

Clerk report to Bourn parish Council 20 July 2016

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

1. Apologies for absence – Cllr Jones (illness)
3. To approve the minutes of the meeting on 15 June 2016 (attached)
5. Matters arising
 - 5.1 (5.2) Interactive signs – to consider maintenance contract and call out charges
Quotations will be brought to the meeting.
 - 5.2 (5.5) Notice board at The Broadway – to consider costs of supply and installation
Details of costs will be brought to the meeting. An updated quotation has been sought from Cambourne Parish Council.
 - 5.3 (7.2) CGM contract
 - 5.4 (7.3) SCDC proposed culvert work at Hall Close
I am sending an email to make the parish aware that I am intending to have some works carried out on the culvert to improve the safety and also some underground shallow pipe work behind the community hall on Hall close, bourn, this works requires the use of a Mini digger. I am not sure of when exactly this is likely to be carried out as of yet but it should be underway in the next month and if there is any concerns then I can update you once this is booked in, the works is only expected to last 2/3 days.
Would it be possible to put this forward to the parish for me please?
Kind regards,
Liam Flatters | Land and Contracts surveyor
 - 5.5 (10.3) Proposed interactive sign for Broadway, and suggestion of use of Energy Grant to fund this
Deferred at the last meeting.
 - 5.6 (10.4) Employee Pension Scheme – report and recommendation from the Working Group
The Chairman and Cllr Proud to report.
 - 5.7 (11.1) Hemlock and request that the Parish Council consider what action is necessary and also purchase two face visors – update
Cllr Proud to report.
 - 5.8 (11.4) Grass cutting of the memorial site – to consider quotation if received
Quotations will be brought to the meeting if received.
 - 5.9 (10.5) Bourn Airfield/Wincanton Liaison Group convenor appointment
 - 5.10 (7.2) Hall Close play area biodiversity area – to consider the exact specification for the area
6. To consider reports on the progress of all ongoing projects and to see if any further action is required
 - 6.1 Broadway Public Open Space – Working Group to report.
 - 6.2 Installation of double yellow lines at Hall Close
The consultation ends on 23rd July. Residents' comments will be considered at the next meeting.
 - 6.3 Green Energy S106 funding – Working group to report

6.4 Fencing/access to Jubilee Ground from Caxton End

Cllr Blair has written:

“I have attached photos of the path from Caxton End to the rear entrance of Jubilee Playing Fields. I have numbered the photos as you walk along the path and into the Jubilee Playing Fields. This area does need some maintenance; cutting back bushes and trees, however these are on the path itself rather than overhanging from the house as such. Did we establish who owns this land that the path is on? I doubt it would be the house to the right of the footpath? I suspect it will be either SCDC land or ours as part of the lease for Jubilee Field?

I don't think at this stage we can write to the householder as I don't think it is their problem.

I think this is also where some of the hemlock is growing?”

The Clerk reports that the lease indicates that the Parish Council is responsible for maintain the land in good condition and to keep all buildings and other structures standing thereon in good and tenable repair and to do all necessary repairs to walls, fences, hedges, gates and other means of enclosure of the land.

6.5 Brickwork at Pavilion

7. To consider planning, tree work applications and any planning related matters

7.1 Planning applications received since the last meeting

7.1.1 S/1200/16/FL – David's Lodge, Old North Road – Single storey side and rear extension and associated internal alterations

7.2 SCDC Decision notices

7.2.1 S/1378/92/O – South of A45 Caxton/Bourn – Confirmation of discharge of conditions of S/1371/92/O (original Cambourne application) – Permission granted.

7.2.2 S/1009/16/FL – Langfield, 30 Caxton End – Demolition of existing single storey rear sunroom extension and erection of new single storey rear extension, 1st floor extension to front and internal alterations – Permission granted.

7.2.3 S/1021/16/FL – Rockery Farm, Broadway – Installation of one biomass boiler and one standby drying kiln – Permission granted.

