Plan with a view to the Planning Working Group drawing up the Plan. Cllr Rolfe will find out who is the relevant officer at SCDC so that they can be invited to the meeting.” and to change the heading of 7.5 to read “Footpaths”. (Prop DOB, 2nd SJo)

RESOLVED that the draft minutes should be emailed to members at least two weeks before the meeting to enable members to email the Chairman with any corrections so that the minutes could be approved at the next meeting. (Prop SJo, 2nd SJa)

#### **4. Matters arising from the last meeting or a previous meeting**

##### 4.1 (Open) To consider Neighbourhood Planning and how this could be funded (approximately £13,000), to set up a working group, its membership and terms of reference, and consider the area of designation

RESOLVED to set up a Working Group with the membership of Cllrs Blair, Jones, Jagers Rolfe and O'Brien, and to ask Cllrs Bruce and Aldridge whether they also wish to join the group.

RESOLVED to have an initial meeting and draft terms of reference before the next Parish Council meeting. (Prop NB, 2nd LR unanimous)

RESOLVED to place and article in the newsletter.

##### 4.2 Notice board for Fox Road – to consider situation and if the Council should proceed without the formal permission from CCC Highways

The Chairman reported that CCC was checking on the ownership of the land. RESOLVED as CCC was checking on the ownership of the land to proceed with the installation of the notice board and to apply for the SCDC grant. (Prop NB, 2nd DO unanimous)

##### 4.3 Painting of swings and gym rings – to consider the next steps

RESOLVED that if nothing had been heard from the contractor within 30 days of the Clerk's letter, regarding the breach of contract, to obtain quotes from another contractor.

##### 4.4 (4.2 of 15.7.15) SCDC – Community Infrastructure Levy potential implications

Cllr O'Brien reported that this matter had not yet been resolved as the Local Plan needed to be in place before discussions on the CIL took place.

##### 4.5 Transport Review – to consider the Transport Consultant's report on the A14 Swavesey interchange and Statement of Common Ground

Cllr Jones reported that the report had helped towards the Statement of Common Ground and Elsworth and Boxworth had been pleased with the report. The Parish Council's concerns were still the Madingley interchange and the new A428/A14 junction.

#### **5. To consider planning, tree work applications and any planning related matters**

##### 5.1 Planning applications received since the last meeting

##### 5.1.1 S/1588/15/FL – Fox Road, Bourn – Proposed new 1.5 storey dwelling on land at Fox Road, Bourn – to note response submitted between meetings

The Parish Council had responded with no objections.

##### 5.1.2 S/1500/15/FL – Gills Hill Farm – Demolition of existing commercial buildings and erection of 16 dwellings (including 7 affordable dwellings), POS, access and landscaping

The Chairman summarised the letter of response objecting to the application on the grounds of the development outside the village framework, loss of an industrial site, the segregation of the affordable homes, and residential development in the countryside. Following a meeting at SCDC with Bonnie Kwok, the Chairman had been informed that the developers had been asked by the Design Enabling Panel to revise the design for the affordable homes.

5.1.3 S/1898/15/FL – 6 Baldwin’s Close – Demolition of an existing converted garage and the erection of a new 1.5 storey domestic extension

RESOLVED that the Parish Council had no objections subject to the ash tree T1 remaining as this was a good example of a mature ash tree of which there are few in the village, and if the applicant was minded to remove it full justification should be required as to the reasons for removal. <sup>(Prop SJo, 2nd LR)</sup>

Cllr O’Brien left the meeting briefly at 8.45 pm and returned a few minutes later.

5.2 SCDC Decision notices

5.2.1 S/1391/15 – The Crescent, Fox Road – Erection of a new detached dwelling and double garage including demolition of existing bungalow and outbuildings – Permission granted.

5.2.2 S/0777/15/LB – 25 Church Street – New rear extension door – Permission granted. Noted.

5.2.3 S/0355/15/FL – Broadway, Cambourne – Broadway construction access route to provide temporary vehicular access – Permission granted.

5.2.4 S/1023/15/FL – 24 Riddy Lane – Two storey rear extension and garage – Permission granted.

5.2.5 S/1024/15/FL – 24 Riddy Lane – Two storey rear extension and garage listed building consent – Permission granted.

It was noted that the prospective developer of a site in Fox Road had not returned to the Council with proposals.

5.3 Tree Works applications

The Tree Warden is to investigate an elm tree on the verge at Caxton End which is causing concern.

Cllr Rolfe raised a query as to whether emails to individual members received via the website should automatically be copied to the Clerk. RESOLVED that emails should be forwarded initially only to the addressee, who should then forward them to the Clerk, provided they did not relate to a private matter. <sup>(Prop NB, 2nd SJa)</sup>

**6. Finance, procedure and risk assessment including considering any urgent work required because of health and safety or risk**

6.1 To receive the financial report and approve the payment of bills

RESOLVED that the financial report be received and considered, and that the invoices, statements and bank statements be checked at the end of the meeting by the signatories before the cheques are signed.

RESOLVED that the payments as listed in the finance report, plus CGM (Grass cutting) £620.77 be approved for payment, and Smartwater Technology £84.00 for two signs. <sup>(Prop DO, 2nd LR unanimous)</sup>

Salary	£271.84
HMRC (PAYE/NIC)	£102.00
Five Star Pest Control (Wasp nest removal)	£54.00
CCC (Highways improvement)	£388.75
NC Plumbing (Pavilion plumbing)	£648.09
LvW Highways (Traffic consultant)	£1206.00
LGS Services (Admin support)	£880.33
LGS Services (Admin support)	£851.99

Credits including bank interest, a VAT reclaim and a contribution from Bourn to Run towards a new bench, were noted.

