

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Chairman: Mrs J Lonsdale

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 14th February 2017

Present:- Joan Lonsdale (Chair), Robin Dyos, Jane Hall, Don Harrison, Gus Jones, Jenny Moss, Joe Parker, Jim Perry, Gordon Roach, Liz Swift, Mike Swift, Paul Webb, Hazel Williams and Brenda Wilson.

01.02.17 Apologies:- Apologies for absence had been received from Derek Reader, Mike Smith and Tim Wallis .

02.02.17 Declarations of any interest known to Councillors:- The following declarations were made:
Robin Dyos – Finance (Payment)
Hazel Williams – Finance (Payment)
Jenny Moss – Correspondence from Post Office

03.02.17 Approval of Minutes:- The minutes of the meeting held on 31st January 2017 were approved and signed. Proposed – Brenda Wilson, Seconded – Gordon Roach

04.02.17 Public Forum:- No matters were raised during the Public Forum.

05.02.17 Update on the proposed development at Newmarket Road – Cambridgeshire County Council
Stephen Conrad and Tom Sims from Cambridgeshire County Council gave the following update on the proposed development at Newmarket Road. Stephen Conrad explained that this is the first time that the County Council has acted as a developer and this has proved more difficult than first anticipated. In order to make up for loss of revenue from government grants, the County Council, with a large County Farms Estate, are looking to optimize use of land. Specific challenges have been the location of the gas pipes and the debate about the need for a roundabout to access the development. The County Council is still looking to deliver the development as soon as possible. Scheme One as deposited with East Cambs District Council and currently awaiting consideration for outline planning consent is still on going with an amendment to the access of the development to a right hand turn in preference to a roundabout. The Sports Hub continues to be in the same place with access from within the development. The County Council is looking for the planning application to be considered by the District Council Planning Committee in May or June. He continued to explain that there had been a number of technical reasons why the Highways Department had been opposed to having a roundabout, including over or under capacity for traffic, speed of traffic and the maintenance of the roundabout. Highways have carried out assessments to back their recommendations.

Council members expressed that both the Parish Council and members of the public consider a roundabout to be a safer option and is essential for the scheme. Tom Sims explained that assessments carried out by Highways are based on the number of housing units that will be provided by the development. Paul Webb stated that existing usage of the roads needs to be taken into account when carrying out an assessment. It is thought that the roundabout will act as a measure to control the

speed of traffic along Newmarket Road. Highways are aware of the need to slow down the speed of traffic throughout the whole village. Tom Sims explained that traffic calming such as traffic islands, mini roundabouts could be used to deal with the increase in traffic and would be included within the scheme. Gus Jones suggested that maybe traffic lights would be a solution. Tom Sims continued that from a safety point of view, regulations would need to be adhered to and that accident reports for the road will be taken into consideration. Robin Dyos expressed that the junction of Isaacson Road with the High Street is also another area where improved design of the road would be beneficial. Hazel Williams explained to Council that the same arguments had been raised when Felsham Chase had been developed. Tom Sims spoke of how he expected the County Council, Highways and the Parish Council to work together to come up with a suitable design for the access to the development.

Hazel Williams asked what proportion of houses will be affordable? Tom Sims responded by explaining that it is a massive task which has just been started, to calculate the viability of the site and the amount of affordable housing which can be delivered. Although the percentage will be set in the first phase, as later phases start the percentage may need to be recalculated due to things like building costs, expected sale values of the properties and changes in policies.

Hazel Williams asked what time scales the County Council was looking at for delivering the development. Tom Sims informed Council that they were looking at a completion date of 2025. Hazel Williams added that the Council was concerned that other developments for the village could be submitted and even if they were refused by East Cambs District Council, were likely to be approved by the Planning Inspectorate as the district had not met the quota of new housing required.

Tom Sims reported that it is likely that self-build properties will now be sited within the development instead of on the outskirts as first indicated.

Jim Perry asked if any bungalows would be included in the development. Tom Sims explained that this will be considered at the time and will depend on demand and the viability of having properties with a larger footprint.

Mike Swift questioned if the land handed over for the Sports Hub will be rough land or if any preparation will be carried out. Tom Sims responded by explaining that surface water and drainage will be addressed by the County Council and that ground levelling work would be carried out. Mike Swift added that the Parish Council would be unable to afford the considerable amount that it would cost to set up the Sports Hub.

This comment was acknowledged by Tom Sims. Hazel Williams expressed that when discussions take place with East Cambs District Council regarding Section 106 agreements, funding should not be awarded to other areas of the District. The 15% CIL contribution payable to the Parish Council is unlikely to cover the cost of setting up the Sports Hub.

Stephen Conrad then moved on to discussing a possible change to the overall scheme. This option has become available as developments included in the 2015 Local Plan have the opportunity to increase the number of housing on a site in order to meet the governments housing targets. If accepted, an amendment could be submitted for the development to have up to 420 houses. The additional houses will be built on the land already designated for the Sports Hub. The Sports Hub will then be built on the other side of the gas pipes where an area of 5 ha will be available. Following a further comment from Mike Swift regarding the cost to the Parish Council of providing the Sports Hub, Paul Webb said that the cost of providing a Pavilion would need to come in with the scheme.

