

Clerk report to Bourn Parish Council 21 September 2016

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

1. Apologies for absence – Cllr Jones (out of parish), Cllr Demetriou (resignation)
3. To approve the minutes of the meeting on 20 July 2016 including the confidential minutes (attached) and the extra-ordinary meeting of 14 September
4. Co-option to fill casual vacancies – no applications have been received at the time of writing. The Council will need to wait the appropriate period for ex-cllr Demetriou's position to see if the residents wish to call for an election.
5. Matters arising
 - 5.1 (5.3) CGM contract
 - 5.1.1 Grass cutting contract
Tenders received will be brought to the meeting.
 - 5.2 (5.5) Proposed interactive sign for Broadway, and suggestion for use of Energy Grant to fund this
Cllrs Demetriou and Bruce to bring a report and recommendations.
 - 5.3 (5.6) Employee Pension Scheme – report and recommendations from the Working Group
Deferred at the last meeting.
 - 5.4 (5.8) Grass cutting of the memorial site – to review
The Parish Council accepted the quotation from Richard White to the end of September, to be reviewed at the September meeting.
 - 5.5 (5.10) Hall Close play area biodiversity area – to consider the exact specification for the area
Frank Haxton has replied:
“This is to restore the area of woodland hacked off by CGM due to lack of supervision of their operatives. They were briefed to cut a narrow adventure trail through the wood but cleared the wooded boundary. I am assured that they will be properly supervised this time.”
 - 5.6 (6.5) Brickwork at pavilion
Cllr Jagers to report.
 - 5.7 (8.2) Multiplay unit – to consider report from RPM
Wicksteed charge £45.00 for a site visit so as agreed advice was sought from RPM. They have said “there may be an issue with the spindle which is causing the bearing to wear so quickly” For RPM to Strip down item and replace worn bearing with new. Realign and lubricate item £400 plus VAT

However Frank Haxton has had second thoughts about the roundabout:

“Whilst doing a playground inspection this morning I photographed the Multi-play roundabout unit that has been causing concern. As one stands with back to the field, it is the rotating unit on right hand side of the equipment (there are two of these rotating units, one on each side of the equipment). Picture attached.

The problem has been that this roundabout runs roughly, jamming at times and squealing when rotating under load. However, this morning the top bearing had more play in it than usual and although running a little rough it was satisfactory. Has this been attended to? If not I suggest we hold off with repairs, the improvement may be due the foundation firming up in the dry soil (my feeling is that the problem is due to misalignment of the lower shaft/bearing foundation). I will keep a closer eye on it and keep you informed.”

- 5.8 (10.1) Allotments Association ditch and site maintenance – to consider quotations if received
Quotations will be brought to the meeting if received.
- 5.9 (10.4) 3C Shared Services (SCDC) – naming of 16 plots off Gills Hill, Bourn
Deferred at the last meeting.
- 5.10 (10.5) City Deal – tackling peak time congestion in Cambridge
Information circulated with the last meeting papers - Cllrs O'Brien and Jones to bring a report and recommendation.
- 5.11 (10.6) District Cllr F Burkitt – City Deal bus hub
Information circulated with the last meeting papers - the Traffic Management Working Group to make a recommendation.

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

6.2 Installation of double yellow lines at Hall Close

Response from the Police:

“Proposed Waiting Restrictions – ‘At Any Time’ – Hall Close, Bourn

Thank you for your ‘e’ correspondence in relation to the above named proposals.

Your reasons for these proposals is fully understood and accepted. It is usually the case that ‘At Any Time’ (double yellow line) waiting restrictions tend to be self-enforcing, in as much that that the vast majority of motorists understand and respect these road markings.

Whilst it is accepted that it is the police that are responsible for the enforcement of waiting restrictions in this part of the county, there are huge pressures placed upon the Constabulary’s resources which must be prioritised. As a result, guarantees of specific, targeted or routine enforcement for a particular or individual set of restrictions cannot be given. That said, should the matter arise that there is evidence of abuse and non-compliance, the local officers can be alerted to pay attention during the course of their patrols.

From a police traffic management perspective and in recognition of what the proposals are set out to achieve, I anticipate that a letter of support is most likely to be forthcoming should matters proceed to the formal stage of the Traffic Regulation Order process.

Yours sincerely,

D. Crosby”

One resident response has been received:

“We think the lines are a good idea and will certainly assist the poor bus drivers.

On the same topic is there no possibility that the bus drivers and indeed the other big vehicle drivers can be given more space to pass along Hall Close without continually destroying the pavements on the east side of Hall Close road ?”

