

## Clerk report to Bourn parish Council 16 September 2015

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

Alison Talkington, Senior Planning Policy Officer at SCDC and Jo Mills, Director of Planning and New Communities, will attend.

3. To approve the minutes of the meeting on 15 July – attached.
4. Matters arising
- 4.1 (Open) To consider Neighbourhood Planning and how this could be funded (approximately £13,000), to set up a working group, agree membership and its terms of reference, and consider the area of designation

The Chairman reports: Bonnie Kwok (Lead Urban Design Project Coordinator), with whom we had a meeting, gave us some very useful examples of other Neighbourhood Development Plans and described some of the funding available. She also explained that her team could provide technical assistance (maps, advice etc.) at a more cost effective rate than external consultancies.

Alison Talkington has provided the following document which gives useful links to information about neighbourhood planning. She writes:

The first document listed under **Locality** gives a good introduction to the subject of neighbourhood planning – ‘A quick guide to Neighbourhood Planning’

<http://mycommunity.org.uk/resources/quick-guide-to-np/> . There is a lot of helpful guidance.

### NEIGHBOURHOOD PLANNING – USEFUL LINKS

#### Locality

The website for Locality is called ‘My Community Rights’

<http://mycommunity.org.uk/programme/neighbourhood-planning/>

Locality is the organisation who are championing all things to do with ‘Localism’ on behalf of the Government. They have recently had their contract renewed and have a new website. They appear to be adding to this website daily On the link for ‘Resources’ there are lots of interesting documents that cover different aspects of planning. The link for ‘Grants and support’ gives more information about what funding is available to a local community from April 2015 – up to £8000 per group.

To help you look for relevant documents in the Resources section I have quickly looked through it to find the documents I have found useful in the past I am creating a link for you here. .

- A quick guide to Neighbourhood Planning’ <http://mycommunity.org.uk/resources/quick-guide-to-np/>
- ‘Roadmap to Neighbourhood Planning’. <http://mycommunity.org.uk/wp-content/uploads/2015/02/Roadmap-worksheets-map-May-13.pdf>
- The Power of Neighbourhood Planning <http://mycommunity.org.uk/resources/the-power-of-neighbourhood-planning/>
- Keep it Simple [http://mycommunity.org.uk/search/?\\_k=keep+it+simple](http://mycommunity.org.uk/search/?_k=keep+it+simple)
- Writing Planning Policies <http://mycommunity.org.uk/resources/writing-planning-policies-by-tony-burton/>
- How to resource your neighbourhood plan <http://mycommunity.org.uk/wp-content/uploads/2015/03/How-to-resource-your-neighbourhood-plan.pdf>

- Other sources of Funding ( I have not seen this one before but may be useful to you – may be a bit out of date as October 2014) <http://mycommunity.org.uk/wp-content/uploads/2015/03/My-Community-Rights-Other-sources-of-funding-1.pdf>
- How much does it cost to produce a neighbourhood plan? Links to various examples <http://mycommunity.org.uk/resources/how-much-does-it-cost-to-produce-a-neighbourhood-plan/>

### **Planning Aid**

Planning Aid England is part of the Royal Town Planning Institute and on their website there is a forum dedicated to neighbourhood planning. <http://www.ourneighbourhoodplanning.org.uk/home>

They have recently publicised that they have produced a suite of [resources](#) to assist those developing a neighbourhood plan. They are designed for use by community groups and provide practical tips and advice on various stages of the neighbourhood plan process from designating the neighbourhood area to submitting the plan for examination.

