

Clerk report to Bourn Parish Council 18 October 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 20 September 2017 - attached
4. Matters arising
- 4.1 (8.3) Overgrown hedge on Footpath 11 – to consider quotations if received
Quotations will be brought to the meeting if received.
- 4.2 White lines in Hall Close – to consider CCC response and request for a £50 contribution towards the costs
CCC have written:
“I have discussed this issue with our Road Safety Team and Maintenance Teams.
The conclusion is that we will go against our lining policy on this occasion on the basis of the depth of feeling clearly present in the parish and the recent accidents. I think there is a reasonable enough justification to carry out the work.
However, we don’t have a budget for lining work that isn’t carried out as part of regular maintenance, so we do require a nominal fee from the PC of £50 to cover the cost of sending a crew out there to carry out the works.
Should you wish to proceed along these lines I will send you a letter for your records so that there is no longer any discussion about the rightfulness of having a junction marking at this location.”
5. To consider reports on the progress of all ongoing projects and to see if any further action is required
- 5.1 (5.1) Green Energy S106 funding ^(SJa)
- 5.2 (5.2) BT phone box adoption and installation of defibrillators ^(LR)
BT Payphones have forwarded the draft contract for the adoption of two telephone kiosks and have requested a cheque for £2.00 payable to BT Payphones. A cheque has been written but it won’t be sent until the required works to the kiosks have been completed.
- 5.3 (5.3) Bourn Sports Club Working Group proposals for modifications to Pavilion ^(SJa, DOB)
- 5.4 (5.4) Provision of play equipment at Broadway POS – to consider the specification for a picnic table and goal
Picnic tables example -
http://www.sustainable-furniture.co.uk/heavy-duty-a-frame-picnic-table?gclid=CjwKCAjw3_HOBRBaEiwAvLBboshrcJcEpIfUeAx6sb4OkRyj9Nu52WvX0XTISuB4--Ana6RGvOi3ZBoCj5gQAvD_BwE
£235 for 140cm bench
Plus £285 for 180cm
Free delivery
http://www.wickes.co.uk/Rowlinson-4-ft-Picnic-Table-for-Four/p/157299?CAWELAID=120135120001240324&CAGPSPN=pla&CAAGID=52608961104&CATCI=pla-296170722456&gclid=CjwKCAjw3_HOBRBaEiwAvLBboqbKvrWQjTUBypW4eAYIVkQ-XoAESIBmDQ_wDvTjAFETmUlcc8w2phoCJaYQAvD_BwE&gclsrc=aw.ds
£109.99 free delivery

Goals

The Council to agree a specification and fixing requirements for the proposed goals but as examples

<https://www.networldsports.co.uk/football/football-goals/8-x-4-forza-football-goal-post-1573.html>

8x4 (10 – 13 years) £169.99 each

<https://www.networldsports.co.uk/football/football-goals.html?age=senior-16yrs,teens-13yrs&category=football-metal-goals>

12x4 (13-16 years) £219 each upwards

<https://www.networldsports.co.uk/football/football-goals.html?age=senior-16yrs&category=football-metal-goals>

3mx2m (16 years +) £299.99 each upwards

Sportsequip.co.uk

http://www.sportsequip.co.uk/acatalog/football-goal-packs-with-nets.html?gclid=CjwKCAjw3_HOBRBaEiwAvLBbom1v3p77wl_0SYZ3zhkRQv0BD1q8FcF2yGV0vXTjcIMLqNoCh-MQFhoCDV4QAvD_BwE

various sizes from £630 includes ground anchors, nets and delivery

- 5.5 (5.5) Relocation of the notice board at Village Hall car park – to consider Cambourne Parish Council’s reponse on its quote^(LR)
Wayne Newman has indicated that the cost will be less if the notice board is to be fixed into grass. He has been asked how much but at the time of writing nothing has been received. A response is awaited from Ian Flatters, SCDC’s Lands Officer.
- 5.6 (4.1) To consider recommendation from Planning Working Group on a housing size policy^(SJo)
- 5.7 (4.2) Pavilion plumbing problems – to consider report and recommendation and the payment of the outstanding invoice^(JA)
Cambridge Water say “they take the meter readings and keep them on a central system which Anglain Water use to generate its bills. Cambridge Water has written “The last accurate meter reading we hold is a reading of 1623 cubic metres taken on 16/11/16 and is showing in the central system. As we are outside of your billing month, we are unable to attend to take a meter reading. We are scheduled to attend in November and this reading will be available to Anglian Water.”
- 5.8 (4.3) Play inspection report – to consider the basket swing^(DOB)
Deferred at the July meeting so that Cllr O’Brien could speak to the supplier.
- 5.9 (4.5) Speedwatch – to consider report and recommendation and the next steps
- 5.10 (8.6) Sycamores at Allotments – to consider report and recommendation from Tree Warden^(SJo)
- 5.11 (10) To consider if the Parish Council should purchase a Topsy bin and contract someone to install it rather than waiting for SCDC to fulfil its contract
- 5.12 (9.3) Jubilee Playing Fields perimeter vegetation – to consider a report and recommendation^(LR)
Frank Haxton has written “To date I have included tree, bush and grass intrusion into the play area, access or equipment in my Operational Report. This is on the understanding that either:
- a. It is covered by the existing contract, in which case Gail can order clearance under the contract,
 - or,
 - b. The PC can allocate funds for Gail to order it as ‘extra over’ to the contract.

