

Clerk report to Bourn Parish Council 16 November 2016

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 10 October 2016 - attached
4. Co-option to fill casual vacancies – no applications have been received at the time of writing.
5. Matters arising
- 5.1 (Open) Parking in the High Street and Bourn Hall's request for parking restrictions

“It has been brought to my attention that on several occasions the driveway access (from Bourn High Street) to the Church and Bourn Hall Clinic has been almost impassable by the numerous amount of cars which park on the slipway entrance on both sides. Possible causes could be the amount of building works in the area (noting construction vehicles as well as cars parked on the slipway) and we believe customers of the Willow use this area for additional parking, when their car park is full, this has caused problems to our patients and supply vehicles, but our main concern is that this entrance must be kept clear at all times for emergency vehicles.

We have been able to provide additional parking for certain events which have taken place at either the Church or the Willow Tree and would be happy to continue to do so on a request basis, but we do feel that new efforts need to be made to ensure the slipway area is clear of parked cars at peak times. One suggestion might be the introduction of parking restrictions, such as a single yellow line. It would indicate that parking or waiting in this area is prohibited at certain times of day. The exact times can be discussed but from our perspective, Monday - Friday 8 – 5pm and on Saturdays (8 – 12pm) this could be indicated by a sign at the roadside.

The added congestion of the bus stop now being positioned to the left of the drive, increases this issue further and creates an absolute blind spot for vehicles turning or accessing the drive. We have had reports on several occasions of near miss incidents, I would appreciate your feedback on whether there has been any discussions regarding the location of the bus stop and finding somewhere more suitable.

I would be most grateful if you could investigate these matters further, I look forward to hearing from you.

Yours faithfully

Dawn Course

Business Services Director

Bourn Hall Clinic



- 5.2 (5.1) Grass cutting tenders
Further information from contractors and references will be brought to the meeting if received.
- 5.3 (5.2) Interactive sign for Broadway
Deferred at the last meeting. Cllr Bruce to report.
- 5.4 (5.3) Employee Pension Scheme – to consider recommendation from the Working Group (Confidential)
Deferred at the last meeting.
- 5.5 (5.5) Paving at the Pavilion – to consider report and recommendations ^(SJa)
Cllr Jiggers to report on meeting with Frank Haxton and recommendations for a long term plan for the pavilion paving.
- 5.6 (5.6) Allotments ditch and site maintenance – to consider quotations if received
Deferred at the last meeting. A quotation will be brought to the meeting if received.
- 5.7 (5.7) City Deal – tackling peak time congestion in Cambridge
Deferred at the last meeting.
- 5.8 (5.9) Double yellow lines in Hall Close – to consider whether the lines should be extended as suggested by CCC
“I am currently looking into your TRO application for Double Yellow Lines on Hall Close, Bourn. Please find attached draft plan of the proposal.
Please let me know if you are happy for me to proceed with the attached plan or if you require any changes to be made.
I have also noticed that on the South West side of the junction the Double Yellow Lines currently stop 5 metres before the driveway of No.45. I was wondering whether you would like to extend the Double Yellow Lines on the South West Side to encompass the beginning of No.45’s driveway (making the distance 25 metres rather than 20 metres).
The estimated costing is as follows: £1, 300. This estimation includes the further 5 metres.
Before I can start the formal consultation I will need confirmation from yourselves that the costing and plan is satisfactory.
If you require any further information please contact me
Kind Regards
James Toombs
Technical Administrator
Policy and Regulation
Highways
Cambridgeshire County Council”

Plan attached.
- 5.9 (5.10) Green energy – to consider S106 funding and response from Cambourne Parish Council
Deferred at the last meeting.
- 5.10 (5.12) To consider areas which are not included in the annual grass cutting and village maintenance contract, draw up a specification for works and if quotes should be sought
Deferred at the last meeting to enable the Tree wardens to draw up a specification for trees.

Hillary Gretton writes “Jubilee Recreation Ground - trees and bushes on South East and South West side - no TPOs and not in Conservation Area.

- South East side from West to East. Lop lower branches of Ash tree by 1/2 pipe. Cut back trees between 1/2 pipe and first buddleias. Remove branches hanging over Buddleias. Cut back Ash Tree by 2nd logs. Prune back trees from 2nd Buddleias. Prune back trees from slide.
- South West side from North to South. Remove lower branch of 1st tree, which I think is a white poplar. Prune willow trees from encroaching on 1/2 pipe and playing field. Remove ivy covered dead tree.”

5.11 (5.14) CCC Highway Improvement Scheme proposal
Deferred at the last meeting.

5.12 (6.1) Broadway Public Open Space - to consider plan for ongoing maintenance if received
Frank Haxton has written to say “It is not possible to request quotations for fertilising and reseeded the Broadway play field as the area that may need re-treating is not yet known. My estimate is however:

Fertiliser 40 kg - £ 60

Seed 10 kg - £ 44

Spread & drill- £ 240

Total £ 344”

5.13 (8.2) Play inspection report

5.14 (10.1) Resident – Broadway footpath concerns
Deferred at the last meeting.

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 Green Energy S106 funding – Working group to report

6.3 Fencing/access to Jubilee Ground from Caxton End –

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/2768/16/EI – Land off Grafton Drive, Caldecote – EIA Screening opinion

7.1.2 S/2764/16/OL – Land off Grafton Drive, Caldecote – Outline planning permission for the residential development of up to 58 dwellings with associated infrastructure, landscaping and public open space. All matters reserved except for access

7.1.3 S2877/16/PA – Townsend Farm, The Drift – Conversion of agricultural barn to residential dwelling

7.1.4 S/2903/16/FL – David’s Lodge, Old North Road – Two storey front, side and rear extensions and associated internal alterations

7.2 SCDC Decision notices

7.2.1 S/0628/16/FL – Golders Farm, Fox Road – Demolition of old cart shed and construction of new building, to comprise garages below and holiday accommodation in the roof space – Permission granted.

7.3 Tree works applications

7.3.1 S/2777/16/TP – Wysing Arts Centre, Fox Road

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 to Contract Tennis Courts Maintenance to clean the pavilion slabs at a cost of £80.00.

9. Members' items for info only unless stated

9.1 Planning Working Group

9.2 Highways Report

9.3 To consider whether the Parish Council should conduct a flood risk assessment

9.4 Emergency planning

9.5 Bourn Parish Council's successes – to note

9.6 Tree warden report on tree at memorial site and a tree in Hall Close

The Tree Wardens write "Oak tree by War Memorial - no TPO, but in Conservation Area. The leaves on one of the large lower branches turned brown in the summer. The rest of the tree looks very healthy. Also the lower branches are beginning to encroach over the road and the War Memorial. Suggest raising the crown thus removing the lower branches. Some of the branches are large, so need to ask an experienced tree surgeon for advice.

Hall Close Cherry Tree - no TPO and not in Conservation area. The tree doesn't look very happy, however, before taking any action, would suggest reassessing in the spring. "

10. Correspondence

10.1 CCC Winter Gritting routes

"On 25th October, Cambridgeshire County Council will welcome back 26 gritters into its highway depots. From this date the gritters will be on standby, day and night, to grit the roads when necessary.

We are writing to let you know that this year, the gritting routes across the county have been revised and the Council will be reducing its gritting routes; a decision made at Full Council earlier in the year as part of the business plan.

This difficult decision has not been made lightly. The Council faces unprecedented savings targets and as a result, winter service has been identified as one area where savings can be made to help meet our financial challenges.

I would like to add that although there will be a reduction in the gritting routes, safety of the travelling public remains our priority.

Work to design the new routes has been taking place over the last few months, and as you may imagine is a large complicated piece of work. The new routes have been carefully designed and will be driven for the first time shortly, as soon as our gritting fleet is delivered. This final check may lead to some minor alterations.

In addition, we are also altering the way in which we grit. From this winter we have split the county into three sections; North/East, South/West and City. Experience shows us that temperatures and weather conditions vary across the county, and so when we grit will depend on the conditions in each area, not the county as a whole. For example, we may decide to grit in just North/East but not South/West or City. This is a more effective and efficient way of gritting and will, in turn, bring further savings.

Furthermore I would like to thank the 70 strong volunteers from Parishes and Community Groups across the county gritting the paths, helping to keep the local residents safe, during winter.

The new gritting routes for Cambridgeshire can be found here:

www.cambridgeshire.gov.uk/wintergritting

If you have any questions or would like to discuss this further, please contact

local.highways@cambridgeshire.gov.uk”

Yours sincerely,

Highways Service

Cambridgeshire County Council

10.2 CCC Minerals and Waste consultation

“I am writing to invite your views on an update to the Enforcement Plan for Planning, Minerals and Waste Development in Cambridgeshire,

http://www.cambridgeshire.gov.uk/site/custom_scripts/cons_details.aspx?ref=538

The Plan explains our approach to achieving planning compliance at mineral and waste management sites within Cambridgeshire, sets out what formal action can be taken and explains how decisions will be made.

The consultation period will run from 24 October 2016 and end on 6 December 2016. Please send your response to:

Cambridgeshire County Council

County Development, Minerals and Waste Planning

Box No. CC1213

Shire Hall

Castle Hill

Cambridge

CB3 0AP

Alternatively you may e-mail the response to planningdc@cambridgeshire.gov.uk.

All responses should be received by 6 December 2016.

We will summarise all responses on our website. The summary will include a list of names of organisations that responded but not people’s personal names, addresses or other contact details.

All responses to the consultation will be considered and will inform any changes to the plan. The amended plan will be presented to the Planning Committee for consideration and approval prior to implementation. Once the updated plan has been approved we will place a copy on our website and send a link to all interested parties.

Thank you for your help in this matter.”

Deborah Jeakins

Principal Enforcement and Monitoring Officer

County Planning, Minerals and Waste

Cambridgeshire County Council

10.3 SCDC review of polling districts consultation

“You will be aware that South Cambridgeshire District Council and Cambridgeshire County Council have both undergone reviews of their electoral arrangements. From May 2017 there will be new County Council divisions and from May 2018 SCDC will have all out elections to new wards. You can find all of the reports on these two reviews on the LGBCE website at <https://www.lgbce.org.uk/>

Subsequent to these reviews, we are undertaking an interim review of some of our polling district arrangements. In particular we are looking at the arrangements for Fen Ditton, Whittlesford, Childerley and Haslingfield. If you would like to find out more about this review and how you can contribute to it, have a look on our website here: <https://www.scambs.gov.uk/content/polling-district-review>.

You have until 24 November to feed into the review, so please make sure you have your say. Email elections@scambs.gov.uk if you need any assistance.”

Kind regards
The Elections Team

10.4 SCDC Local Green Space Designation

“We would like to ask your Parish Council for assistance as the District Council prepares its statement for the upcoming South Cambridgeshire Local Plan examination hearing regarding Local Green Space (LGS).

During the preparation of the Local Plan all Parish Councils within the district were given the opportunity to submit sites within their area for consideration as ‘Local Green Space’. This was a new designation which allows local communities to identify important green areas and rule out new development other than in very special circumstances, rather like the Green Belt.

Your Parish Council was one which submitted sites which were assessed by the Council and as a result some LGS was designated within your village. I have attached a map of your village showing the proposed sites.

As you will be aware, the planning Inspectors examining our draft Local Plan published a new programme on 21 October that includes a timetable for hearings for the next blocks of South Cambridgeshire specific matters. These blocks of hearings will start in January 2017. These include Matter SC4: Natural and Historic Environment to be held from 17-20 January 2017 which will consider proposed LGS designations.

The latest Hearings Programme and the Matters and Issues document are available at the following link - www.scambs.gov.uk/local-plan-examination

As part of the examination the Inspectors have asked a number of questions relating to representations that have been made about some particular LGS designations in the Local Plan. Some respondents have objected to a site being proposed as a LGS and others have suggested amendments to the boundary of a proposed site. **THE LIST OF SITES AND THE INSPECTORS QUESTIONS IS ATTACHED TO THIS EMAIL.** The question relating to one of the LGS in your village is on page 3 of the Matters document - SC4Cvii. -

Would Camping Close, Bourn meet the designation criteria for LGS given its overall size, its agricultural nature and the protection which is already afforded to the site through its relationship to designated heritage assets including a conservation area? In this regard, should consideration therefore be given to amending the boundary so as to designate a smaller parcel of land in close proximity to Camping Close? (NH/12-022)

Only the Council and those who objected to the LGS designations and have asked to appear at the examination will now have an opportunity to submit further information to the Inspectors in the form of a Written Statement. As you are not an objector we would like to offer you the opportunity to assist us with our Written Statement, by providing information on the LGS within your village in particular:

- Could you confirm if you still support the designation of the LGS sites within your village?
- If so, could you provide reasons as to why the areas of green space proposed in your village should be identified for special protection?

The District Council's Written Statement including this issue has to be submitted to the planning Inspectors by 18 November 2016. The Inspectors will be considering whether the proposed LGS should be retained within the Local Plan including consideration of whether they are all locally special.

We would be happy to receive the Parish Council's views so they can be included in our response and help to support the proposed designation of LGS in your village. Please could you send us your comments by 18 November 2016. I recognise that this is a tight deadline. If you would like to respond but this timescale causes you any difficulty please let me know.

If you wish to discuss this matter further please do not hesitate to contact me.”

Alison Talkington | Senior Planning Policy Officer

List of sites and Inspector's questions attached.

11. Closure of meeting