

Clerk report to Bourn parish Council 21 October 2015

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

1. Apologies for absence – none at the time of writing
3. To approve the minutes of the meeting on 16 September – attached.
4. Matters arising
 - 4.1 (4.1) Neighbourhood Planning Working Group, to consider its membership - attached
 - 4.2 (8.2) Resident request for white lines to mark junction at Hall Close
Cllr Rolfe to report.
 - 4.3 (8.6) CCC Rights of Way Improvement Plan review consultation
Deferred at the last meeting.
 - 4.4 Fox Road notice board to consider how this is to be funded
Applications for the SCDC Community Chest are now closed until April. Does the Council wish to wait and make a new application or fund the notice board itself?
5. Planning
 - 5.1 Planning applications received
 - 5.1.1 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 – amendments and additional information: surface water drainage technical note, renewable and low carbon energy technical note, foul water drainage strategy, contamination strategy and amendments to the site layout plans, elevations, floor plans and section drawings
 - 5.2 S/2340/15/LB – 31 Gills Hill – Internal and external alterations to outbuilding to create 2 bedroom annexe with additional windows and doors and 3 rooflights (resubmission of previously approved lapsed permission ref. S/0168/06/LB and S/0169/06/F – same description used)
Cllr Jones to report.
 - 5.1.3 S/2448/15/FL – Rockery Farm, Broadway – Installation of 2x biomass boilers and 2x drying kilns (retrospective)
Residents correspondence on this and video footage has been circulated.
 - 5.2 SCDC Decision notices
 - 5.2.1 S/1898/15FL – 6 Baldwin’s Close – Demolition of an existing converted garage and the erection of a new 1.5 storey domestic extension – Permission refused.
 - 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.
 - 6.1.1 To consider which bench should be purchased using the Bourn to Run donation
Can the Council please give some consideration as to which bench it wants to purchase using the Bourn to Run donation. Details of benches previously purchased have been sent to the Chairman cost excluding delivery approx £700. The Parish Council will need to consider how it will fund the balance or revise its choice of bench.
 - 6.1.2 Coalition balance of funds^(NB)

There have been 3 invoices from LvW (totalling 6 days + expenses)

1st report - £1320+vat (funded 100% by BPC)

2nd report - £1321.08+vat (shared between the other coalition PCs)

3rd report - £1005 +vat (shared between the other coalition PCs)

The table below shows how much each council committed and how much of their offer is remaining.

Parish Council	TOTAL	Remaining
Arrington	250	120.11
Boxworth	300	208.06
Caldecote	500	240.22
Caxton	1,000	480.43
Elsworth	1,000	480.43
Eversdens	350	168.15
Hardwick	500	240.22
Madingley	200	96.08
Toft	500	240.22
Total	4,600	2273.92

6.2 Play inspection report
Playground Operational Inspection Report for Bourn Parish Council Meeting October 2015
Jubilee Play Field

Repairs/Modifications Completed.

Bench seat in enclosed playground re-fixed to ground anchors.

Rolling barrel bearings greased.

Embankment Slide. Rubber tiles at the end of the run-out to be replaced. Debris and garden waste to be cleared from the area at top of slide.

Rolling Barrel. Ditto to eroded area.

Timber Logs. Re-fixing the detached timber log should be undertaken ASP as the attachment bracket in the grass is a hazard. Risk: M

Note: This hazard has been outstanding for some time. The PC's decision was to have the log re-fixed. I will however remove the protruding bolts if the log is not to be replaced.

Reactions Eclipse Multi-play. This is the rope topped climbing frame with two, stand-on roundabouts. The upper bearings of the roundabouts have been monitored for some months as they are becoming progressively more stiff and noisy. It now appears that the bearings are either loose in their upper housings or roundabout axis is becoming misaligned due to foundation failure under the lower bearing plate. Wicksteed should be required to inspect and repair ASP. Risk M.

Cantilever Swing. The Annual Report recommended greasing of the bearing at the apex of this swing. Wicksteed should be requested to carry out this work when the equipment above is maintained.

