

**BURWELL PARISH COUNCIL**  
**The Jubilee Reading Room**  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
**Telephone 01638 743142**  
**E Mail [burwellpc@btconnect.com](mailto:burwellpc@btconnect.com)**

Chairman: Mr D A Reader

Clerk: Mrs Y Rix

Minutes of the meeting of Burwell Parish Council held in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU at 7.30p.m. on Tuesday 27<sup>th</sup> May 2014.

---

**Present:-** Derek Reader (Chairman), Laura Barrett, Liz Goodman, Sylvia Greenaway, Don Harrison, Gus Jones, Pat Kilbey, Joan Lonsdale, James Perry, Mick Scarff, Michael Smith, Liz Swift, Fay Whitehouse, Hazel Williams and Brenda Wilson.  
County and District Councillor David Brown

**19.5.14 Apologies:-** Apologies for absence had been received from District Councillor Lavinia Edwards

**20.5.14 Declarations of any interest known to Councillors:-** The following declarations were received:  
Brenda Wilson 23.5.14 Planning Applications 14/00508/FUL  
Laura Barrett and Liz Goodman 23.5.14 Planning Applications 14/00046/OUM

**21.5.14 Approval of Minutes:-** The minutes of the meeting held on 13<sup>th</sup> May 2014 were approved and signed as a true and correct record.  
Proposed – Gus Jones, Seconded – Joan Lonsdale

**22.5.14 Public Forum:-** A local resident spoke with regards to the environment issues at the Burwell Day Centre and action to be taken since the issuing of the Abatement Notice.

A resident of Hythe Close spoke of his concerns regarding the planning application for the proposed dwelling at land southwest of Hythe Lane Farm, Weirs Drove, and the number of previous refused applications, dismissed appeal and siting of the dwelling outside of the development line.

Proposed Exning/Burwell Cycle Path – Cllr Andrew Burton, Exning Parish Council  
Cllr Andrew Burton informed Council that Exning Parish Council was looking to open the debate on the provision of a cycle path between Exning and Burwell. With planned development in Exning, the Parish Council is looking to allocate some of the Community Infrastructure Levy towards the cycle path. Joan Lonsdale expressed that a cycle path between the villages is something that the village would like to see. Cllr Burton suggested that a working group should be set up involving members from each council to move the project forward. David Brown informed Cllr Burton that the proposed cycle path was in the Cambridgeshire Mid to Long Term Plan and recommended Cllr Burton to liaise with Suffolk County Council regarding the proposal.

**23.5.14 Planning Applications:** The following planning applications were considered:  
**14/00433/FUL**                      **Mrs Roberts – 15 Martin Road**  
Proposed 2 storey side extension  
**NO OBJECTIONS**

**14/00508/FUL**                      **Mrs S Khan – 4 School Lane**  
Single storey rear extension  
**NO OBJECTIONS**

- 14/00385/FUL**                      **Mrs Carolyn Fuller – 38 Silver Street**  
Proposed demolition of existing house and replacement with new detached 4-5 bed dwelling and associated works  
**NO OBJECTIONS** as long as adequate off road parking is provided
- 14/00529/FUL**                      **Mr William Franklin – 69 North Street**  
Extension to dropped kerb  
**NO OBJECTIONS**
- 14/00416/OUT**                      **Mr and Mrs G and J Reeve – Land Southwest of Hythe Lane Farm, Weirs Drove**  
Erection of single dwelling  
**OBJECTION** as the proposed dwelling will be sited outside of the Development Envelope.
- 14/00542/FUL**                      **Mrs Sally Callum – 89 Ness Road**  
Construction of single storey extension  
**NO OBJECTIONS**
- 14/0046/OUM**                      **Countypark Estates Ltd – Former D S Smith Site, Reach Road**  
Residential development for up to 70 new homes, new business units (Class B1), provision for public open space, Alterations to existing vehicular access of Reach Road, new cycle/footpath links to Reach Road and Swaffham Road, Burwell  
**Amendment**  
Modification to access to provide extension to footpath  
**OBJECTION** to the amendment to the application as the proposal still continues to be out of line with the Burwell Masterplan.