The resources include a series of 'how to' guides, templates and videos. Topics include:

- [Project planning](#)
- [Resourcing your neighbourhood plan](#)
- [Engaging with landowners and developers](#)
- [Developing a vision and objectives](#)

### **National Planning Practice Guidance**

The online resource provided by the Government to add to the National Planning Policy Framework is called the National Planning Practice Guidance – which appear as questions and answers in plain English. A useful resource for all planning matters -

- <http://planningguidance.planningportal.gov.uk/>

The relevant sections for neighbourhood planning are at the following links

- <http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/>
- <http://planningguidance.planningportal.gov.uk/blog/guidance/strategic-environmental-assessment-and-sustainability-appraisal/sustainability-appraisal-requirements-for-neighbourhood-plans/>

### **Planning Advisory Service**

There is also information about neighbourhood planning on the Planning Advisory Service website which gives invaluable information in a bit more detail. This has lots of links on how to do different aspects of neighbourhood planning.

<http://www.pas.gov.uk/neighbourhood-planning>

### **Newsletter**

The Government recently produced a note celebrating the fact that there are now over 50 neighbourhood plans made – here is the link that lists these plans and gives you a link to the actual plan itself.... I hope all the links still work as I know Arun District Council has just revamped its website! <https://www.gov.uk/government/publications/notes-on-neighbourhood-planning-edition-14> All these plans have the advantage of having been through an examination and an inspector has supported the policies within them.

### **Local Planning Authority sites**

Examples of guidance provided by other local planning authorities are as follows

- Broadlands District Council - [http://www.broadland.gov.uk/housing\\_and\\_planning/4994.asp](http://www.broadland.gov.uk/housing_and_planning/4994.asp) - useful guide explaining how to do a plan step by step

- Herefordshire Council - <https://www.herefordshire.gov.uk/neighbourhood-planning> - they have produced over 30 guidance notes on all the different aspects of plan making
- Wiltshire Council - <http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/neighbourhoodplanning.htm> - they have produced a good guidance note about environmental assessments and neighbourhood planning.  
<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/neighbourhoodplanning/npguidancenotes.htm>
- Arun District Council - <http://www.arun.gov.uk/neighbourhood-planning> - they have a number of made plans so experience of how to do a plan
- Cheshire West and Chester Council  
<http://www.cheshirewestandchester.gov.uk/your%20council/policies%20and%20performance/council%20plans%20and%20strategies/planning%20policy/neighbourhood%20planning.aspx>

And not forgetting the page on the South Cambs website dedicated to neighbourhood planning which says what is happening in S Cambs <https://www.scambs.gov.uk/neighbourhood-planning> ... Worth looking towards the bottom of this page in Useful Documents to the directory of policies which gives an idea of what policies are in made plans.

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

The response from CCC to the Council's request for permission to install the board on the highway verge received the following response:

Thank you for reporting this problem I have added it to our system with **Reference:** NM-91501 / CRno227249.

In future please use the following link to report your highway issues:-

<http://www.cambridgeshire.gov.uk/>

If you click the link to report a highways fault, this will come through directly to the local highway officer for the area, and will also be logged onto our system for future reference.

This is to ensure your highway issue is recorded and dealt with according to our customer response standards.

Alternatively please email our Contact Centre at:-

[highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk)

or phone: 0345 045 5212.

Thank you for your assistance.

A letter was sent to Mark Lloyd highlighting the irrelevance of this response:

The Parish Council recently emailed Sharon Maloney to seek permission to erect a notice board on the Highways verge. It may not be that Ms Maloney was the correct person to write to about this matter, but the reply received, instructing the Council to communicate via the online reporting facility, was less than satisfactory. Furthermore, it appears that the request has been registered as a sign with fading wording, and the map has been marked by the County Council as the wrong location.

The Parish Council regularly uses the online system to report highway faults, but fails to see how this system can be used to seek permission for a new notice board. In addition, it may on occasion be necessary to communicate on other matters which do not fit the limited options on the form, including seeking updates on outstanding issues reported some time previously. The Council

would be grateful if you could let it know how it should proceed with its request, and looks forward to receiving your response.

The letter was acknowledged but no further communication has been received on the matter from either Highways or from the District Highway Manager, despite the Clerk chasing and the requested permission has not been received.

