

## Clerk report to Bourn Parish Council 19 April 2017

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 15 March 2017 - attached
4. Co-option to fill casual vacancies – no applications have been received at the time of writing. The Council's next elections are in May 2018
5. Matters arising
  - 5.1 (5.1) Proposal for a "Considerate Contractors' Zone" – to consider draft letter to residents  
Cllr Jagers to report.
  - 5.2 To consider S106 requests for financial support  
Applications from Bourn 1<sup>st</sup> Scouts, Bourn Sports Club, Tuesday Morning Club, Merrybourn Club  
The Council decided in January to set its S137 budget at £1500.  
  
Other for information:  
(11) Green bin on Recreation Ground – The SCDC quotation was accepted in January 2017. SCDC has been chased as to the installation. They have had staff shortages and are working through their backlog.
6. To consider reports on the progress of all ongoing projects and to see if any further action is required
  - 6.1 (6.1) Green Energy S106 funding - nothing received at the time of writing.
  - 6.2 (6.2) BT phone box adoption and installation of defibrillators - nothing received at the time of writing.
  - 6.3 (6.3) Village Traffic Strategy <sup>(VB, DOB)</sup> - nothing received at the time of writing.
  - 6.4 Broadway Play Area maintenance – Buchans were asked to meet with Mr Haxton so that a specification could be agreed and costs obtained. Cllr Blair to report on his discussions with Mr Haxton. The Council to consider the required works and if a contract should be put in place for one or more seasons.
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/1058/17/DC – 140 Caxton End – Application for approval of details reserved by condition 1 (Time), 2 (Plans), 3 (Materials), 4 (Stairs, fenestration and rainwater goods details), 5 (Schedule of works), 6 (Repairs and replacement) and 7 (Materials site meeting), of listed building ref S/0183/16/LB
    - 7.1.2 S/0840/17/NM – 30 High Street – Application for a non-material amendment following grant of planning permission S/2545/16/FL reducing width of extension and minor changes of fenestration
    - 7.1.3 S/0879/17/DC – Parcels 5A (S), 5B (S) and 5C, Upper Cambourne – Discharge of condition 40 (drainage details) of S/6438.07/O
    - 7.1.4 S/1011/17/FL – Former runway NE of flying club, Bourn Airfield – 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
    - 7.1.5 S/1161/17/VC – Bourn Golf Club, Toft Road – Variation of Condition 2 (Approved plans) on Application S/0060/11
    - 7.1.6 S/1101/17/OL – Land between Fox Cottage and Acorns, Fox Road – Outline planning permission for proposed erection of a detached Passive House and associated works

- 7.1.7 S/1144/17/OL – Land off Grafton Drive, Caldecote – Residential development of up to 58 dwellings with associated infrastructure, landscaping and public open space, all matters reserved except for access
- 7.2 SCDC Decision notices
  - 7.2.1 S/0465/17/FL – The Grange, Broadway – Erection of an agricultural grain store – Permission granted
  - 7.2.2 S/0532/17/PA – Storage building at Golders Farm, Fox Road – Prior approval notification for change of use from a storage building (Class B8) to a dwelling house (Class C3) under Schedule 2 Part 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 – Prior approval granted.
  - 7.2.3 S/0510/17/FI – Storage building at Golders Farm, Fox Road – Proposed external alterations to storage building necessary to use the building – Permission granted.
- 7.3 Tree works applications  
None 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  
Frank Haxton’s report for March is below:

*“Jubilee Play Field*

**Repairs / Modifications Completed or In-hand.**

1. Embankment slide access path. *Completed*
2. Pavilion steps & paved area. *Contractor appointed.*
3. Bench fixings in the enclosed area to be repaired by self-help. *In hand.*
4. Embankment slide. *Bird droppings and grime cleaned and washed down.*

**All equipment and play area safe and in good order.**

*Hall Close Play Field*

**Repairs / Modifications Completed or In-hand.**

1. *The damaged grass has been made good.*

**1. Multiplay Unit.** Enquiries are being made with the manufacturer for refurbishment as an amount of disassembly is required to preserve the structure from deterioration.