7.2.4 S/1031/DC – Gills Hill Farm, Gills Hill – Discharge of Condition 10 (contamination) of S/1500/15/FL parts a and b only – Permission granted.

7.2.5 S/0796/16/DC – Fox Farm, Old North Road – Discharge of condition 4 of listed building consent S/1359/14/LB – Permission granted.

7.2.6 S/2339/15/FL – 31 Gills Hill – Internal and external alterations to outbuildings to created two bed annexe with additional windows and doors and 3 rooflights (resubmission of lapsed permission) and S/2340/15/LB – as above, listed building consent – permission granted.

7.3 Tree works applications – no notifications received at the time of writing.

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

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

8.2 Play inspection report and to consider any works required

8.3 To consider any matter which is urgent because of risk or health and safety
None at the time of writing.

9. Members' items

9.1 Planning Working Group

9.2 Highways Report

9.3 Lorries through the village

Cllr Blair to report.

A resident phoned me on Monday evening to say that on the 21st & 27th June, a Wincanton lorry overshot the Bourn Airfield entrance and had to turn around at The Drift. She has registration numbers available. Steve Jones can report this to the Wincanton contact who is working to keep on top of this sort of problem. I explained to the resident that the Wincanton signs were temporary and they were waiting for the correct signs to be erected.

The resident also said that an Arrowhead large tipper lorry (class 2 in old terms) travelling to the Hills Site came through the village very fast, setting off the 30 MPH flashing sign along Broadway.

She contacted the company to report this, and they seemed very abrupt (possibly a family firm?) and denied that any of their lorry drivers would exceed the speed limits. She wondered if it is possible to ask Hills if they could instruct lorries to arrive along the B1198 / B1046 rather than through the village, especially when the building works commence and there are many more lorries arriving for deliveries.

Is this best handled by an agenda item at the next meeting proposing that we contact Hills and ask if they could direct lorries to enter and leave via Fox Road / Gills Hill?

9.4 Clerk's annual review (confidential) ^(NB)

The Chairman to report.

9.5 Bourn Parish Council's successes – to note

10. Correspondence

10.1 Allotments Association – ditch and site maintenance

Gill Pountain writes:

“According to 5a the PC is responsible for maintaining the drainage ditch adjacent to Hall Close properties as well as the boundary fence.

1. As a gesture of goodwill to the adjacent tenants we did recently cut the vegetation in and either side of the ditch, which had obviously not been done at all this year by the PC. It is a deep, steep-sided ditch and it is not easy for some of us old folks to cut.

(I gather one or more tenants have also complained about weeds coming under their fence which we cannot really do anything about and maybe s cambas as the landlord can help them with that if appropriate. Les has another hat representing such tenants so might know if that is appropriate)

2. I believe that the drainage along the ditch is impeded at a couple of points - Martin and Robert - can you clarify to Gail and Les - ? show Les exactly what the issue is?

This may impact on the neighbouring tenants too.

So, it seems from the that the PC should be including one or 2 cuts per year of the grass and vegetation in the ditch, otherwise it may become overgrown with brambles etc.

And the patency of the ditch should be maintained by the PC.”

Allotments Agreement attached.

10.2 SCDC – resident request for drain connection from Recreation Ground to 44 Caxton End
We at South Cambridgeshire District Council have received a request from Darren Preston of No.44 Caxton End, Bourn to make a foul connection from his property to the foul drain run that is located

approximately 5m from the boundary of No.44 Caxton End on to the Recreational ground at approximately 4m deep. The works are planned to last between 2 and 3 days.

I have put together a plan of the proposed request and attached for your information.

Would it be possible to put this forward to the Parish for consultation?

Liam Flatters | Land and Contracts surveyor

Plan attached.

10.3 Resident proposal for use of agricultural buildings

Please find attached proposal I have discussed with SCDC this morning. I would like to put it to Bourn PC at their meeting next Weds.

Proposal attached.

10.4 3C shared services – Naming of 16 plots off Gills Hill Bourn

Hills Partnership are proposing the street name Granary Court or Green Acres. SCDC is inviting the Parish Council's comments on, or agreement to the use of the proposed names.

10.5 City Deal – tackling peak time congestion in Cambridge

“We would like to know the views of the parish on our eight-point package to tackle congestion in Cambridge. The proposals aim to transform people's ability to travel into, out of and around Cambridge by providing more efficient, safe and reliable capacity for travel, without the need to get in a car.

The package includes:

- Better bus services and expanded use of Park & Ride
- Better pedestrian and cycling infrastructure
- Improved public space and air quality
- Peak-time Congestion Control Points (PCCPs)
- A Workplace Parking Levy
- On-street parking controls
- Smart technology
- Travel planning

Information is available online at www.gccitydeal.co.uk/congestion, at community hubs and at employment locations across Cambridge, South Cambridge and beyond. A series of events and exhibitions will be held in July, September and October where people can find out more information and speak to members of the project team. Please see the attached Poster for further information.

If you have any questions, please do not hesitate to contact us by email at city.deal@cambridgeshire.gov.uk, by phone on 01223 699906 or by post to City Deal Team, SH1311, Major Infrastructure Delivery, Shire Hall, Cambridge CB3 0AP.

Kind regards,
The Greater Cambridge City Deal Team”

10.6 District Cllr Francis Burkitt – City Deal Bus Hub

Cllr Burkitt writes:

I am the District Council's 'portfolio holder' for the Greater Cambridge City Deal (GCCD), and I am Vice-Chairman of the Executive Board of the GCCD. I am writing this letter to the Chairs of all the SCDC Parish Councils, and copying it to all my fellow District Councillors.

The GCCD has a number of themes, one of which is much better public transport, not just in the city but ensuring good links into the city from South Cambridgeshire and beyond. This is a complex topic to achieve and will take time, but one component could be the creation of a network of 'bus hubs' throughout the District.

The 'hubs' might perhaps:

- be 1-2 acres in size
- be well-located on or close to a main bus route or railway station
- have a modest-sized car park (perhaps 20-200 spaces, depending on the nature of the village, the bus route, the catchment area and the likely usage)
- have secure covered cycle parking, and either have good cycle access or be in a place where cycle access routes could be created
- have space for buses to inter-change passengers
- have shelters for waiting passengers and real-time bus information
- have good car access.

I want to be very clear that a 'hub' would not be anything close to the size or scale of a Park & Ride. It would be much smaller and much more local, for use by the village and perhaps some neighbouring ones. It is primarily intended to assist local residents access buses in an efficient way, not long-distance travellers into our region.

The GCCD may in due course undertake a more formal 'top down' assessment of where hubs should be located, but in the meantime I wanted to get this process moving and hear from Parish Councils on a 'bottom up' basis.

So my question to you is: **would you like to suggest a suitable site(s) for a bus 'hub' that would be useful to your residents?** It might be brownfield land, or a small field (or part of a field) in a suitable location. It might be in the centre of the village, on the edge, or (for where relevant) by an existing train station. Please leave aside planning or financial considerations: at this stage, we just want as many creative ideas as possible to feed in to our future plans!

I appreciate that we are approaching the summer period when many Parish Councils do not meet. But I should be grateful for ideas as soon as possible, and certainly by the end of September. Please note that your replies will be in the public domain.

As a separate matter, and of great importance, I would like to draw your attention to the GCCD's current engagement on proposals to tackle congestion and improve transport into, out of and around Cambridge, particularly at peak times of day. We are keen to hear people's views over the summer. Many of our residents see Cambridge as their city: they work, study, shop, do business and otherwise spend time there, and I want to make sure we develop and implement our proposals in ways which work equally for South Cambridgeshire as they do for Cambridge City.

With best wishes and many thanks,
Francis Burkitt

Other to note:

The Clerk will be taking one week's leave in the week commencing 19 September and another w/c 9th October and as usual for two weeks at Christmas.

11. Closure of meeting.