4.3 Painting of swings and gym rings

The representative of CGM who undertook to progress this work in June has since left the company, and in the absence of any further response, the Clerk has written as follows:

The contract for the swings and gym rings painting was issued to CGM in September 2014 and it is now nearly 12 months later!

I consider that this contract has been breached by virtue that it has not been completed within a reasonable timescale and if the work is not completed within 30 days the Parish Council will seek to arrange completion of the works by another contractor and will seek to recover any additional costs incurred on the contract.

I seek your assurance that these steps will not be necessary and that the works will be completed.

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

Deferred at the last meeting – Cllr O’Brien to report.

4.5 Transport Review – to consider report of Transport Consultant on A14 Swavesey interchange

And statement of common ground. Reports attached.

Cllr Jones writes “Here’s the agreed SoCG between the Coalition of Parish Councils and Highways England. There are still areas of disagreement, which I will highlight at the hearing, when it happens.

Items of interest:

Item 4 – traffic calming in villages

Item 6+8 – Madingley/Girton interchange

Item 7 – Narrowing of the A428 as it joins the A14

Items 9+10 – Swavesey Junction (concern of Boxworth and Elsworth).”

Other to note:

Solar Park contribution Chris Poulton has said he has transferred £5,000 (which is not showing on the Council’s latest statement as he may have done it after the date of the statement) and the balance of £5,000 by the end the month.

In response to enquiries from the Parish Council and Stephen Reid of SCDC as to when the £10,000 will be received, Chris Poulton has replied:

As I have explained to you (Stephen Reid) previously, UK Solar Parks Limited is no longer owned by me, however I am trying to raise the £10,000 personally by selling some shares I hold in Thorn Medical Plc, once it lists on the LSE after the summer. Thorn published its intention to list earlier this year (<http://www.thornmedical.com/content/media-centre/appointment-of-registrars/appointment-of-registrars.pdf>) but as yet, they have not given a firm listing date.

5. Planning

5.1 Planning applications received

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

The Parish Council had 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), public open space, creation of new access and landscaping – to note response submitted between meetings <sup>(SJo)</sup>

The following response was submitted to SCDC. The Parish Council recommended refusal. Bourn Parish Council wishes to lodge formal objection to the granting of planning permission for the above mentioned application. The Council's objection is made on the following grounds:

1. The proposal is for 16 dwellings in the countryside outside of Bourn Village Framework as defined in the current Local Plan (2007) and also in the proposed Local Plan (2013). This is contrary to DP/7.
  2. The proposed development would remove a general industrial (B2) site from the village, resulting in loss of employment.
  3. The design of the proposed site appears to segregate the affordable houses away from the market dwellings.
  4. There is insufficient justification for residential development in the countryside to supply rural base enterprise. In fact, the development would result in the loss of rural based enterprise.
- The Parish Council therefore earnestly hopes that South Cambridgeshire Council will reject this application.

Without prejudice to our objection, we might be prepared to entertain a development which increased the number of affordable houses and decreased the number of market value houses and did not segregate the affordable dwellings from the market value dwellings.

Cllr Jones has written:

At the end of the meeting with Bonnie Kwok regarding the Neighbourhood planning [Steve Jones and Myself, 14 Aug 2015] we mentioned the Gills Hill Farm planning application. Ms Kwok said she would investigate it as it did seem that the affordable homes were segregated from the other houses contrary to SCDC policy. She proposed inviting Hill developers to a Design Enabling Panel which is an independent assessment of proposed plans. I have not heard back from Bonnie Kwok as to the outcome of this meeting.

Note that this is for information only as there is nothing for the council to vote on.

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

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

5.3 Tree works applications – none at the time of writing

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

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

6.3 To consider any matter which is urgent because of risk or health and safety

The Clerk used her delegated powers to:

- Contract Five Star pest control to remove wasps from the children's play area
- Extend the warranty on the interactive sign for 8 months at a cost of £18.

7.3 Broadway Play Area and report on meeting

The Chairman and Cllr Jones to report. The Chairman writes:

The field is in a very poor state with very little topsoil and a lot of building debris under the surface.

Frank Haxton has suggested the following works are needed:

Rough specification and ROM costing for preparation of the Broadway rec. area:

1. Clear builders rubble from top 500 mm
2. Land drain to existing ditch at 5 m spacing plus filter medium
3. Add sharp sand/gravel as soil remediation and leveling
4. Provide and prepare seed bed
5. Drill for grass incl. seed
6. 12 month maintenance period.
7. All at ROM cost of £15 K.

We have had email discussions with James Fisher at SCDC who does not believe we have recourse to require the builder to remedy the situation. We are meeting with David Hamilton tomorrow evening (9 Sept 15) and will report the outcome at the meeting. We will need to raise funds through grants etc. to pay for the cost of the works. I will propose we apply for a CHEST grants (£1500) and see if we can apply for other grants / funding.

After discussions with David Hamilton (SCDC Planning) today, he suggested that we formally write to Nick Ward and Peter Jolly stating that the field is not in an acceptable condition and if they could remove the rubble. Can we propose this to the PC.

#### 7.4 Damaged "Keep dogs on lead" sign at Hall Close play area – to consider replacing

The Chairman writes:

Whilst walking Max the other day, I noticed the broken sign in the ditch between the footpath and the school. It looks like it was deliberately removed rather than SCDC removing it. We will need to buy a new one.

#### 7.5 To consider litter and antisocial behaviour at the Jubilee Playing fields and to decide a way forward<sup>(SJ)</sup>

Resident's comments

have both picked up substantial amounts of broken glass again this morning. Would CCTV be advisable/possible? I suppose the police wouldn't be interested.

Once again, I have found (and mostly picked up) broken glass by the half-pipe. However, there are still chips of glass on the higher level which I cannot reach. Perhaps someone more agile could clear it before some child is cut.

(in case you wonder what business it is of mine - I live in Caxton End and walk my dog there each morning, litter-picking as I go. The broken glass on the ground is therefore a not infrequent concern.)

I went to the playground this morning and the small children's play area ( fenced off bit) had glass in lots of places, including under the little swings and on the climbing frame with the slide, and on the slide itself.

How often is the area checked over?

#### 8. Correspondence

##### 8.1 Resident – ownership of hedge in Alms Hill

A resident reported the hedge in Alms Hill to Highways as follows:

Hedge on Alms Hill needs cutting back to allow traffic exiting Rec to see traffic coming from direction of Great Bridge / Bourn Surgery. This is dangerous, esp as many cars come too fast along this section of Alms Hill.

Highways subsequently replied:

The hedge appears to be on private property, and it is not clear who the owner is.

Perhaps you would kindly report this issue to the local Parish Council, who may know who the owner of the hedge is, and they can approach them at a local level.

The resident has informed us "At least two of the owners of the Bourn Brook Barn houses say that their deeds show this hedge does not belong to the owners. Did the PC ever establish who owns it and who should cut it? I seem to remember half the driveway was found to still belong to the builder, who now lives abroad. Perhaps the hedge is also still his!"

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

A resident has requested line markings from CCC as follows:

Original lines designated priority to traffic on the straight section of this road continuing towards no 63, but these lines have disappeared and newcomers and school parents sometimes assume that other directions have priority. I have seen 2 near misses at this crossroads in the past year and i am sure there must have been many more. The give-way lines should be repainted for safety, especially as many children walk by this crossroads on the way to school and back.

Highways have again referred the matter back to the Parish Council:

Unfortunately, there are no records of lining having been present at this junction, and further to searches this is not perceived as an accident 'Cluster site'.

However, we would suggest you contact the local Parish Council to discuss your concerns. They may wish to carry out a consultation with interested parties to obtain their thoughts on this matter, and then contact us directly.

