

**BURWELL PARISH COUNCIL**  
**The Jubilee Reading Room**  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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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 23<sup>rd</sup> February 2016

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**Present:-** Joan Lonsdale (Chair), Robin Dyos, Jane Hall, Gus Jones, Jim Perry, Derek Reader, Gordon Roach, Michael Smith, Liz Swift, Mike Swift, Paul Webb, Hazel Williams and Brenda Wilson  
County and District Councillor David Brown

**14.02.16 Apologies:-** Apologies for absence had been received from Sylvia Greenaway, Joe Parker, Don Harrison and District Councillors Michael Allen and Lavinia Edwards

**15.02.16 Declarations of any interest known to Councillors:-** The following declarations were made:  
Gus Jones – Any matters relating to Burwell Sports Federation

**Council resolved that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

**Agenda Item 26.02.16 (b) Consideration of recommendations for the Grass Cutting and Maintenance of the Recreation Ground**

**16.02.16 Approval of Minutes:-** The minutes of the meeting held on 9<sup>th</sup> February 2016 were approved and signed as a true and correct record.  
Proposed – Paul Webb, Seconded – Hazel Williams

**17.02.16 Public Forum:-** No matters were raised during the Public Forum

**18.02.16 Planning** The following planning applications were considered:

**16/00027/FUL Miss L Hubbard – 101 The Causeway**  
Demolition of existing house & garage and erection of new 4 bedroom house with garage

**No Objections**

**16/00049/FUL Mr. M Hubbard – 101a The Causeway**

Proposed additions and alterations

**Concern was raised regarding the vehicle access to the proposed new garage. Access from The Causeway would not be possible due to location of the pedestrian crossing, cable telephone service box, other street furniture and signage. There is no suitable on street parking near to the property**

**16/00107/FUL Mr. C Everitt – 18 Toyse Lane**

Rear two storey extension and two new dormers to front façade

**No Objections**

**16/00114/FUL Mr. S Robjant – Waveney 47 Swaffham Road**

Remove existing loft conversion and replace with full first floor

**No Objections**

**16/00149/FUL Mr. N Cook – 29 Ness Road**

Proposed loft conversion with demolition of existing and erection of a new single garage

**No Objection**

**16/00145/FUL and 16/00174/LBC Mr. and Mrs P Brown - 48 North Street**

Erection of a two storey 2 bed house in the curtilage of a listed building including removal of outbuildings

**Objection – Letter received from a resident raising concern about the new build which is situated in the Conservation Area. Council supports the content of the letter which explains history of the site and the need for any new build to be constructed with materials and of a design that reflects its surroundings. Concern was raised about access on to North Street and the retention of adequate parking for Shenstone Farm. Although it is understood that consultation has been made with Highways, it is not known if this was just a paper exercise, in which case a site visit needs to be made.**

**Due to the history of the site, the Council agreed that a full archaeological investigation needs to be carried out. Council also agreed that site working times should be included in conditions, along with the need for all construction and contractors vehicles to be parked on site at all times and not on North Street, which would cause obstructions preventing the flow of traffic along this already congested and narrow road. A copy of the Conservation Officers Report should be requested.**

**16/00146/FUL Mr. M Taylor – 14 The Paddocks**

Proposed extensions and internal alterations

**No Objections**

Council noted the following amendments and additions to applications, which required no response.

**15/01384/FUL 73b North Street**

Extension to existing loft

**Amendment involves amended labelling of elevations, labelling of height of proposed roof lights in north slope.**

**For information only – no response required**

**15/01297/RMM Former D S Smith Site, Reach Road**

Approval of details for all reserved matters for the housing element (plots 1-70) of planning application 14/00046/OUM

**Additional information received includes Archaeological Field Evaluation**

**For information only – no response required**

**15/01297/RMM Former D S Smith Site, Reach Road**

Approval of details for all reserved matters for the housing element (plots 1-70) of planning application 14/00046/OUM

**Amendment involving changes to materials and boundary treatment**

**For information only – no response required**

**19.02.16  
Planning**

**Decisions:**

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

**15/01237/CLP – 24 Hatley Drive**

Single storey rear extension to existing Bungalow

**APPROVED**

**15/01384/FUL 73b North Street**  
Extension to existing loft **APPROVED**

**20.02.16**  
**Action**  
**Points**  
**Update:-**

The Clerk told Council that she had been informed by Lavinia Edwards that the planning application for the proposed development on Newmarket Road will not be considered at the March Planning Meeting.

An additional gate at the Recreation Ground will cost £640.00 + VAT. The Clerk has asked for a price for an alternative option. Investigation at the Pavilion has found that the former outside toilet area is still accessible, although pipe work is in situ; the actual toilet has been removed. The area available may not be large enough to accommodate disabled facilities. The need to consider the provision of disabled facilities may only be required once alterations are made to the pavilion. Council decided that with imminent proposals for the overall development of the Recreation Ground, any changes to the Pavilion should not be carried out.

Gus Jones suggested that the Parish Council should consider installing the defibrillator in the adopted phone box on Pound Hill. The Clerk informed Council that the order to install the defibrillator at the Jubilee Reading Room as previously agreed by Council had already been issued.

Robin Dyos stated that since the dog attacks at the Recreation Ground, comments on social media are suggesting that the Recreation Ground is not safe. It is understood that the owner of the dogs has been summoned regarding the incident.

**21.02.16**  
**County &**  
**District**  
**Councillors**  
**Reports:**

The attached District Councillor reports had been circulated to Councillors and were noted by Council.

David Brown informed Council that the District Council's budget setting meeting is due to be held this week. Joan Lonsdale asked David Brown about the £120,000 grant that is due to be received by the District Council from Government. David Brown spoke that it was the District Council's thoughts that this funding should be allocated to the Small Parishes Grant Scheme, which will help smaller parishes who will not benefit from CIL funding through new development. In Lavinia Edwards report, it was noted that a new traveller's site at Wilburton had been approved at the February Planning Committee Meeting. David Brown confirmed that the Burwell Traveller's Site is currently closed.

**22.02.16**  
**County &**  
**District**  
**Matters:**

Local Government Boundary Commission – Electoral Review of Cambridgeshire: Final Recommendations

Council noted that the final recommendations for the Electoral Review of Cambridgeshire. Hazel Williams commented that she was saddened that the ward which Burwell is now in, is known as Fordham Villages despite Burwell being the largest settlement in the ward.

ECDC Public Consultation – Preliminary Draft Local Plan

Details of the Public Consultation on the Preliminary Draft Local Plan had been circulated to Council. Some members of Council had also attended a recent Parish Conference on the Draft Local Plan which had been run by ECDC. It was agreed that all Councillors should read the information online provided by ECDC prior to further consideration at the next meeting.

David Brown left the meeting at 8.07 pm.

**23.02.16**  
**Other**  
**Reports:**

Report and recommendations from the recent Safety Working Group Meeting

As the report and recommendations from the recent Safety Working Group Meeting had not yet been circulated to the Councillors, it was agreed that this item should be deferred to the next meeting.

Brenda Wilson informed Council that the owners of the land on Newmarket Road near to the bridge are now known.

A question was asked if school buses should be using Silver Street. This was initially thought to be due to recent road closures in North Street. However the Clerk informed Council that she believed that the route for one of the school buses is Ness Road, Buntings Path and then turning right in to Silver Street.

**24.02.16**  
**Finance**

Council considered the following:

Update on agreement with Cricket Club for Margaret Field grass cutting April – September 2016

The Clerk informed Council that the agreement with the Cricket Club to be responsible for the grass cutting of Margaret Field between April and September 2016 for the sum of £1000.00 has now been signed for both parties. The cutting of Margaret Field from October 2016 until the following April will be brought back to Council for consideration in May or June.

**25.02.16**

**Correspondence**

Consideration of letter from Burwell Women's Institute

Council acknowledged a letter from Burwell Women's Institute regarding the Gardiner Memorial Hall requesting that the outdoor lighting is improved and asking the Council to consider replacing the chairs. The Clerk informed Council that some of the outside lights at the hall had not been working, but these had now been repaired. This may have coincided with the letter being written. Council will consider these requests when they look at the refurbishment of the hall in the near future. The Clerk was asked to write back accordingly.

Request to photograph sign

The Clerk informed Council that she had received a request from a resident to have a photo of the old sign at the Recreation Ground, stating that dogs were not allowed on the field. Council agreed that a photo could be taken if the sign was still available.

**26.02.16**

**To consider the following:**

Proposed Pauline's Swamp Open Day

Mike Swift informed Council that he was willing to organise an Open Day for Pauline's Swamp with a view to setting up a Friends Group for the site. The group would hopefully be able to assist with the maintenance of the site, releasing some of the burden from the Council and Paul Hawes. He suggested that the Open Day should be held in September. The only cost he could foresee at this stage would be the provision of a toilet, which is likely to cost in the region of £80 to £100. Interested parties from outside the Parish Council would be asked if they would like to be involved.

Robin Dyos proposed and Council agreed that Mike Swift should go ahead with organising the Open Day. