

Clerk report to Bourn Parish Council meeting on 16 July 2014

Where I have information to support the agenda this is detailed below.

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

Standing orders state - Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.

, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate

the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for a oral response or to an employee for a written or oral response

1.3 and 5.2 To consider dispensations received at the June meeting

The Council has not delegated this to the Clerk so must consider all requests itself. The dispensations received at the June meeting need to be considered by the Council but could decide to delegate this to the Clerk in future for ease of administration.

If dispensations are granted then the Council must decide if the member may be permitted to speak or speak and vote.

If only speak then any representation should be made under the public session and the member must leave when the Council discuss the matter at the appropriate time on the agenda.

4. To approve the minutes of the last meeting on 18 June 2014 – attached.

5. Matters arising from the last meeting of a previous meeting

5.3 (5.2) To decide the terms of reference for working groups and member responsibilities – carried forward at the June meeting.

Until the terms of reference have been agreed no member should be undertaking their appointed role and responsibility as the Council has not instructed them as to what they can do. This should be encompassed in the terms of reference.

These draft terms of reference as provided as a starting point for the Council to consider -

Guidance notes from the last meeting are reproduced below for ease of reference:

All working groups and member responsibilities -

The members as appointed

- are asked to review and monitor their area of responsibility and to report regularly to the Parish Council.
- should make clear recommendation for action to the Parish Council as and when appropriate
- inform the Clerk in advance of the meeting when a Council decision is required so that the item can be added to the agenda supplying a written report and any background or supporting papers as necessary.
- Do not have any delegated authority to make any decisions on the Council's behalf.
- Must have due regard for the Parish Council's Standing Orders, Financial Regulations and other Policies at all times.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out their role more effectively.
- May co-opt up to two parishioners and others to join the group.
- May liaise with other Parish Council working groups and members with responsibility for other areas as appropriate.

Affordable Housing–(In addition to the above terms of reference) the Group is to:

- Define the need and location of affordable housing in Bourn

- facilitate/encourage provision of affordable homes within Bourn (consistent with Bourn's need) and to make recommendation, where appropriate, to the Parish Council.
- conduct discussions with Will Bevan in order to improve parking
- Liaise with the District Council over any possible affordable housing scheme in the village
- May liaise and discuss Bourn's affordable housing need and provision with other parishes, and potential providers of affordable homes, residents in order to facilitate/encourage provision of affordable homes within Bourn consistent with the Parish Council's approved stance on the matter
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

Planning – (In addition) –

The Planning Working Group is asked to consider all applications received and all planning related matters and make a recommendation to the Parish Council on its formal response.

If an application is received between meetings and a time extension cannot be obtained then the procedure is detailed in the Council's Standing Orders will be followed.

Standards Committee

Membership: Cllrs [three members] including a Chairman, with one member as the reserve member.

Terms of Reference:

To meet as may be from time to time required to consider any complaints received in accordance with the Parish Council's policy.

5.4 Appointment of member with responsibility for brook maintenance and to note correspondence

At the last meeting Hilary Gretton was appointed to take responsibility for brook maintenance. However she has declined the appointment:

"I haven't agreed to take on the role of looking after the brook. In fact it is the first time I have heard any mention of it. Could you cancel this appointment asap."

5.5 (9.3) To consider quotations for the public open space at The Broadway if received

Quotations have been sought and will be brought to the meeting if received, along with specifications/prices for picnic tables.

6. Planning

6.1 Planning applications received

6.1.1 S/1501/14/FL – The Grange, Broadway – Erection of war memorial

6.2 SCDC Decision notices

6.2.1 S/1222/14/NM – The Old Station, Old North Road – Non-material amendment to S/1027/13/FL for alterations to windows and roofing with detailing above patio doors – Permission granted by SCDC.

6.2.2 S/1011/14/FL – 14 Alms Hill – Conversion and rebuilding of redundant outbuildings for office use largely on same footprint – Permission granted by SCDC.

6.2.3 S/1012/14/FL – 14 Alms Hill – Listed building consent for conversion and rebuilding of redundant outbuildings for office use largely on same footprint – Permission granted by SCDC.

6.2.4 S/0750/14/FL – 45 High Street – Erection of 2 storey detached dwelling house, garage and carport with store over following demolition of existing house and outbuildings – withdrawn.

6.2.5 S/0757/14/LB – Rose Cottage, 160 Caxton End – Alterations to fireplace and chimney including removal of brick inset – Permission granted by SCDC.

6.3 Tree Work applications

6.3.1 153 Caxton End

7.1 To receive the financial report and approve the payment of bills – attached

7.3 Legionella Testing – to consider re-appointing Primec on a three-year fixed price contract at £130.00 per annum.

Quotes were obtained a couple of years ago and Primec were by far the cheapest.

8. Member reports and items

Members reports are for info only unless specified and the Council can not make any decisions under the items for information. If a member wants the Council to make a decision at a meeting please notify the Clerk in writing at least seven days before the meeting so the item can be added to the agenda.