The resident writes:

Perhaps the traffic subgroup, or Les as a Hall Close resident, might like to consider whether priority should be marked at this junction, as CCC Highways mention below. I would have thought it was their job to look at the junction but they aren't going to unless the PC suggests it.

## 8.3 Bourn Youth Project – request permission for fundraising quiz night

Jan Burrell has written:

As in previous years, we are organising a quiz at Bourn village hall on Fri Nov 13th to raise money which we will donate to the Parish Council to be ring-fenced for maintenance of the play equipment at the Jubilee, and for the Youth Club.

Please could you confirm that we can go ahead with this as before, and that we are covered by the PC's insurance? We will comply with their requirements which last year were: Risk assessment sent to you in advance, First Aider in attendance with means to contact emergency services.

We propose arrangements for money as last year:

The cash for entry ('table money'), bar and raffle will be under adult supervision.

We intend counting the takings - cash, and cheques (payable to Bourn PC) - on the Friday night, and will pay out expenses for sundries (mayo/ketchup etc), in exchange for signed receipts. Unsold drinks are locked in the village hall overnight for return the following morning.

We shall make out a simple 'account' for the event, signed and dated by 2 adult BYP members, detailing expenses paid. Drinks are supplied by Bourn Shop on Sale or Return basis; last year the invoice was for £263 - it may be a bit higher this year if prices have gone up. Village hall hire will cost £70.

We will write a cheque for cash received payable to the Parish council and send it, with any other cheques, receipts, and simple accounts, to Gail at the LGS office the following week. We will pay, or forward, the invoices from Bourn Shop and Bourn Village hall as soon as these are received.

Is this all ok? Please let us know any other requirements.

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

As you know, the Greater Cambridge City Deal Board intends to construct a **bus/cycle-way between Cambourne and Cambridge** (and has already budgeted for it), and will be launching a public consultation over the exact route in September.

It will clearly be helpful to everyone if there is positive and constructive dialogue between the villages and communities along the Cambourne-to-Cambridge route, and the City Deal Board/highways department.

We have therefore, locally, formed “CambridgeBOLD”, so that we can use our local knowledge to help the City Deal Board arrive at the best route. By “best” we mean the route that:

- (a) achieves the stated objectives of transporting passengers and relieving congestion
- (b) achieves the broadest-possible local consensus
- (c) is the most ‘deliverable’.

We have launched a website: please click on [www.cambridgebold.org](http://www.cambridgebold.org) to see it. It has a ‘click’ link to download our draft proposals (36 pages, low-resolution; you can also click on an email link to request a higher-resolution or a printed version).

This web-site marks the start of our own public consultation on our draft proposals, in order to:

- (1) raise public awareness
- (2) stimulate debate
- (3) to try to see whether we can reach broad local consensus on the best route....

.... so that we can then present a positive, constructive and helpful response to the City Deal Board in the Autumn. Our sole aim is to help the City Deal Board get on with its process as fast and as smoothly as possible.

We welcome your feedback and comments. Please send them to [comments@cambridgebold.org](mailto:comments@cambridgebold.org). Please note that they may be published.

#### 8.5 CCC Minor Highways Improvement Scheme invitation to bid

Cambridgeshire County Council is once again delivering its Local Highway Improvement (LHI) initiative, which has recently been updated, following a review conducted by County Councillors. Please find attached the new application form and supporting guidance document for applicants. It would be appreciated if you could also circulate this information to any groups in your community that you think may be interested in this initiative.

Please note that the closing date for LHI 2016/17 application forms is **Monday 2<sup>nd</sup> November 2015**. Applications should be submitted to this email address – [local.projects@cambridgeshire.gov.uk](mailto:local.projects@cambridgeshire.gov.uk)

We encourage applicants to discuss their application prior to submission. To do this please contact the Local Projects team on the above email.

#### 8.6 CCC Rights of Way Improvement Plan review consultation

Cambridgeshire County Council's Rights of Way Improvement Plan (ROWIP) was adopted in 2006 as part of the Cambridgeshire Local Transport Plan 2006-2011. The Plan was formulated following considerable research, data gathering and extensive public and stakeholder consultation with the Local Access Forum playing a key part in the plan's development. The Plan is well used and has been invaluable in, helping to bring about improvements to the rights of way network and enhancing countryside access.

The Draft Rights of Way Improvement Plan provides an update to the ROWIP, in line with the requirements of the Countryside and Rights of Way Act 2000. This update summarises the progress made since the ROWIP was adopted in 2006 and sets out future challenges for rights of way and countryside access to 2031 in the form of updated Statements of Action. This draft update to the ROWIP will form part of the third iteration of the Local Transport Plan, which is known as LT P3.



The draft updated plan can be viewed on the County Council's website

Comments are invited on the draft documentation during the consultation period which runs until 21st October 2015.

All comments received will be taken into account when the draft document is finalised for publication in November 2015.

8.7 **CCC Draft Cambridgeshire Flood and Water Supplementary Planning Document consultation**  
**Draft Cambridgeshire Flood and Water Supplementary Planning Document**

I am emailing to inform you that we are consulting on the draft Cambridgeshire Flood and Water Supplementary Planning Document (SPD). The draft SPD has been developed by Cambridgeshire County Council (as Lead Local Flood Authority) in conjunction with the Local Planning Authorities (LPAs) within Cambridgeshire, and other relevant stakeholders.

Once adopted the SPD will support the implementation of and provide guidance on flood risk and water related policies in the Local Plans of Cambridgeshire planning authorities:

- Cambridge City Council
- Cambridgeshire County Council
- East Cambridgeshire District Council
- Fenland District Council
- Huntingdonshire District Council
- South Cambridgeshire District Council

The SPD has been subject to **Sustainability Appraisal, Habitat Regulations Assessment** and **Equality Impact Assessment**, and is supported by a **Consultation Statement**.

**Adoption and Maintenance of Sustainable Drainage Systems in South Cambridgeshire** – this additional document relates to South Cambridgeshire only, and provides additional information on the adoption and maintenance of sustainable drainage systems in South Cambridgeshire that should be read alongside the draft SPD.

**The consultation period runs from 9am on Friday 4 September to 4.30pm on Friday 16 October 2015.**

**How to View the Documents and Make Comments**

The consultation documents are available to view online at:

<http://consult.huntingdonshire.gov.uk/portal/pp/spd/fw>

Paper copies of the documents are also available to view at each Council's offices – details are provided in the Consultation Statement.

Comments can be made:

- **Online:** <http://consult.huntingdonshire.gov.uk/portal/pp/spd/fw> [this is the Councils' preferred method, please contact Huntingdonshire District Council on 01480 388424 if you have any queries relating to making comments using this system]
- By email to: [localplans@huntingdonshire.gov.uk](mailto:localplans@huntingdonshire.gov.uk)
- By post to: Planning Policy, Huntingdonshire District Council, Pathfinder House, St Marys Street, Huntingdon, PE29 3TN.

Please be aware that any representations made on these documents will be available for everyone to view, including your name and the company or organisation you represent regardless of how they are submitted, although contact details will not be made available. Following this period of consultation, we will assess any comments made and may make modifications.

If you need any further information, please feel free to contact Cambridgeshire County Council's Growth and Development Team on 01223 706574 or email

[GrowthDevelopment@cambridgeshire.gov.uk](mailto:GrowthDevelopment@cambridgeshire.gov.uk)

Yours faithfully  
Tanya Sheridan  
Head of Growth & Economy  
Cambridgeshire County Council

8.8 SCDC consultation on all out elections  
Attached.

8.9 Longstowe Parish Council pleasure ride across bridleways – attached.