Playground Access. Grass and undergrowth on the access from Caxton road and Caxton End has been cut back but broken fencing, overhanging branches, and trip hazards on the path remain. More attention should be given to these paths in particular to repairing or removing the collapsed fencing. Risk M.

Half-pipe Area. It is noted that youths are assembling in the area around the Half-pipe. There is evidence of a small fire having been made on the grass between the half-pipe and the wooded border. The fire appears to have been well controlled and debris cleared away. Apart from litter being left and thrown in the bushes, no significant damage has been done. We need to encourage an attitude of tolerance to this and consider provide for the social needs of the youth of the village and surrounding area.

Hall Close Play Field

Works Completed Last Month. Minor repairs to the litter bin. Culvert fencing re-tensioned.

Gym Rings. As this item is to remain it should be included in the forthcoming re-painting programme.

Re-painting Programme. The proposed re-painting of the play equipment should be undertaken before the weather deteriorates.

Wooded Border. The wooded border separating the play area from the bridleway has been partially cleared to provide adventure play area for elder children as recommended by Natural England and CABE. The area is now being used as expected. However, the job has not been well done and further clearance is necessary if the area is to be properly and usefully developed.

Frank Haxton

11 October

2015

01954 718 321

Clerk's note: The Parish Council's decision in January 2015 was "The timber log is not to be refitted."

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

6.4 Annual Audit completion and to consider any comments or qualifications
The audit has been completed by Littlejohn and there were no comments or qualifications. The end of audit notice has been published on the notice board and will remain for the required two weeks.

6.5 Pensions regulator – automatic enrolment

The Pensions Regulator has written “The law on workplace pensions has changed. Under the Pensions Act 2008, every employer with staff in the UK is required to automatically enrol those who are eligible into a workplace pension scheme and contribute towards it. Your staging date is 1st February 2017. This is the date the law comes into effect for you.

Key steps –

Find out who to enrol

<http://www.thepensionsregulator.gov.uk/employers/check-who-you-need-to-enrol.aspx>

Check that your payroll processes work for automatic enrolment

Choose a pension scheme

Raise awareness amongst your staff

Information on all of these key steps can be found in our

[step-by-step guide to automatic enrolment](#)

Start your preparations now. Use our [planning tool](#) to help you find out what steps you’ll need to take to prepare, when to take them and approximately how much time to allow.”

Enrol My Staff has a list of pension providers (*but not advice on which one to use*)

can be obtained from <http://www.enrolmystaff.co.uk/>

NB the Clerk is an “entitled worker”

The Clerk advises the Council to seek advice from an independent pension advisor.

7. Members items

7.2.1 Proposal that the Council increases its contribution to the Chapel Hill improvements from £1000 to £1500

Cllr Bruce has written:

I have received the following email from CCC regarding the work on the bank/pavement on Chapel Hill. The original estimated cost for the work was £12,000 of which £11,000 was coming for the CCC grant with Bourn PC paying the other £1,000.

As you can see from the below email, the actual cost is £15,500, and CCC have very kindly agreed to fund the difference., which is great news. They are however asking if the PC would still be able/willing to pay the agreed £10% of the total cost, which would increase our contribution from £1,000 to £1,500.

I know we have more than enough in the “highways pot” to cover the extra £500. The sooner we can give the okay the sooner she can finalise a date for commencement of the work. She has told me that she hopes to have it all completed before Christmas.

Please let me know ASAP. I will bring the drawings to the next PC meeting.

Sophie Parsons of CCC had sent the following email referred to above:

Thank you for your patience throughout this process, I can confirm that I have now received and had a chance to look over the target costs for your LHI.

The total project costs has been estimated at £ 15,501.20, this is to include;

- Cutting back of hedges/ trees
- Cutting back and removal of overgrown vegetation on the footway
- Extending the width of the footway to 1.5m wide
- Overlaying the entire footway – so that the surface to smooth and without faults
- Erection of a concrete slab wall

I understand that this presents itself as being over budget. However, I have spoken with my line manager who has ensured that CCC will pick up the additional costs associated with the project. However, on your original bid form it does say that the Parish are willing to contribute up to 10% of the total project costs – please can you confirm that the Parish are able and willing to contribute the new 10% of approximately £1,550.12?