**24.5.14**  
**Planning decisions from District Council:-**

The following planning decisions had been received from the District Council:  
**14/00356/FUL**                      **Brown and Barry – Armtrac 70 Reach Road**  
Proposed new building (B2 & B8 use) and create new access  
**APPROVAL**

**25.5.14**  
**Action Points Update:-**

Basketball facility - Report from the Youth Working Group  
Pat Kilbey reported that the Youth Working Group had looked at the proposal from Sovereign for the basketball facility. The group had decided that a facility which could be used for a number of sports including basketball was a good idea. The Recreation Ground was the right location in preference to being linked to the Sports Centre as it would allow for spontaneous use. The quote provided by Sovereign was quite high and more quotations would be needed. The costs of different surface types need to be considered, along with possible options for grant funding such as WREN. Hazel Williams suggested that initially it may be useful to speak to the Officer for Sports Development at East Cambridgeshire District Council (ECDC) who has been involved in similar projects. Gus Jones questioned the need for flood lighting for the facility. Pat Kilbey responded that this could be considered at a later date, but is not part of the initial plan.

Refurbishment of the Gardiner Memorial Hall  
Mike Smith reported that the Grounds and Buildings Working Group had considered the Building Survey for the Gardiner Memorial Hall. Little work has been carried out on the hall for a number of years and the building now needs some essential work to be done, preferably by the autumn. No item requiring attention is a safety issue. Essential external work indicated will cost in the region of £31,000.00. It will be necessary to check the criteria for the replacement of the gutters as the building is in the Conservation Area. Mick Scarff proposed that BBS Surveyors should be asked to

act as Project Managers up to the point of obtaining quotations for the work required. At this point the quotations should be brought back to Council for approval before going ahead with the work. Earmarked reserves £14,000 will cover part of the cost with the balance being funded from General Reserves. Council agreed to the proposal. Gus Jones asked if work could be carried out to the vehicle exit from the hall onto the road, but this will need to be considered separately.

**26.5.14  
County &  
District  
Councillors  
Reports:-**

Reports from the County and District Councillors were noted. David Brown informed Council that the last paragraph of his report had been submitted in error and should be ignored. He confirmed that he had been appointed on to ECDC Planning Committee and responded to a question raised by Mick Scarff that it was too early to say if the County Council changeover to a Committee System would cause problems.

Hazel Williams commented that the Council may be disappointed with the level of projected CIL allocation for the village of £6,628. This figure includes the self-build relief applied for, bringing the total allocation down from around £11,000. She explained that the grant to the Sports Centre was an annual grant towards general costs.

**27.5.14  
County and  
District  
Matters:-**

East Cambridgeshire District Plan – Further examination hearings

Following submission of comments regarding modifications to the District Plan for Burwell, a request had been received from ECDC as to if the Council would like to participate at the further examination hearings to be held on 23<sup>rd</sup> and 24<sup>th</sup> June 2014 and if the Council would like to be notified of the publication of the Inspector's report and adoption of the Local Plan. Council agreed that they did not wish to participate at the hearings, but did require to be notified of the publication of the report and adoption of the Local Plan.

Response from the Enforcement Officer regarding property in Toyse Lane

Council noted the response.

Burwell and District Day Centre - Environmental Issues

Joan Lonsdale updated Council on the current environmental issues. Currently ways of resolving the problem to meet the needs of all concerned and at an appropriate and affordable cost are being considered. In line with the Abatement Notice issued the problem needs to be resolved by 22<sup>nd</sup> July 2014. The Abatement Notice formerly received by the Council on 14<sup>th</sup> May 2014 and a letter from the County Council regarding breach of the Lease were read out in full by the Clerk and were noted by Council. Joan Lonsdale confirmed that another meeting with the Environment Officer and the supplier of the extraction unit is due to take place shortly and that she would report back to Council at the next meeting.

ECDC Street Numbering 14a, 14b and 14c The Causeway

Council noted the new numbers for the three properties being erected in the Causeway.

David Brown left the meeting at 8.24 pm.

**28.5.14  
Other  
Reports:-**

The following reports had been circulated to Councillors for information:  
Wicken Fen Community Liaison Forum – Meeting Notes 23.4.14

**29.5.14  
Finance:-**

Consideration of quotation to carry out maintenance work to the Recreation Ground

The Grass Cutting Contractor has confirmed that he will not carry out the maintenance required to the Recreation Ground. A quotation to carry out the maintenance to the ground from Herts and Cambs Ground Maintenance had been received. The price in total of £1400.00 includes spiking, feeding and rolling the entire field. Council agreed that the quotation should be accepted. Council agreed that the quality of the grass cutting is not to the standard required. The Clerk was requested to obtain a quotation from Herts and Cambs Ground Maintenance for cutting the Recreation Ground on a regular basis, with a view to removing this area from the main Grass Cutting contract.

Consideration of quotation and recommendations from Burwell Office Cleaning to re-polish the floor at the Gardiner Memorial Hall

Council has been advised by Burwell Office Cleaning that the floor of the Gardiner Memorial Hall could benefit from a re-polish. As internal improvement works to the hall are unlikely to be considered in the near future, Council agreed that the work should be carried out at the quoted cost of £275.00 plus VAT.

**30.5.14**

**Corres-  
Pondence:-**

Burwell House – Request for banner on Pound Hill

A request had been received from Burwell House to put up an advertising banner on Pound Hill. Council agreed to the request.

Burwell Carnival – Notification of Carnival Parade 28.6.14

A letter from the Carnival Committee detailing this year's Carnival Parade was noted by Council.

Emails from resident regarding bungalows facing the Burwell Lode Frontage

A copy of the latest email from a resident regarding issues with access and maintenance of the open space along the river frontage in Hatley Drive had been circulated to all members of the Council. This amenity area is owned and managed by the Parish Council Joan Lonsdale reported that the trees had originally been planted by the developers and some had been replaced over the years by the Parish Council. Hazel Williams commented on how much greenery there was on the area concerned. The shrubs and bushes along the Lode are maintained under the hedge cutting contract, but have not been thinned out as a safety measure along the river frontage. The shrubs and bushes also prevent geese on the river gaining access to gardens on Hatley Drive. The area has always been accessible to public, although there have been some previous issues with one of the residents. Council agreed that a letter should be sent to all the residents along the river frontage reminding them that the area is a publically owned space and that as such the Council maintains the area and does not expect any resident to maintain or plant any part of the area. If any resident is not happy with the way that the area is maintained they should contact the Council.

**31.5.14**

**Working Groups and Representatives to Outside Bodies**

Council agreed that all Working Groups should remain the same for this year. Concern was raised that some groups had not met during the year. The initial concept for the Working Groups had been for the groups to meet according to need and not on a regular basis. Council voted Liz Swift as a Parish Council representative for the Burwell Day Centre. Mick Scarff explained changes to the criteria for school governors and that he had agreed to continue as governor until a replacement community governor had been found by the school.

**32.5.14**

**Consideration of RoSPA Play Safety Report**

The Clerk was requested to obtain quotations for work required to the play areas and equipment following the annual inspection by RoSPA Play Safety Ltd.

**33.5.14**

**Burwell Youth Bus – Consideration of further information received**

Further information had been received regarding the cost of Youth Bus sessions in Burwell. The cost for the bus to visit the village on a weekly basis during term time would be around £11,000. Evidence of need would be required to justify this level of expenditure. Council voted against financially supporting the Youth Bus.

There has been some anti-social behavior at the school, at the Recreation Ground and on Jubilee Green. The Police have been involved at the school and need to be made aware of further incidents that occur, so that they can be addressed.

As there was no other business the meeting closed at 9.05 pm.

Signed this the \_\_\_\_\_ day of June 2014 \_\_\_\_\_  
Chairman