This is normal contracting procedure but if a different system is operated I need to be instructed otherwise.

Furthermore, clarity is needed on who is responsible for inspecting and reporting grounds maintenance issues. If Les is to take this on I will drop it from my report, if it is to be included in the Operational Report other interested parties, viz; sports clubs, should inform me of any special requirements.”

The Clerk advises if additional works are required then a detailed specification is required and the Council needs to consider if it wishes to obtain quotes and how many.

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

6.1 Planning applications received since the last meeting

6.1.1 S/3523/17/DC – Storage building at Golders Farm, Fox Road – Discharge of condition 1 (Foul water drainage) and 2 (Surface water drainage of S/0532/17/PA

6.1.2 S/3528/17/E2 – Land at Bourn Airfield, St Neots Road – EIA Scoping request for proposed development of up to 3500 homes and associated facilities and infrastructure

6.2 SCDC Decision notices

6.2.1 S/1161/17/VC – Bourn Golf Club, Toft Road – Variation of condition 2 (Approved plans) on S/0060/11 reducing the size of the Pro shop extension - Permission granted.

6.2.2 S/2518/17/DC – Gills Hill Farm, Gills Hill – Discharge of condition 10 (Contamination parts B-D) of S/1500/15/FL - Permission granted.

6.2.3 S/2695/17/FL – The Limes, 1 Alms Hill – Erection of an 8 foot x 8 foot summer house at the rear of 1 Alms Hill – Permission granted.

6.3 Tree works applications

6.3.1 S/3513/17/TC – 161 Caxton End

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

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

7.2 Play inspection report and to consider any works required

Frank Haxton has reported as follows:

Playground Operational Inspection Report for Bourn Parish Council
September 2017

Jubilee Playground

Repairs / Modifications Completed or In-hand.

1. Rocking Horse foot rests replaced and supporting bracket modification completed. Equipment cleaned and polished.
2. Nut covers to Basket Swing replaced.

Actions Required

1. Bushes Overgrown. General bush trimming required including to access from the Lalbach and the from Caxton End Road. Risk VL
2. Embankment Slide. Cut back vegetation to side and overhead to prevent fouling from bird droppings. Risk L
3. BMX Humps. Erosion and fox or rabbit holes to be filled seeded and compacted. Quotation required from grounds maintenance contractor. Risk M
4. Soccer Posts. Posts have sharp broken bracket. Sports club to action? Risk M

5. Multiplay. One of the two rotating units is misaligned and jams. Re alignment of foundation required. Risk L

Hall Close Playground

Repairs / Modifications Completed or In-hand.

1. Meeting with SCDC ref. ditch and culvert hazards. Action required agreed but no promise that it will be undertaken. **Risk High** during wet weather.
2. Broken fence also viewed and discussed with SCDC but no action yet. **Risk M.**

Broadway Playfield

Repairs / Modifications Completed or In-hand.

None.

Actions Required

1. Hedging. The hawthorn hedge should be cut back. Risk M
2. Edging Around Fence Line. Edging to be cleared, cultivated and seeded.
3. A short run of stiff wire fencing required to stop climbing from the driveway of adjacent house.

Frank Haxton

21 September 2017

- 7.3 To consider any matter which is urgent because of risk or health and safety and the Clerk's use of her delegated powers between meetings
None at the time of writing.
8. Members' items for info only unless clearly stated
- 8.1 Planning Working Group, Coalition of Parish Councils report and EIP report
Cllr Jones to report.
- 8.2 Highways
Cllr Bruce to report.
- 8.3 Wincanton operations at Bourn Airfield
Cllr Jones reports "Despite repeated promises over the last year to instruct their drivers properly, Wincanton lorries are still entering the village, in breach of their planning permission. We need to report on our discussions with SCDC's enforcement officer and consider possible actions for the PC."
- 8.4 Working Group report on Clerk's Annual Review (Confidential)
- 8.5 Double yellow lines - tentative request from doctor's surgery^(LR)
- 8.6 Litter bins - Alms Hill one has disappeared!^(LR)
- 8.7 Bourn Parish Council's successes – to note
9. Correspondence
- 9.1 Twinning Group – request for financial contribution for St Papoul visit – no written request has been received at the time of writing
- 9.2 Cllr Mark Howell – request that the Parish Council considers further traffic calming measures along Alms Hill
Cllr Howell has written:

“I have been contacted by a resident of Bourn regarding the speed which people travel into the village down Alms Hill. The resident is aware and appreciates speed watch and the new 30mph limit have attempted to help things, but feels further speed calming measures need to be put in place. They suggest:

- Humps (sleeping policemen) in the road
- Bollards you have to drive round thus reducing the speed
- Permanent speed cameras

A personal opinion is, the speed limit entering the village from the old A428/ St Neots Road is consistently exceeded. When I was delivering leaflets and subsequently visiting residents along Alms Hill, I was startled at the speed vehicles were passing as I walked along the pavement. Please could the Parish Council consider the residents’ and my own observations with a view to consider further traffic calming measures along this stretch.”

9.3 SCDC Consultation on Neighbourhood Planning Guidance

“Consultation on Neighbourhood Planning Guidance

South Cambridgeshire District Council is undertaking consultation on draft guidance designed to help local communities decide whether they want to get involved in creating a neighbourhood plan and if they do, it provides advice on how to prepare a neighbourhood plan.

Neighbourhood plans are a community-led initiative giving local communities power to prepare a part of the development plan for their parish or group of parishes. As neighbourhood plans carry substantial weight in planning decision making, equivalent to the weight attached to a district wide Local Plan, there are certain steps that must be followed during their preparation.

The District Council recognises that the planning system is not always easy to understand and navigate and has prepared draft guidance to assist local communities and guide them through each stage. The guidance can be viewed on the District Council’s website:

www.scambs.gov.uk/npguidance (a paper copy can be provided on request).

The guidance has been prepared as a suite of leaflets covering the key stages in the preparation of a neighbourhood plan; from making the initial decision on whether producing a Neighbourhood Plan is the right tool for your Parish, through each of the stages and processes involved in preparing a plan. It is intended that the contents will be updated periodically to respond to changes in national guidance and regulations, and as we learn from local experience what is working well and what is not locally, and could be expanded to cover additional topics.

This consultation provides the opportunity to comment on the content of the guidance, whether there is sufficient detail (or too much), and whether there are any other issues or topic areas which could be included.

Comments can be made on the draft guidance between **Monday 18 September and Monday 30 October 2017** by emailing: neighbourhood.planning@scambs.gov.uk.

We look forward to hearing from you. If you have any queries, please do not hesitate to contact the planning policy team at: neighbourhood.planning@scambs.gov.uk or call: 01954 713183.

Yours faithfully
Caroline Hunt
Planning Policy Manager

9.4 PKF Littlejohn LLP – External Audit conclusion

PKF Littlejohn have reported that:

“No matters have come to Littlejohn’s attention giving reason for concern that the relevant legislative and regulatory requirements have not been met.”

9.5 Environmental Impact Assessment scoping opinion application that has been submitted for the new village on Bourn Airfield

“You should have recently received, or be about to receive, notification of an Environmental Impact Assessment scoping opinion application that has been submitted for the new village on Bourn Airfield. Some of you may recall that we had a similar application back in 2015 as a precursor to an outline application that never came in. That previous scoping opinion is now out of date and as Countryside have stated their intention to submit an application in 2018 the scoping opinion process is being carried out again.

Although we give such requests an application number it is not seeking consent for any development. Such a scoping opinion is the vehicle through which a developer seeks confirmation of the areas that the Council would expect to be considered through an Environmental Impact Assessment that would be submitted with any subsequent planning application.

The description of the proposed development in the scoping document that has been submitted is the following:

- Up to 3,500 homes of mixed size and tenure in a new village, set in a strong framework of structural planting and landscaping, agricultural land and wetland;
- Open space including play space, formal recreation space and allotments/community orchards;
- Village centre/rural hubs to accommodate employment and other non-residential uses;
- Supporting services and facilities including health and education;
- Full details in respect of site access, (with alternative options);
- New vehicular routes and a network of pathways and cycle routes (with alternative options);
- Highway improvements/public transport provision, (with alternative options);
- Water attenuation, sustainable drainage systems; and
- Associated and ancillary development

The nearby parish councils will be sent details of the scoping opinion for information only as the response the Council will give is a technical one. This is not the time when comments can be made on the merits of the proposals. Once an outline application is submitted the parish councils will be consulted again and their comments sought.

If you have any questions then please feel free to contact me.

Regards

Edward Durrant | Principal Planning Officer “

10. Closure of meeting