I have attached three drawings for your reference and for the Parish's consideration. The drawings do have quite a bit of technical terms in it but the main points of the works have been described above.

If you have any further questions please do not hesitate to contact me, I look forward to hearing the Parish's thoughts,

7.3 Better City Deal campaign – Girton interchange proposal

Cllr Jones to report.

Subject: Girton Interchange - Better City Deal's proposal

Dear Councillors and Members of Parliament,

The Better City Deal campaign has proposed a new design for the Girton Interchange, which creates the all-ways connections that residents and businesses have long asked for. It will relieve congestion on the A1303; is likely to cost less to build than Highways England's proposal; and will have a lower environmental impact - particularly with respect to noise pollution, which will be greatly amplified if the A14 westbound is elevated in the way that Highways England proposes.

You can find details here:

<http://www.bettercitydeal.com/a14-girton-interchange/>

We invite you to support, by including reference to our proposal in correspondence to Highways England. Some of you are parties to Statements of Common Ground with Highways England and therefore still have a voice at this stage in the consultation-examination - though the deadline for the current phase is Monday (28 September).

We believe that it should be a top priority, both for the County Council and the City Deal board, to press for an all-ways junction at the Girton Interchange along the lines that we are proposing, as the benefits for the local economy and labour mobility are readily apparent.

It should be recognised that this is a key component of the transport package required to make the proposed housing developments at West Cambourne and Bourn Airfield viable. We will be proposing more detail about this in time for the City Deal consultation on the A428/A1303/Madingley Road corridor, due to start on 12 October.

All comments and suggestions for improvements welcome.

Better City Deal is a newly formed campaign group, comprising a team of volunteers passionate about getting transport right in the Greater Cambridge region, and using City Deal money in the best possible way to achieve that. The campaign's mission and ten-point plan can be found at

www.bettercitydeal.com/plan

Regards,

Edward Leigh
Better City Deal campaign
www.bettercitydeal.com
edward@bettercitydeal.com / 01223 312 377 / 07941 471 573

7.4 Roles and responsibilities list
Cllr Rolfe to report.

7.5 Solar Farm S106 contribution – to consider how this should be utilised

Chris Poulton has paid £7,500 of the £10,000 to date and has apologised and hopes to pay the balance soon.

6.6 Local Council Award Scheme – to consider the renewal requirements

Please consider registering with NALC as soon as possible. You don't need to have the criteria in place when you do this. It would be a big help to us and your local panels to be able to plan workloads. It won't take long! Maybe put the kettle on, fill out the form in the time it takes the kettle to boil, and you will have peace of mind that you have registered – and a cup of tea!

- When you register with NALC you will be sent an application form that you will need to complete and send in to your local panel coordinator – another reason to register early
- I would highly recommend contacting your county association to confirm local deadlines for accreditation applications.
- When filling out the application form make sure you provide **a direct web page link or evidence for every single criteria**. The panels will be busy accrediting a large number of councils towards the end of the year, so make it clear and easy for them. It would be a real shame to miss out on an award because the panel couldn't find a document that did exist but was hard to find.
- Read the explanation of the award criteria in the award scheme guide carefully. You can download a pdf or word doc version from <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>
- The 12 continuous professional development points at the Foundation level are based on the guidance produced earlier this year. This can be found, alongside a template recording sheet, at <http://www.nalc.gov.uk/our-work/improvement-and-development/national-training-strategy> under the 'continuous professional development for clerks' heading

The Improvement and Development Board will be reviewing the Local Council Award Scheme annually and would very much welcome your views of the scheme, whether you choose to continue or not. The annual review survey is at this link <https://www.surveymonkey.com/r/WDWYN8D> and the deadline for responses is 6th November. Whatever you decide about your future involvement in the Local Council Award Scheme I would like to express my and NALC's gratitude for your involvement and input to date. 555 councils took up the free foundation year (out of the 665 who were eligible) making the first year of the scheme a great success. It has been interesting and useful to hear from you, meet some of you at various events, have you involved in the scheme, and generally to learn from you all. I do hope to see a good proportion of you in the Local Council Award Scheme in 2016 and beyond!

And finally - visits from the Department of Communities and Local Government

Officers at the Department of Communities and Local Government are planning to arrange a number of visits to town and parish councils over 2015 and 2016. They would like to learn more about how these councils operate and to see examples of best practice in the sector. To help with this, NALC has agreed with DCLG that the councils approached to host these visits will be drawn

from those that have taken part in the Local Council Award Scheme. If your council has received an award under the Local Council Award Scheme (including the free Foundation year), then your council will be included in the list given to DCLG for potential visits.

This does not mean you will be guaranteed contact or a visit from the Department, but it reflects the calibre of the councils that have chosen to take part in the scheme as well as the Department's involvement in set up and design of the Local Council Award Scheme. I hope in future that more opportunities of this nature can be arranged where we can highlight the very best councils in the sector to Government and other national stakeholders.

If you would like any other information then please don't hesitate to get in touch.

Best wishes,

National Association of Local Councils

8. Correspondence

8.1 SCDC invitation to attend meeting on Bourn Airfield

Following your letter to Cllr Robert Turner, I would like to invite you to a meeting with Robert and Cllr Tim Wotherspoon so that we can discuss Bourn Airfield and explore how to move forward. We will also invite the other neighbouring ward councillors and parish councils.

In preparation for the meeting, I will respond to some of the points in your letter.

Firstly, the Inspector has asked for some additional work to be done for the Local Plan but she has not commented on the merits of any particular site in the submitted Plan. She referred to Bourn as an example, but she had been neutral on her views on any site. She has not held any site specific sessions yet, and has only considered broad policy matters. The additional work for the Local Plan is well underway and the relevant reports will be published on 9 November. The timetable of meetings has been sent to members and parish councils, but just as a reminder the public meetings will be on: Tuesday 17 November – Joint Strategic Transport & Spatial Planning Group (am), SCDC Portfolio Holder Meeting (2pm), Cambridge Development Plan Scrutiny Sub Committee (5.30 or 6pm start). Special Council meetings for both Councils will be held on Monday 30 November – CCC (6pm usual start time) & SCDC (6pm) to agree the material for public consultation to start on 2 December.

I would like to clarify the position with Countryside Properties.

In line with recognised good practice, the Council recommends all those intending to submit planning applications to have pre-application advice. There are applications submitted in villages across the district, where there is local opposition to the proposal. Some of these sites have been included in the submitted Local Plan and others are completely speculative. In all instances we give advice if it is sought, and we could be liable to legal challenge if we refused to give pre-application advice on the basis that we were not treating applicants fairly.

Countryside Properties has requested pre-application advice, and provided a draft Planning Performance Agreement with outline timetable for the submission of a Development Framework Document and subsequently a planning application for the Bourn Airfield. We would like to discuss their proposed approach with you. We have not 'encouraged' this approach, but rather, this is one of numerous approaches from promoters of all sizes of development across the district.

We recognise the local opposition to development at Bourn Airfield, and have always accepted that the submitted Local Plan should be tested through the Examination in Public. The

position for Waterbeach is fairly similar. The proposed new town is opposed by the Parish Council and local councillors, and they will express this view to the Local Plan Inspector. Like Countryside, the promoters for Waterbeach have requested pre-application advice and submitted a draft Planning Performance Agreement. We have discussed this with Waterbeach Parish Council and agreed how we will work together. This agreement is published on our website alongside the area designation for the Waterbeach Neighbourhood Plan. Waterbeach Parish Council has said that if the new town goes ahead, the Parish Council wants make it as good possible.

I hope you agree that it will be wise to meet, and we will canvas for suitable dates.

Of course, please get in touch if you have any questions or queries.

Regards

Jo

Jo Mills | Director of Planning and New Communities

8.2 Cambridge City Deal consultation on bus journeys from Cambourne to Cambridge **Have your say – Cambourne to Cambridge – better bus journeys**

The Greater Cambridge City Deal is consulting on better bus journeys for the Cambourne to Cambridge area. The proposals aim to create speedy and reliable bus routes between Cambourne and Cambridge, including:

- Bus lanes on existing roads
- Bus-only routes
- New Park & Ride
- Pedestrian and cycling facilities

Find out more and have your say online at www.gccitydeal.co.uk/cambourne-to-cambridge by Monday, 23 November.

The information will also be on display at staffed exhibitions:

St Neots	Tue 27 Oct	10:30-13:00	Tesco Extra, Barford Road, PE19 2SA
Bourn	Wed 28 Oct	17:00-20:00	Village Hall, Short Street, CB23 2SG
Coton	Thu 29 Oct	18:00-20:00	Village Hall, Coton, CB23 7PL
Cambridge	Mon 2 Nov	17:00-20:00	Roger Needham Building, University of Cambridge, CB3 0RB
Hardwick	Tue 3 Nov	17:00-20:00	Primary School, Hardwick, CB23 7RE
Cambourne	Wed 4 Nov	16:00-19:30	The Hub, High Street, CB23 6GW
Cambridge	Tue 10 Nov	17:00-20:00	Lucy Cavendish College, Lady Margaret Road, CB3 0BU
St Neots	Wed 11 Nov	17:00-20:00	The Priory Centre, Priory Lane, PE19 2BH
Papworth Everard	Thu 12 Nov	18:00-20:00	The Vinter Room, Vinter Close, CB23 3RU
Highfields Caldecote	Wed 18 Nov	18:00-20:00	Caldecote Primary School, Highfields Road, CB23 7NX
Cambourne	Thu 19 Nov	11:00-13:30	Morrisons, Broad Street, CB23 6EY

In the meantime, please do not hesitate to contact us, should you require any further information.

Kind regards,
The Greater Cambridge City Deal team
01223 699906

8.3 South Cambs police – solutions to problem parking

Dear Parish Councillors

First of all let me begin by thanking you for attending our meetings to discuss the ongoing issues felt by your communities in relation to nuisance or inconsiderate parking. I do know there were a number that would have liked to have come but simply couldn't for a number of reasons.

The purpose of this email was to update those who couldn't attend and to remind those that did of what was said for further discussions in your meetings.

I recall that some of the parishes hadn't been represented at the Spring Policing Panel meetings and were unaware of why it had become necessary to have an additional conversation about parking.

At the panels Chief Inspector Sutherland gave an overview of where the Police felt we were in terms of reduced crimes in our neighbourhoods and the issues the Police faced in maintaining our focus with ever reducing resources. The Crime & Disorder Reduction Partnership 12 month priorities of protecting the vulnerable were explained as was how and why it was necessary to risk assess and prioritise how we would conduct our business over the next 12 months.

We took many questions from attendees and it's fair to say that there were several on issues of thoughtless and inconsiderate parking.

The Police position is clear. We cannot do what we have always done any longer. We will not prioritise action against nuisance parking unless there is a clear risk of harm coming to someone. The County and I review all incidents of collisions where there has been a fatality or serious injury to ascertain what can be done to prevent recurrence. There have been no such incidents in South Cambs in the past 12 months where visibility reduced by parked vehicles has been a significant factor.

The panel attendees asked us to consider what options were available to the community to deal with the problem for themselves. We discussed;

1. ***Could the Police provide a form of words on headed notepaper that could be printed and placed on offending vehicles.***

I do not support this;

Volunteers would be acting without support or the sort of protective equipment that PCs and PCSOs wear.

Some people become irrationally violent when they see strangers touching their vehicles.