**Ditch and Culvert.** Culvert entrance and stream bed is badly blocked. This increases the water depth and thus the hazard level. SCDC filled one of the deep pools with boulders which has improved safety but this was only one of three dangerously deep pools.

Hazard level M.

**Safety Fencing.** The safety fence around the culvert entrance needs repair or replacing with a more permanent fence.

Hazard level M.

*Broadway Playfield*

**Grass.** Damage is now being caused to the shallow rooted grass by being by children playing on the area. Further expenditure on the area may not be justified. Stones have worked up to the surface. These must be hand-picked as they include sharp flint that create a hazard.

- 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 for info only unless clearly stated
- 9.1 Planning Working Group, Coalition of Parish Councils report and EIP report  
Cllr Jones to report.
- 9.2 Highways Report  
Cllr Bruce to report.
- 9.3 Community Land Trust  
Proposed at the last meeting. Cllr O'Brien to report.
- 9.4 Cycle rack offer from Cambourne Parish Council  
Cllr Blair to report.
- 9.5 Solar Farm outstanding hedge  
Cllr O'Brien to report. He has kindly taken this up with SCDC.
- 9.6 Bourn Parish Council's successes – to note
- 9.7 Grass cutting contract schedule of works – to consider if anything further is required<sup>(LR)</sup>  
The contract requires the contractor to provide “a schedule showing what they would do and when”. Cllr Rolfe reports that they have texted him to say they will cut the grass fortnightly on a Thursday, and assumes that they are going to follow the schedule of works as laid down in the original tender/estimate. Cllr Rolfe would like the Parish Council to decide if it wants any more detailed schedule of what they intend doing at each visit, maybe similar to the printed schedule which CGM provided.
10. Correspondence
- 10.1 Litter Picker Volunteers' request for equipment and sign cleaning  
Julie Maclean writes:  
“Our litter pick went well again this year, but we had a few little problems we haven't experienced before so we were wondering if the PC could help us out for future events?  
We could do with about a dozen litter grabbers (the long sticks), half a dozen hi-vis jackets and some heavy duty rubbish sacks. Everything apart from the rubbish sacks would be re-usable. Would the PC be willing to fund this?  
It would also be helpful if for future events the parish council could request SCDC to collect the litter afterwards. The last couple of years we've done this and the black sacks were collected very quickly and efficiently. This year that hasn't been the case and many of the rubbish bags remain uncollected, despite emails and phone calls. It's possible that it wouldn't make any difference if the PC made the request, but one sometimes feels as a volunteer that it's difficult to be heard if there are competing priorities!  
We didn't get chance to clean the signboards - it might be worth someone initiating another volunteer group for that task as we are more passionate about litter. We did make a real impact on the verges and the whole village looks much better as a result.  
In the past SCDC provided us with grabbers but this year they had too much demand, and couldn't supply them even though I'd told them the previous year that we wanted them! They could supply, but not on the weekend we needed them, which clashes with a national litter pick.

We'd like to avoid this happening again next year, hence the request for a small sum that would make us independent."

10.2 Highways England Black Cat to Caxton Gibbet A428 consultation

"In line with the Government's Road Investment Strategy 2015, Highways England has developed proposals to improve the Black Cat roundabout and a new route of the A428 to Caxton Gibbet. It is part of a £15.2 billion investment in England's motorways and major A roads. In the East, over £2 billion is being invested to create better and safer journeys across the region.

We are continuing to assess the various options and are keen to hear your views before a decision is made on the preferred route. We would like to invite you to take part in our public consultation which will run to **Sunday 23 April 2017**.

All the information on the consultation and a link to the online questionnaire at:

<http://roads.highways.gov.uk/projects/a428-black-cat-to-caxton-gibbet>

10.3 CCC consultation on revision of Local Validation Guidance List and Local Validation Check List for planning applications for the County Council's own development and for waste development

"Local planning authorities are required to review their existing local validation lists at least every two years. Local validation lists set out what information should be submitted, to support planning applications submitted to Cambridgeshire County Council for its own development and waste development, to enable the planning authority to validate and register it. These are in addition to the National requirements, which require for example completion of an application form, certificates and a site location plan. The listing of the supplementary information assists consultees and other interested parties to understand and assess the proposal and is intended to provide clarity for applicants and agents.