Jenny Moss asked if funding would be available for the Doctors Surgery to expand. Tom Sim explained that the surgery could apply for funding through the Section 106 agreement if required. He continued to add that when looking at the financial position of the scheme, consideration would be given to the comments made by the Parish Council.

Jim Perry asked if archaeological surveys would be carried out. Tom Sims confirmed that all necessary surveys will be carried out.

Gus Jones further suggested that rumble strips and traffic light speed control as seen in Spain could be appropriate to calm traffic.

Tom Sims advised Council that they may wish to take the opportunity to develop a Business Plan for the new Sports Hub.

Stephen Conrad and Tom Sims were thanked for coming along to the meeting and giving the Parish Council an update on the existing scheme and possible revised scheme with the increase in property numbers and increased Sports Hub size. Stephen Conrad and Tom Sims left the meeting at 8.30 pm.

**06.02.17
Planning**

The following planning applications were considered:

17/00135/FUL Mrs S Ashby – 25 Abbey Close

Front and rear single storey extensions

No objections

17/00034/FUL Mr and Mrs Cox – 102 Ness Road

Porch and garage extension to improve internal amenity

No objections

16/01453/FUL Burwell Parish Council – Burwell Sports Pavilion, Weirs Drove

Extension and refurbishment to existing sports pavilion, new skate park to replace existing facility, resurfacing of existing tennis court and extension and resurfacing to existing car park

Additional information received reduces parking and restricts number of spaces at certain times. Also amendments to the skate park

No objections

**07.02.17
Planning
Decisions:**

The following planning decisions had been received from the District Council:

16/01242/FUL land Southwest of Hythe Farm, Weirs Drove

Resubmission of application 15/00125/FUL for the erection of single temporary dwelling

REFUSAL

**08.02.17
Action
Points
Update:-**

Robin Dyos raised concern along with some other Councillors that the material being laid to prevent damage to the Causeway verge was not as specified by the Parish Council and was not fit for purpose. He also stated that the Safety Working Group had not seen the proposal from the Highways Department to use a Cellular Reinforcement product prior to the go ahead being given for the work.

Members of the Safety Working Group had expected the grasscrete to be made of concrete. The width of the grasscrete is also less than expected. Robin Dyos further expressed concern that an email from Jacob Hobbs saying that he could not guarantee that the work to the verge would resolve the issues had not been circulated or reported to Council. Brenda Wilson, spokesperson of the working group, who had seen the proposal and had confirmed with the Clerk for the order for the work to be put in place, explained that Highways were the experts in this nature of work. Hazel Williams suggested and it was agreed by Council that Highways should be asked if they consider that the work carried out is fit for purpose. It was also suggested that Highways should be asked to meet with the Council to discuss the situation prior to any payment being made.

Work to the trees in the Cemetery has now been completed and this item can be removed from the list.

Water levels at Pauline's Swamp are rising. Mike Swift invited members to join a working party to carry out work at Pauline's Swamp on Wednesday 15th February. Concern has been raised about issues with water in ditches in Reach Road.

09.02.17 1. Weekly Play Area Inspection Reports

Parish Reports The Clerk informed Council that bark levels at the Recreation Ground, Westhorpe and Margaret Field were decreasing and a further supply of bark would be required. Clerk to obtain prices for the supply of bark.

Property:-

2. Mandeville Hall ceiling

The Clerk reported to Council that the ceiling in Room 1 at Mandeville Hall had started to crack again. It is not currently unsafe for the room to be used. It was agreed that contact should be made with the original builder of the project, to check to see if any guarantee for the building work and obtain advice from the insurance company.

3. Gardiner Memorial Hall – Clarification of content of report from Andrew Fireplace Partnership regarding the Entrance/Exit

The Chairman reminded Council that this item was for the clarification of the content of the letter and that in accordance with the Council's Standing Orders, the decision made by the Full Council on the 10th January 2017 for alterations to the Entrance and Exit to the carpark to be discussed further when the redevelopment of the hall was considered and could not be discussed for 6 months. Hazel Williams confirmed that only when new information is available can a matter be raised within the six months. Joan Lonsdale said that it may be wise to obtain quotations for the repair of the south wall as suggested by the Structural Engineer. Having met at the Hall with several other Councillors, Mike Swift suggested that the wall to the south of the exit could be removed and the height of the main front wall reduced increasing visibility for those leaving the car park. Robin Dyos added that lowering the main wall would also make the wall safer. The Chairman informed Council that lowering the wall had been considered by Council in the past, but that the Council had been advised against this.

4. Request to carry out guided walks around Burwell Castle

This matter had previously been discussed and agreed to allow at the Parish Council meeting held on 31st May 2017.

Trees/Environment

Council noted the following notification of approved tree works from ECDC:

129 North Street

T1 Ash – Shorten in length by approx. 4 metres the very long limb on tree's southern aspect that overhangs the neighbour's garden to the south and also do a selective reduction in length by up to 2 metres of longer, extended branches, to reduce risk of failure

T2 Ash – sectionally dismantle tree affected by Inonotus hispidus and extensively decayed in main stem, leaving stump cut close to ground level

Tollgate Cottage, 8 Hythe lane

T1 Fagus sylvatica 'Dawyck Purple' – Formative pruning to reduce crown to maintain young tree in this location

Tollgate Cottage, 8 Hythe Lane

T1 Pear Tree – Fell

T2 Sycamore -Fell

Woodrobin, 2a Mandeville

T1 Variegated Maple – Overall crown reduction by 30%, pruning at suitable points within the branch/canopy structure

6 High Street

T2 Mulberry – Fell

T3 Fig – Fell

95 North Street

T1 Conifer –Fell

T2 Apple - Fell

**10.02.17
County &
District
Matters:**

There were no County and District matters to discuss.

11.02.17 The following reports were circulated in the circulating folder:
Other Details of the LHII 2017/2018 Presentation
Reports and Parishes Meeting 3.2.17
General
Information:

12.02.17 Council considered the following:
Finance Anglian Water – Opening of the water and waste market to business, public sector and charity customers

The Clerk informed Council that notification had been received from Anglian Water explaining that from April 2017 businesses will be able to choose their supplier for their water and wastewater retail service.

Quarterly Finance Report

Council noted the content of the Quarterly Finance Report for the period ending 31st December 2017.

Cambridgeshire County Council Libraries – Donation request Summer Reading Scheme

A request from Cambridgeshire Libraries had been received for funding for the 2017 Summer Reading Scheme. Hazel Williams questioned how many children participated in the scheme last year. The Chairman responded that she thought around 50 children completed the scheme last year.

Liz Swift proposed, seconded by Gus Jones that a donation of £200.00 should be made. This was approved by Council with 10 votes in favour.

Burwell Museum – Donation request Summer Community Activities

A request had been received from Burwell Museum for funding towards Summer Community Activities. The amount suggested by the Museum was £600.00

Hazel Williams proposed, seconded by Paul Webb that a donation of £200.00 should be made to the Museum. With only 6 votes in favour the motion was not carried.

Robin Dyos proposed, seconded by Jenny Moss that a donation of £400.00 should be made to the Museum. With a vote of 11 councillors in favour this proposal was approved.

It was agreed that the Museum should be asked to report back to Council how many different children attended the Summer Activity events.

Consideration of payments:

Payments to the following as detailed on the attached payment summary were approved. Hazel Williams declared an interest in this item. Jim Perry requested details of the breakdown of the invoice for the work to the trees carried out at the Cemetery.

Proposed – Gordon Roach Seconded – Don Harrison

S Rowland
D Cawley
Burwell Office Cleaning
Ridgeons
N & G Marsh
S P Landscapes
Mr Groundsman
The Voluntary Network
Latta Hire Ltd
Sharp
Bordaline Webb Design
H Williams
R Dyos
Newmarket Congregation of Jehovahs Witnesses
Lloyds Bank
Eon
Salaries
Return of Deposits

13.02.17

Correspondence

1. Burwell Carnival Committee – Letter of thanks re donation

Council noted a letter of thanks from Burwell Carnival Committee for the recent donation.

2. Email from resident regarding the possibility of a Neighbourhood Plan

An email had been received from a resident regarding the possibility of a Neighbourhood plan being carried out for the village. Hazel Williams explained to Council that often communities create Neighbourhood Plans in order to control planning, especially in areas that do not have a Local Plan. She continued to explain that a Neighbourhood Plan takes 2 to 3 years to complete, takes a lot of volunteer input and could cost in the region of £20,000.00. Other planning tools on a lesser scale such as Parish Plans could be considered by the Council, possibly as part of the proposed Strategy Meeting. There are some good points to carrying out a Neighbourhood Plan, particularly the involvement of the community. However Council agreed that at this point in time they would not be carrying out a Neighbourhood Plan. The Clerk was asked to respond to the resident accordingly.

3. Post Office – Modernisation of the Post Office 11 The Causeway

Council noted correspondence from the Post Office informing of an upgrade of the Post Office in the village. The Post Office will be closed between 1st March until lunchtime on Friday 10th March 2017.

4. Department of Environment Food & Rural Affairs – Notice under Regulation (3A)(b) of the Nitrate Pollution Prevention Regulations 2015 as amended

Notification has been received from the Department of Environment Food and Rural Affairs that land owned by the Parish Council fall within areas designated as Nitrate Vulnerable Zones. Those growing crops or rearing animals in these areas are required to adhere to certain regulations. Whilst noting that none of the land owned by the Council falls into these categories, the Clerk wished to check that none of the treatments applied to the football pitches contained nitrates. Mike Swift believes that none of treatments are likely to contain nitrates.

5. Email regarding Proposed Housing Development off Cornfields – Street Lighting

An email has been received from the architect for the proposed housing development off Cornfields about the Council's views on street lighting. Council agreed that they would prefer to see street lights on the development, but would require them to be adopted by the County Council.

There being no other business the meeting was closed at 9.30 pm

Signed this the _____ day of February 2017 _____ Chairman