There was a high likelihood of an ugly confrontation in the street – I would hate for a well-meaning volunteer to be assaulted because of a process that I put in place.

There is the possibility of allegations of criminal damage made against volunteers.

Potential for discord within the community.

One area thought they might still do this albeit they accepted they would need to come up with the format themselves and take appropriate precautions.

2. ***Could the Constabulary create a parking version of Speed Watch whereby we are sent an image of an illegally parked vehicle and we write to the RO.***

We cannot support this option;

We would be overwhelmed by images of vehicles which may not actually be illegally parked (waiting, actually still moving but doesn't appear so, not showing restrictions in images etc etc)

We would be overwhelmed by images of vehicles belonging to neighbours in the middle of neighbour disputes.

We might have to employ someone to administrate the checks, the letters and the subsequent complaints and appeals processes.

The use of PNC for this purpose might not be lawful – access to the data on the system is only accessible for a policing purpose and for each check the officer conducting the check is personally liable.

3. ***Could the County take over responsibility of parking as in our major urban areas.***

We approached DC. At this time there are no plans to take this on.

Enquiries with County reveal;

A Parking Enforcement Officer costs about £30k PA when taking into account salary, employment, administration, pension costs etc.

+ Office Costs

+ an appeals and admin process team

+ Vehicle

The County Council estimate a scheme for an area the size of SC would cost £150k PA.

Initially this would need to be met by a rise in the precept.

Long term it might self-fund as unlike with Police, ticket revenue does not go direct to the Chancellor and can be used to self-fund the scheme. Long term you would all need to be sure that it could consistently issue 100+ tickets a week or inevitably there would have to be a rise in taxes. Personally I think that would be achievable initially but I doubt it would beyond six months.

Moving responsibility for parking enforcement to County is a legal process involving ministerial support. It would not be simple to reverse (I'm not sure it's ever been done) and once it's gone across Police/ PCSO cannot continue to issue tickets for offences other than obstruction.

4. ***Can Parishes buy a PCSO just to do parking complaints –Could we hire a PCSO on overtime.***

PCSO costs about the same as PEO with on costs too. Additionally they're over-qualified for the role of simply disrupting nuisance parking.

PCSO normally cost about £45 an hour if required for an event – this is partly due to administration costs.

An option may be the offer from the parishes of a conditional grant to a Community Parking Fund. This would allow the Constabulary to consume the administration costs and do its bit to help.

A grant of £1k would allow a PCSO to be deployed for 42 hours outside of their normal duties on voluntary overtime.

Some of the parishes are quite small and perhaps they could join a syndicate with others - we would prefer it not to be more than 4 to a syndicate and remain within the geographic Policing Panel Areas to make it manageable and give value.

We would recommend that the hours are spread over 6 months. This makes finding volunteers easier and also would tend to make the period of enforcement longer to potentially change behaviours.

Areas for attention should be determined by the parishes however ultimately discretion of whether to ticket or educate remains with the PCSO.

Would be managed by their area Policing Team and a breakdown of activity would be given to the parishes.

Revenue generated would not go to the Police or parishes but still go to the Chancellor.

Overtime would include travelling to the parish – the Constabulary would do its best to ensure the PCSO started at the local Police Station.

Should the PCSO be taken away for a major incident that time would not be deducted from the parishes' hours.

Can I ask that you take this information away to your meetings for further discussions. There is of course an unwritten option which is that you choose to do nothing and we stay as we are dealing with issues as we come across them but not prioritising parking as a day to day issue.

Can I ask that if you would like to discuss the Community Parking Fund as an option for your parish that you come back to us as early as you can in September please (I think a few of you have meetings mid-September so as soon as you reasonably can after would be great).

Kind Regards.

Richard.

T/Insp Richard Isley
Safer Neighbourhood Manager
Cambourne Police Station

If there is interest from your parish in the Community Parking Fund, please notify the PCSO for your village, myself or Inspector Isley (richard.isley@cambs.pnn.police.uk) as soon as possible.

Many thanks,

PC 1477 Murphy

Cambourne Police Station.