

## Clerk report to Bourn Parish Council 21 February 2018

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

1. Apologies for absence – None at the time of writing. The resignation of Tara Watts has been received.
3. To approve the minutes of the meeting on 17 January 2018 - attached
4. Matters arising
  - 4.1 (5.1) Green Energy S106 Funding – to consider a letter to Skylark Meadows Solar Parks  
Proposed at the last meeting. Cllrs Jagers and Blair to report.
  - 4.2 (8.3) SCDC funding pot – to consider potential projects  
Proposed at the last meeting.
  - 4.3 (8.4) Construction of Bourn Historical Archive – to consider for a Community Chest application  
Deferred at the last meeting. Cllr Blair to report.
  - 4.4 (8.6) Bourn Traffic Management – proposals for speed limits and road signage  
Deferred at the last meeting. Cllr O'Brien to report.
  - 4.5 (9.5) SCDC – notice of expiry of ACV listings  
Deferred at the last meeting.
    - 4.5.1 (9.5.1) The Willow Tree Public House, 29 High Street
    - 4.5.2 (9.5.2) Lالبagh Indian Restaurant, 49 Alms Hill
    - 4.5.3 (9.5.3) Bourn Surgery, 25 Alms Hill
    - 4.5.4 (9.5.4) Green Space, Corner of Hall Close and Church Street, Bourn
    - 4.5.5 (9.5.5) Hall Close Play Area
    - 4.5.6 (9.5.6) Village Stores and Post Office, 8 Short Street
    - 4.5.7 (9.5.7) Jubilee Playing Fields, Alms Hill
    - 4.5.8 (9.5.8) Village Hall, Short Street
    - 4.5.9 (9.5.9) Bourn Church of England Primary Academy, Riddy Lane
    - 4.5.10 (9.5.10) Bourn Sports Pavilion, Jubilee Playing Fields
    - 4.5.11 (9.5.11) Broadway Play Area
- Other for info only  
Allotment trees – Oakes Tree Surgery will do the allotment tree work in April. They apologise for not being able to do this any sooner. Hilary Gretton has been informed.
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 <sup>(SJa)</sup>  
See item 4.1.
  - 5.2 (5.2) Installation of defibrillators <sup>(LR)</sup>  
Cllr Rolfe to report.
  - 5.3 (5.3) Bourn Sports Club Working Group proposals for modifications to Pavilion <sup>(SJa, DOB)</sup>  
Cllr Jagers to report on the Sports Pavilion building project.
  - 5.4 (5.4) Broadway POS – to consider the specification for a goal  
See item 4.2.
  - 5.7 (5.8) Sycamores at Allotments – to consider report and recommendation from Tree Warden  
See above.
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/0200/18/FL – The Grange, Broadway – Creation of a new agricultural farm access track to the farm buildings at The Grange, Bourn
- 6.1.2 S/0197/18/FL – Storage land, Bourn Airfield – Retention of the existing temporary use of part of the former runway for external storage, to include but not limited to, the siting of plant, machinery, storage containers and vehicles for up to two years
- 6.2 SCDC Decision notices
- 6.2.1 S/3678/17/PO – Rockery Farm House, Rockery Farm – Application for modification of planning obligations attached to planning permission S/2942/14/FL for four affordable dwellings (3 affordable rented and 1 shared ownership) to all four properties being shared ownership – Permission granted.
- 6.2.2 S/4324/17/DC – Area GC15, Cambourne – Discharge of Condition of planning permission S/6288/05/RM - Permission granted.
- 6.2.3 S/4213/17/VC – 51 High Street – Variation of condition 2 (changing the design to rendering the whole building) of planning application S/3414/16/FL – Permission granted.
- 6.2.4 S/4015/17/DC – Storage building at Golders Farm, Fox Road – Discharge of condition 3 (Phase I and II Geo environmental assessment) of planning permission S/0532/17/PA – Permission granted.
- 6.3 Tree works applications
- 6.3.1 161 Caxton Road works to dangerous tree – for info only permission granted by SCDC
- 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's report is below:

Playground Operational Inspection Report for Bourn Parish Council January 2018

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

- 1 Graffiti removed from Half Pipe
2. Splintered log planed smooth
3. Damaged fence to Hall Close playground made safe.
4. Shrubs and weeds removed from Broadway playingfield.

Jubilee Playground

1. **Surfaces.** Rubber safety surfaces slippery with mould growth and grass between tiles  
Hazard level: M

2. **Mould and Dirt.** Equipment in the enclosed playground and the basketball back-stop wall are dirty, slippery and stained with mould growth.  
Hazard level: M

3. **Slide.** Infill to the steps to the embankment slide has compacted and needs gravel in-fill to reduce the trip hazard. Trees above the slide need cutting back to stop bird droppings on the slide.  
Hazard level: High

4. **Multi-Play.** The rotating units are misaligned due to foundation failure and the top bearings could fail.  
Hazard level. M

5. **BMX Trail.** Ground erosion and vermin damage to several areas. Patch repairs required to prevent trips and falls.  
Hazard level: L

Hall Close Play Field

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

None.

**Multiplay.** The multiplay unit needs re-coating with a preservative finish to the woodwork as it is starting to deteriorate.

**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.

**Perimeter Fence.** This fence has been broken for some months.

Hazard level L.

Broadway Playfield

**Grass.** The grass has taken well and over-seeding should not be necessary. A spring cut and fertilising is recommended with a selected fertiliser to strengthen root growth and suppress broad leaved weeds.