8.11 Proposal for a coalition of Parish Councils to oppose inclusion of Bourn Airfield and West Cambourne in the Local Plan – Cllr Jones to report (see also the Clerk's note under item 8.12)

Letter sent to Parish Councils:

To: Barton, Caldecote, Cambourne, Caxton, Comberton, Coton, Croxton, Dry Drayton, Elsworth, Eltisley, Eversdens, Hardwick, Knapwell, Longstowe, Madingley and Toft Parish Councils.

Dear fellow parish councils

A Coalition of Parish Councils to oppose inclusion of Bourn Airfield and West Cambourne in the Local Plan

I am writing to suggest that we form a coalition of parish councils to fight the new settlements at Bourn Airfield and West Cambourne, proposed in the South Cambridgeshire's Local Plan. Building an extra 4,700 houses on these sites will put intolerable pressure on the trunk roads in the area (A428, B1046, A1303) and on traffic flows through our villages. These impacts will be exacerbated by thousands of new houses being built as part of the Huntingdonshire's *Eastern Expansion of St Neots*. We face the very real prospect of 9,000 new houses being built along a 10 mile stretch of the A428.

The aim of the Coalition will be to ensure that the Inspector undertaking the Examination in Public of the Local Plan (Laura Graham) understands the impact that these developments would have on our villages and the strength of local opinion against them.

Six parish councils (Bourn, Caldecote, Dry Drayton, Eltisley and Eversden) met recently in Bourn. We agreed, in principle, to form a Coalition to fight the developments. Bourn Parish Council was asked to contact other parish councils and co-ordinate the process of forming the coalition.

We would now like to invite all parish councils affected by the Bourn Airfield and West Cambourne developments to form the Coalition of Parish Councils and to sign the following Coalition Statement, which was drafted at the recent meeting:

The new settlements of Bourn Airfield and West Cambourne are unsustainable and their inclusion in the Local Plan flies in the face of South Cambridgeshire District Council's own commitment to reduce car dependence. There are no

significant plans for employment in this area and, based on the Cambourne experience, 70% of the residents of these new developments will travel to work by car. Consequently, these developments will place intolerable pressure on the already congested local road infrastructure as motorists - faced with traffic jams and hold ups - will use alternative routes through our villages. These proposed 'dormitory' settlements fail the test of sustainability and as the elected representatives of the participating villages we are firmly opposed to their inclusion in the Local Plan and seek to have both removed.

Time is short. We would be grateful if you would discuss the Coalition Statement at your next parish council meeting and let me know, as soon as possible, whether your parish council will join the Coalition. We will then organise a meeting to discuss the Coalition's strategy for the coming months leading to the Examination in Public. The EIP is due to start in mid-October 2014 and will last 3-4 weeks.

Fighting Fund to pay for specialist advice

In order to present our arguments against the Local Plan effectively at the EIP we will need to hire specialist advisors and undertake further analysis.

Although the proposals for Bourn Airfield and West Camborne are wrong on many counts (e.g., traffic, drainage, visual impact), the main reason, which affects us all, is the increased traffic through local villages. Traffic in the rush hours will become intolerable as thousands of cars from new homes in St Neots, Bourn Airfield and West Cambourne seek alternative routes, through our villages, on their way to and from work.

Drivers on the A 428 traffic wanting to get to jobs in Cambridge and the rapidly growing bio-technology complex south of the city already face serious long tailbacks. These occur on the A428 west of Caxton Gibbet, on the A1303 (Madingley Hill) and increasingly on the B1046/A603 at Barton. These bottlenecks will become impossible with the new developments.

Given the importance of transport issues, Bourn Parish Council has hired a transport consultant for two days to advise it on the work needed to produce a Transport Impact Study and to present this to the Planning Inspector at the EIP. The consultant has submitted a draft report, which we have discussed with him. We estimate that we will need another 16 days of his time, in order to:

- critically review the transport models which underlie the transport strategy and the Local Plan;
- advise the Coalition on how to conduct the traffic surveys, which we plan to undertake on selected days in September;
- prepare a Transport Impact Study for Bourn Airfield and West Cambourne, with supporting Transport Assessment, which would be presented to the EIP;
- attend the EIP and possibly make the presentation.

We will also need 2 days of additional specialist advice from experts on, for example, drainage and environmental impact assessment.

We estimate that this will cost, in total, about £12,000. Bourn Parish Council has so far committed £1,000 (for the initial 2 days) and is prepared, in principle, to contribute another £2,000. The StopBAD group could contribute up to £3,000. We need another £6,000, which we hope other parish councils or donors will contribute.

Could you please also discuss this at your next parish council meeting? We need firm commitments by the end of July.

If other parish councils agree, we suggest that Bourn Parish Council manages the Fighting Fund and contracts the consultants, on behalf of the Coalition. We can discuss precise mechanisms and checks and balances later.

I would be grateful if you would reply confirming that you have received this e-mail and letting me know the date when your parish council will discuss these proposals. If you would like someone to come to the meeting to explain the proposal, please let me know.

Looking forward to hearing from you

Best wishes

Steve Jones
Councillor
Bourn Parish Council
Tel: 078 8785 4940

Robert Stone, Clerk to Dry Drayton Parish Council replied to Cllr Jones as follows “Whilst I cannot speak for my Council it seems likely that DDPC will offer support for this campaign.

However, financing is a different issue because as you know we are constrained by legislation on what can be spent with public monies.

If you or others can identify a power or powers that can be used to jointly hire consultants I should be very grateful. One may exist but I have yet to identify what if any powers are available.

This might be a good time to say that if parish councils authorise expenditure outside their powers they can be regarded as acting outside their remit. In other words any expenditure could be deemed as recoverable from them as private individuals.

I suggest that you focus on this issue before committing expenditure by your council.

There is of course absolutely no reason why a combined campaign group should not be formed, and actively fund raise to meet common objectives. This after all is what our political parties do. I therefore recommend that you ensure "precise mechanisms and checks" are in place before expenditure is committed.”

- 8.12 Proposal that the Parish Council commission a traffic consultant – Cllr Jones to report
The Clerk advises - Cllr Jones’ letter to local parish councils indicates “Given the importance of transport issues, Bourn Parish Council has hired a transport consultant for two days to

advise it on the work needed to produce a Transport Impact Study and to present this to the Planning Inspector at the EIP. The consultant has submitted a draft report, which we have discussed with him.”

While I can see that the Council in April RESOLVED to approve and release the sum of £1000 towards the costs of the consultants as this is considered to be research on behalf of the Local Parish Councils. ^(Prop NB, 2nd VB)

While the minutes also indicate the cost of this work is estimated to be £450 - £500 per day. Several local Parish Councils have agreed to contribute to the costs.

I have not issued an order number for this contract nor have I seen any draft report or orders for this survey.

The Council's financial regulations indicate

10 ORDERS FOR WORK, GOODS AND SERVICES

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 Order books shall be controlled by the RFO.

The Council will recall that the Internal Auditor commented on this last year. For spending such as this the auditor will scrutinise it. The Council leaves itself vulnerable if procedure is not followed.

Should the Council wish to continue with the transport consultant then Bourn Parish Council may use the Local Government and Rating Act 1997 S29 as its power to contribute towards the consultant as this is part of investigating the management and control of traffic in the area. <http://www.legislation.gov.uk/ukpga/1997/29/section/29>

The Council needs to be aware that if it receives money from a person or group (eg Stop BAD but not the other parish councils) towards the consultant and report which is conditional on something being received in return then the Parish Council probably will not be able to reclaim back the VAT. As an example if Stop BAD agree to contribute £3,000 so that they can also use the survey this might be considered by HMRC as a third party receiving something in return.

Other parish councils, should they decide to join the coalition and contribute financially, may be minded to use s101 of the LGA to delegate to Bourn Parish Council the procurement of the transport survey and any agreed financial contribution towards it.

9. Correspondence

9.1 CCC Minor Highways Improvements – invitation to bid

A further round of bids for minor highways improvements is attached.

“Cambridgeshire County Council is again inviting applications from communities for the Local Highway Improvement Initiative, the level of funding for the initiative is subject to budget approval but in previous years the Countywide budget has been in the region of £500,000. I attach the application form and supporting documentation, can I remind you that applications should be in line with the guidance given and in the format of the attached documentation.

Please note the closing date for the applications is Friday 12th September 2014. Applications can be submitted to this email address - Local.Projects@cambridgeshire.gov.uk.

The Local Highway Improvement Councillor Panel will assess all applications in October/November 2014. We will confirm the panel dates, times and locations in due course.”

9.2 Rural Services Network – Rural Housing policy review consultation

The Rural Housing Policy Review is now seeking views of parish councils on affordable housing.

Set up by Hastoe Housing Association, the review is exploring what has changed since the production of key reports into rural affordable housing published 2005-2008 and what now needs to happen to assist delivery. The review group is chaired by Lord Best and includes authors of these key reports, Lord Matthew Taylor and Elinor Goodman, plus movers and shakers of rural affordable housing delivery from across the country. Findings of the review will inform recommendations to national policy makers and assist those responsible for delivery. The review has already sought input from local authorities and now is keen to get views from Parish Councils. It is interested in the factors that encourage and deter parish councils from engaging in the delivery of rural affordable housing. By responding, parish councils will help ensure the review is well informed and effective. Completing this short tick box questionnaire will take about 10 minutes and will be enormously helpful to the review group. Please return your completed questionnaire by 25 July to Jo.Lavis64@gmail.com If you have problems accessing the questionnaire or any queries concerning the review, please contact Jo Lavis through her e-mail.

Draft questionnaire response completed by the Affordable Housing Working Group attached for consideration.

Other to note:

Letters of thanks have been received from the Merribourn Club and Bourn Proms for the S137 grant funding agreed.