6.3 Green Energy S106 funding – Working group to report

6.4 Fencing/access to Jubilee Ground from Caxton End – hemlock removal

Angela Marcham has written:

“For your information: The hemlock at the Bourn brook bridge end of footpaths 10/11 has not been dealt with and is now withered and casting its seeds so it is pointless to take any action now. It is very likely there will be a bigger problem next year.”

Graham Bruce has been asked to clear the area following clearance of the hemlock.

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/1544/16/NM – The Crescent, Fox Road – Non-material amendment of Planning application S/1391/15/FL – Alteration of roof tiles
- 7.1.2 S/1413/16/FL – Manor Farm, Alms Hill – Change of use of a grass paddock (Area A) to a small scale campsite and part of an unused barn (Building B) to house toilets/showers, waste disposal and washing facilities
- 7.1.3 S/1924/15/DC – Rockery Farm House, Rockery Farm – Discharge of condition 6 of Planning permission S/1021/16/FL
- 7.1.4 S/2352/16/PA – 25 Hall Close – single storey rear extension
- 7.2 SCDC Decision notices
- 7.2.1 S/1464/16/OL – Land between Fox Cottage and Acorns, Fox Road - Outline planning permission for erection of detached dwelling with associated works – Permission refused.
- 7.2.2 S/1200/16/FL – David’s Lodge, Old North Road – Singley storey side and rear extension and associated internal alterations – Permission granted.
- 7.2.3 S/1391/16/DC – Gills Hill Farm, Gills Hill – Discharge of Conditions 7 and 20 (surface water and foul drainage scheme of S/1500/15/FL — Permission granted.
- 7.2.4 S/1312/16/DC – Gills Hill Farm, Gills Hill – Discharge of Condition 3 (materials) of S/1500/15/FL – Permission granted.
- 7.2.5 S/1081/16/LD – 45 High Street – Certificate of lawful development for the erection of a garden studio – Permission granted.
- 7.2.6 S/1032/16/DC – Gills Hill Farm, Gills Hill – Discharge of Condition 6 (tree protection), 12 (construction management plan), 15 (arboricultural and landscape impact assessment) and 24 (renewable and low carbon energy assessment) of S/1500/15/FL – permission granted.
- 7.2.7 S/0612/16/DC – 14 Kingfisher Close – Application for approval of details reserved by condition 3 (arboricultural implications assessment) following approval of planning application S/2413/15/FL for single storey rear and side extension – Withdrawn.
- 7.2.8 S/0460/16/DC – 24 Riddy Lane – Discharge of Condition 3 (windows, doors, flues, extracts, gutter details), 4 (materials), 5 (brick bond, joint details and mortar mix), 6 (thatch) and 7 (ridge details) of listed building consent S/1024/15/LB – Permission granted.
- 7.2.9 S/0427/16/FL – Section of runway in NE part of Bourn Airfield, Broadway - Part change of use of runway for external storage, to include but not limited to the temporary siting (2 years) of oversized materials, plant, machinery, storage containers and vehicles – Permission granted.
- 7.2.10 S/3171/15/FL – Former aircraft hangar and hardstanding, Bourn Airfield, Broadway – Change of use of former aircraft hangar and associated hardstanding for general storage, including but not limited to vehicles, containers, plant and machinery – 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

Clerk's use of delegated powers:

- Issued an order number to Angela Marcham to enable her to purchase 2 visors for her and Graham to use when undertaking work on PROWs on Health and Safety grounds.
- Authorised Alarm Maintenance to replace an emergency light at a cost of light fitting £97.65 +VAT + labour to fit

9. Members' items

9.1 Planning Working Group

9.2 Highways Report

9.3 Construction vehicles at the High Street

Cllr Demetriou has written:

“Having experienced a 10 minute wait due to poorly parked vehicles attending the building site of a House in the High Street today and frequent delays due to poorly parked vehicles related to the construction work would it be possible to add this to the Agenda next week?”

9.4 Resident request for replacement or removal of waste bin at Jubilee Playing Field

Cllr Jagers has written:

“A resident has requested that a waste bin on the Jubilee Playing field is either removed or, preferably, replaced with a new, topped, bin as in the nice weather it is being overfilled and then scavenged from by foxes each night who drag the waste all over the field. She has been clearing this up each time but seems to be getting excessive. The bin is by the basketball area. I will get a photograph to accompany the item so that councillors know which one this refers to.”

9.5 Bourn Parish Council's successes – to note

10. Correspondence

10.1 Insurance renewal – to consider whether to renew for one or three years

Circulated to members

10.2 SCDC consultation on removal of telephone kiosk

“I would be grateful if you would bring the following matter to the attention of Bourn Parish Council - I attach a copy of the letter from BT which initiated this consultation. If the parish would find making a response in the timeframe indicated problematic, please let me know as soon as possible.

RE: Consultation regarding removal of BT Payphones

We have received notice from BT regarding its proposal to remove 71 payphones in South Cambridgeshire, two of which lie within Bourn Parish, see below:

Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Parish Council / Meeting
01954 719346	PCO1 BROADWAY BOURN CAMBRIDGE	CB23 2TA	0	12/08/2016	Bourn
01954 719344	PCO1 HALL CLOSE BOURN CAMBRIDGE	CB23 2SW	0	12/08/2016	Bourn

As part of the process BT has erected a notice in each of the kiosks which asks for comments within 42 days of the proposal to be sent to South Cambridgeshire District Council (received 30 August). I will be collating the responses to this consultation for your parish.

Following the 42 day initial consultation the District Council must send its draft decision as to whether we agree or object to the removals to the Secretary of State and then consult for a further period on the draft decision (likely to be approximately 25 days). A final decision will then be made and sent to both BT and the Secretary of State.

Should you wish to object to the removal, we need to build an argument based upon the following points in the Ofcom guidance, which I am happy to discuss with you:

- **Who lives there?**

The type of local housing around a phone box may say how important it is to the area. If it's surrounded by people who own their homes, there's a fair chance they have home phones or mobiles as well. However, if the neighbourhood has mainly rented properties, social housing or residential-care homes, it could be that there are people on low incomes who need that phone box.

- **Emergency calls**

Many people feel reassured that phone boxes are available if there's an emergency. This can range from 999 calls to being able to call for help if your car breaks down. The local organisation needs to think about whether a particular phone box is more likely to be used for emergency calls than another. If, for example, the call box is near a known accident blackspot, it may strengthen the argument for it to be kept.

- **What are the takings?**

Whether it's a shop, a pub or a phone box, the amount of money people spend on a local service is a sign of whether it's important to them. BT may be able to show how much business a particular phone box is getting. If it's a very low figure, this may support their case to remove it.

We will be looking into each of these points, however, any information you have to support an objection (if you would like to object) will be very welcome. **If the parish council would like to respond to this part of the consultation please let me their views by 5pm on 10 October.**

A third option available is for the parish council to request to **adopt the kiosk** for £1, which will result in the telephone box remaining in situ, but the telephony equipment being removed. This will also need to be indicated through this consultation process <http://business.bt.com/phone-services/payphone-services/adopt-a-kiosk/>

Please do get in contact if you have any questions or would like to discuss making an objection.

Kind regards

Clare Gibbons
Development Officer

Letter from BT attached.

10.3 Oakington and Westwick – Youth provision sharing services

“I am writing on behalf of Oakington and Westwick Parish Council. At our last PC meeting we thought that it was time to review our youth provision. For a number of years, we have supported the Bus Scheme and, although we have no criticism of it, we do feel that with increases in the costs of this, it may be time to explore other possibilities.

I am seeking to organise a meeting of a few local PC's to consider views on some form of jointly funded cooperation in youth provision or, at least, some form of collaboration.

I have a small amount of experience in this area, as before my current role, I was heavily involved in anti-social behaviour research and was a contributor to the youth work qualification at Anglia Ruskin University. Sadly, the County Council youth service has been dismantled to all intents and purposes, but I may be able to renew some contacts there to help us.

Do you know of any other local PC (or useful individuals) who might be interested in joining us? “

10.4 Highway Improvement Scheme Invitation to bid

“Cambridgeshire County Council is once again delivering its Local Highway Improvement (LHI) initiative. The application form has recently been updated and is now an online form, all information including the online application form and guidance document can be found on our website.

Please feel free 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 2017/18 application forms is **Wednesday 30th November 2016**. Applications will only be accepted through the online form on our website <http://www.cambridgeshire.gov.uk/lhi>.

We encourage applicants to discuss their application prior to submission, to do this please contact the Highway Projects and Road Safety team using local.projects@cambridgeshire.gov.uk.”

10.5 CCC Community Volunteering Scheme

“The Highways Service at Cambridgeshire County Council has recently completed some work with our Members who have been very keen to explore ways to enable community volunteers to carry out work on the public highway.

Attached to this email is some information that we hope will be of interest to you. The document, Community Highways Volunteering Information Pack, although a few pages, should not be seen as a hurdle but as a way of enabling volunteering to go ahead in a controlled and safe manner for all within your parish.

If your parish is interested in Community Highways Volunteering then we would encourage you to contact your Local Highway Officer (LHO) via the email address: local.highways@cambridgeshire.gov.uk to arrange an initial visit. You will be able to discuss the highways volunteering your parish would like to do, and the LHO will be able to advise accordingly.

It is envisaged that initially Community Highways Volunteering will be limited to items highlighted in the attached information pack, however as experience and confidence increases the work you wish to carry out may well increase in variety.

We are aware that a lot of volunteering is already being carried out and we are very grateful for all the hard work to date.

We look forward to hearing from you.

Kind regards,
Highways Service
Cambridgeshire County Council “

10.6 Cambridgeshire Network Rail level crossing 2nd round consultation

“Following on from my previous correspondence back in June, Network Rail will soon commence the second round of public consultation on the proposed closure of up to 33 level crossings across Cambridgeshire affecting the highway and rights of way network. Based on further assessments and the feedback received from the first round of consultations, the initial proposals have been refined into more specific options for each crossing. Please find attached for your information Network Rail’s letter which Councillors in affected parishes may have already received. We understand that similar letters have been sent to affected District Councillors and Parish Councils, but we thought it may be helpful for us to again forward this to all parishes as closures in one parish may affect the network in another.

Richard Lumley
Head of Highways
Infrastructure Management & Operations
Cambridgeshire County Council”

From Network Rail

“Further to our previous correspondence I am writing to make you aware of the second round of consultation for Network Rail's level crossings proposals in your area. Network Rail is looking at closing or changing the use of around 130 level crossings across 7 local authorities, including 33 in Cambridgeshire.

Closing level crossings and diverting to alternatives will make the railway safer by removing the point where people can come into contact with trains. The closures will also help improve reliability and may enable separate future developments for faster and more frequent train services. None of the crossings in this proposal involve closing public A or B roads. They do not require and new bridges or underpasses, and offer benefits which are currently affordable and deliverable.

Initial proposals were presented to the public at a series of consultation events in June, and people were encouraged to come along to ask questions and share any concerns or ideas before any decisions were made. Based on further assessments and the feedback received from the first round of consultations, the initial proposals have been refined into more specific options for each crossing. This also includes consultation with a wide range of statutory consultees, landowners and user groups.

Following feedback from round one of the consultation we are now not proposing to close Adelaide level crossing (C23), which is public footpath 49 in Ely, in order to preserve a circular walking route in the area. More information on this will be available from our level crossing team at the event.

As with the previous consultation events, we will also be offering a private briefing for councillors and members of parliament. This was be one hour in advance of the public opening time (please see below for details of the events).

Information about the plans are available on the Network Rail website, and those who can’t attend an event can complete a questionnaire online at: www.networkrail.co.uk/anglialevelcrossings.

Questionnaires close 21 days after each event. I attach for your information a location map of each of the crossings in your area.

The results of the consultation will feed into agreed plans that will then be put forward under Transport & Works Act Orders early next year. Closures, if agreed, will take place in 2018 and 2019. Network Rail will continue to upgrade or close its highest risk crossings as part of its Railway Upgrade Plan, delivering a safer railway for passengers and those living close to the rail network.

If you have any further questions you can please contact my colleague Hannah Briggs, Public Affairs Manager on hannah.briggs@networkrail.co.uk or 07850 407340.

Yours sincerely,
Richard Schofield
Route Managing Director (Anglia)
Network Rail“

10.7 CCC outcome of Cambridgeshire Boundary Review

“The Commission has now completed its review of Cambridgeshire County Council. A full copy of the report is available on our website, www.lgbce.org.uk. An interactive map of final recommendations is available at www.consultation.lgbce.org.uk

The changes proposed for Cambridgeshire County Council must now be implemented by order subject to Parliamentary scrutiny. A draft Order – the legal document which brings into force the recommendations – will be laid in Parliament. The draft Order will provide for new electoral arrangements for Cambridgeshire County Council to be implemented at the local elections in 2017. We would also like to invite you to participate in our online opinion survey. This survey seeks feedback on the review processes and procedures, in order to identify improvements that can be made. We would be grateful if you could spare some time to visit our website, at <http://www.lgbce.org.uk/about-us/lgbce-opinion-survey> to complete the survey.

If you require a paper copy of the opinion survey, please contact us on 0330 500 1525 or email us on reviews@lgbce.org.uk.”

Alex Hinds
Review Officer
reviews@lgbce.org.uk

11. Closure of meeting.