**Litter.** A lot of litter is accumulating in the area and a permanent solution is needed.”

Frank Haxton

17 January 2018

7.2.1 Notification of annual play inspection – to consider quotation and whether Frank Haxton should attend the inspection at additional cost

“We are pleased to let you know that the inspection of your play area(s) listed below is scheduled to take place during April/May.

Halls Close Play Area  
Jubilee Playing Fields, Alms Hall

If you wish to add additional services to your order, or change it in any way, please let us have revised details as soon as possible by email or post. Please provide us with an up to date invoice email and address and include full address details for new sites.

Where an exact date is given above this may be subject to change depending upon Inspector availability. Orders are subject to our standard terms and conditions are available here <http://www.rospace.com/rospaweb/docs/advice-services/play-safety/terms-and-conditions.pdf>.

Prices

We have not increased our prices for 2018

Commercial Play Areas - £90.00 + VAT per site  
Non Commercial Play Areas - £66.50 + VAT per site  
Any additional items over five per site - £3.50 + VAT per additional item

If you wish to meet or accompany our Inspector during the inspection then there is an additional fee of £42.00 + VAT for an appointment. This fee is not applicable to schools, staffed playgrounds and those sites with restricted access.

To save you forgetting to book your inspection(s), you can opt to be set up on our system as an 'Automatic' client which means we will automatically inspect each year, unless instructed otherwise. Future inspections will be notified in advance so you know that we're coming, and we will send the report and invoice after the inspection has been done. If you wish to take advantage of this very popular service, please let us know by email.."

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

7.3.1` Alarm Maintenance have completed their six monthly check on the Pavilion and reported that there are three emergency lights that are defective. Their quote is £98 plus VAT each and they suggest 2 replacements as in one room one of the lights is not needed.

8. Members' items for info only unless clearly stated

8.1 Planning Working Group, Coalition of Parish Councils report and EIP report

8.1.1 Planning Working Group objections to SCDC Local Plan Modifications.

Cllr Jones to report.

8.2 Highways

8.2.1 Report on LHI meeting and proposal that the Parish Council increases its contribution

Cllr Bruce to report.

8.3 Special Motion to rescind decision 4.2 taken at Parish Council meeting on 15 November 2017 to purchase a bench for the Jubilee Recreation Ground. This resolution should be changed to "Purchase a recycled material picnic table with tamper-proof fixing kit from Glasdon, at a cost of £551.46 excl. VAT"

Resolution attached.

8.4 Approval of Confidential Minutes from EGM held on 20 December 2017 (Confidential item)

8.5 Bourn Parish Council's successes – to note

9. Correspondence

9.1 Invitation to the Cambridge Gliding Club meeting on 28 February 2018

"Invitation to a meeting of the Cambridge Gliding Club (CGC) and the Parish Councils which are members of the Cambridge Gliding Club Consultative Committee on Wednesday February 28<sup>th</sup> 19:30 at the Club House, Gransden Lodge Airfield

At the Cambridge Gliding Club Consultative Council meeting on November 15<sup>th</sup> 2017 (as well as on previous occasions) the Club advised members of the Consultative Committee that it was reviewing certain of the Conditions attached to the original Planning Permissions when these were granted in 1991.

Both Huntingdon DC and South Cambridgeshire DC, the local planning authorities, expected that CGC would seek to vary these once we had an established pattern of operation and were a known quantity to our neighbours. After over 25 years of operation at Gransden Lodge, CGC believe that it is now appropriate to review these conditions in the light of experience, technological progress, modern business and council methods and the ease of electronic communication.

Previously we have offered to invite Parish Council officers to a meeting immediately prior to any such application being submitted to the local planning authorities in order to brief them on the rationale and content of the changes we would be seeking. We are now ready to make those submissions and you are invited to that briefing meeting on Wednesday February 28<sup>th</sup> 19:30 at the Club House, Gransden Lodge Airfield

Please note that this briefing is for Parish Council officers only and, as such, it is not open to members of the public.”

9.2 CCC Streetworks – TTRO application, 31 Bourn Road

A TTRO is proposed outside 31 Bourn Road, Caxton, for a temporary road closure to enable sewer work to be completed. A time extension has been obtained so that the Parish Council can respond the day after the meeting. Plans and documents attached.

“This section of Bourn Road will be closed 24 hours for the following dates

16<sup>th</sup> of April 2018 through to the 30<sup>th</sup> of April 2018

Diversion route will be via Alms Hill’s, Fox Rd, B1046, A1198 & Royston Road”

9.3 Greater Cambridge Partnership - Cambourne to Cambridge post consultation discussion

“The Greater Cambridge Partnership would like to offer to send a member of its Project Team, Adrian Shepherd, to your next available meeting to discuss the Cambourne to Cambridge Better Bus Journey’s scheme. With the most recent consultation for the scheme having just ended, Adrian would like to take this time to answer any questions your members might have on the project.

If members of your council would like Adrian to attend a meeting please confirm this via a reply to this email with a preferable date and time.

More details about the scheme can be found here:

<https://www.greatercambridge.org.uk/transport/transport-projects/cambourne-to-cambridge/>”

Kind regards,  
Robin Marshall

***On behalf of The Greater Cambridge Partnership***

9.4 SCDC - Consultation on District Councillor Engagement with Parish Councils after May 2018

“Please find attached a letter addressed to all the parish councils and meetings in South Cambridgeshire, asking for your views on how District Councillors can engage with parish councils, following the elections in May, which will reduce the number of District Councillors from 57 to 45.

Please can you send any responses to Kathrin John, Democratic Services Team Leader.”

Kind Regards

**Patrick Adams** | Senior Democratic Services Officer

Consultation letter attached.

10. Closure of meeting