RESOLVED to note that the former owner of the solar park was raising funds to cover the S106 contribution to the Parish Council.

6.2 Play inspection report

None. Cllr O’Brien will contact Mr Haxton.

- 6.3 To consider any matter which is urgent because of risk or health and safety  
RESOLVED to note the Clerk's use of her delegated powers between meetings to contract Five Star pest control to remove wasps from the children's play area at a cost of £54.00 and to extend the warranty on the interactive sign for 8 months with SWARCO at a cost of £181.14.
7. **Members reports and items for information only unless specified**
- 7.1 Planning Working Group  
Nothing further to report. Cllr Jones circulated an article for the newsletter.  
On a proposition by the Chairman, it was agreed to take item 8.4 at this point.
- 8.4 District Cllr F Burkitt – request for support for Cambridge BOLD  
RESOLVED to note the proposal for the guided busway route from Cambourne to Cambridge with interest but that the Parish Council did not propose to support any particular route at present. Cllr O'Brien reported on a City Deal meeting he had attended. The business case for a busway had not yet been made, given that the 2011 census showed car journeys from Cambourne greatly exceeded those made by bus. Whilst the feasibility of a southbound link for the busway onto the M11 at junction 13 was still being considered, work to assess the viability of taking buses off the M11 at junction 11 would be going ahead.
- 7.2 Highways  
Cllr Bruce's report was noted. A start date for work on the Chapel Hill pavement and the outcome of the LSTF application for bus stop improvements, were still awaited. The suggestion of a 50 mph speed limit for Fox Road was raised. It was also observed that Caxton Road was dangerous for pedestrians, pushchairs and riders, and a 40 mph limit for the road for the whole length to Caxton was suggested. Cllr O'Brien undertook to look into the possibilities with CCC.  
RESOLVED that the Highways working group should prepare a list of requirements and report back to a future meeting.  
RESOLVED that Cllr O'Brien should replace Cllr Jones on the Highways Working Group. (Prop NB, 2nd SJa)
- 7.3 Broadway play area and report on meeting  
Cllr Jagers reported on a meeting attended by herself and the Chairman with David Hamilton of SCDC.  
RESOLVED that a letter be sent to the landowner and the architect, with a copy to SCDC, stating that the land was transferred before the landscaping conditions had been complied with, and asking them to restore the condition of the land so that it is fit for play purposes. (Prop NB, 2nd LR)  
RESOLVED to note that a meeting on site will be arranged between David Hamilton and Frank Haxton with a view to estimating the costs of the works required for the Broadway play area.  
Smoke pollution from Rockery Farm had been reported to SCDC.
- 7.4 Damaged "Keep dogs on lead" sign at Hall Close play area – to consider replacing  
.RESOLVED as the sign had been broken and was lying in the ditch to obtain a replacement sign from Algar Signcraft with four pre-drilled holed enabling it to be attached to the fencing.
- 7.5 To consider litter and antisocial behaviour at the Jubilee Playing fields and to decide a way forward  
RESOLVED given the complaints that had been received from residents about glass by the half-pipe and in the small children's play area, as well as fires and a bin in the ditch that Cllr O'Brien should speak to the Police at Cambourne and make enquiries within the village. The PCSO is to be asked to visit and the Parish Council will monitor the situation.

RESOLVED that Cllr Jagers will speak to a resident whose kind assistance with clearing up was much appreciated.

RESOLVED that the Chairman will speak to the litter picker about garden rubbish and debris by the stiles after checking with Julie Maclean.

Cllr Jones left the meeting at 9.52 pm.

**8. To consider correspondence/communications received**

8.1 Resident – ownership of hedge in Alms Hill

RESOLVED to take up with thanks Cllr O'Brien's kind offer to arrange for the hedge to be cut back for safety reasons in advance of the Bourn to Run event.

8.2 Resident request for white lines to mark junction at Hall Close

RESOLVED, given that CCC were not aware of white lining having been present at the junction that Cllr Rolfe should make further enquiries and return to Sharon Maloney at CCC with his findings.

8.3 Bourn Youth Project – request permission for fundraising quiz night

RESOLVED to grant permission for the event, subject to confirmation that it will be covered by the Parish Council's insurance, and of any special requirements, as last year.

RESOLVED given that Bourn Youth Project had been absorbed as a Parish Council Committee on its dissolution, that this should be noted as a Parish Council committee consisting of members Hilary Gretton, Jan Burrell, Suzanne Armitage and Gill Pountain. (Prop LR, 2nd DOB)

8.4 District Cllr F Burkitt – request for support for Cambridge BOLD

Taken earlier.

8.5 CCC Minor Highways Improvement Scheme invitation to bid

RESOLVED that Cllr Bruce should submit an application and that Cllr O'Brien will look into the possibility of speed limit changes.

8.6 CCC Rights of Way Improvement Plan review consultation

RESOLVED to defer this item to the next meeting.

8.7 CCC Draft Cambridgeshire Flood and Water Supplementary Planning Document consultation

Noted.

8.8 SCDC consultation on all out elections

Noted.

8.9 Longstowe Parish Council pleasure ride across bridleways

RESOLVED that Cllr Jagers will place an article in the newsletter.

**9. Closure of meeting**

There being no further business the Chairman declared the meeting closed at 10:15 pm.

Signed \_\_\_\_\_ (Chairman) \_\_\_\_\_(Date)