Having comprehensively reviewed the original 2008 local validation list in 2010, the list has been regularly reviewed biannually since and most recently in June 2015. We propose to update the Local Validation Guidance List and accompanying Local Validation Check List. We are proposing limited changes to reflect new and revised documents, for example to include the Council's Flood and Water advice; to include specific references to the types of drawings that we require; and other minor changes to the wording of the guidance. We are consulting you in addition to other applicants and their agents, statutory consultees, and parish councils on the proposed draft revised documents. The consultation period will run for 6 weeks from 6 April until 18 May 2017.

The draft revised documents on which we seek comments are attached.

The existing Local Validation List June 2015 and the accompanying Local Validation Guidance List:- Guidance for applicants and their agents on the Local Validation List (June 2015) and supporting documents are displayed on the County Council's website at:

[http://www.cambridgeshire.gov.uk/info/20099/planning\\_and\\_development/234/planning/3](http://www.cambridgeshire.gov.uk/info/20099/planning_and_development/234/planning/3)

Please send all comments that you may wish to make to:- County Planning, Minerals and Waste, Box No SH1315, Shire Hall, Cambridge, CB3 0AP or by e-mail to [planningdc@cambridgeshire.gov.uk](mailto:planningdc@cambridgeshire.gov.uk) by 18 May 2017. All comments received **by 18 May 2017** will be taken into consideration, summarised and reported together with the proposed finalised Local Validation List and the Local Validation Guidance List to the Council's Planning Committee. We are working towards reporting to the Planning Committee of 8 June 2017."

Yours faithfully

Jane Stanley (Mrs)

Principal Planning Officer (Development Management)

10.4 East Anglian Air Ambulance and Salvation Army – request for sites for clothing banks

“Dear Friends

As a local parish or town council, East Anglian Air Ambulance (EAAA) would like to make you aware of an exciting project we are working on with The Salvation Army. We would love the chance for your community to get involved and support us to make a difference.

Since EAAA launched in 2000, we have attended over 20,000 missions, touching the lives of many thousands of people. We have an amazing crew which includes two pilots, a doctor and a critical care paramedic on every mission, all working together to save the lives of people across the region. Our state of the art helicopters ensure we deliver a world class service across East Anglia, and can reach a patient anywhere in the region within 25 minutes. We are also proud to operate two rapid response vehicles to provide support in urban areas.

Can you help us?

We are looking for sites within your community to place clothing banks for the public to donate clothing and shoes. This is a joint venture with The Salvation Army and the money raised from the banks will be split evenly between the two charities. Both EAAA and The Salvation Army rely on the generous donations of our supporters which, in turn, enable both charities to continue to provide their vital services within East Anglia.

Possible sites include village halls, tidy tips, sports clubs, railway and bus stations, supermarket and pub car parks. The restrictions are that there cannot already be a Salvation Army clothes bank in that location and the banks cannot be placed at Asda, Tesco, Morrisons and Co-op branches.

If you have a site within your community that you think might be suitable, please email us with details. Thank you for your help, together we save lives.”

With best wishes

Mike Preston

EAAA Corporate Partnerships Officer

10.5 Village of the Year Competition

A NATIONWIDE EVENT TO FIND BRITAIN’S BEST VILLAGE 2017

Village of the Year is a brand new series presented by Penelope Keith.

This summer, Penelope and her team of judges will be visiting villages across the UK to determine a winner of this brand new programme, with a £10,000 prize to be spent on the winning village up for grabs.

We would love to hear from villages that have *a history & heritage; activities & events; picturesque with a great sense of community!*

Villages can apply by visiting our website [www.villageoftheyear.co.uk](http://www.villageoftheyear.co.uk) and follow the simple online application or email us at [voty@reeftv.com](mailto:voty@reeftv.com)

The closing date for applications is midnight on 14th May 2017.

11. Closure of meeting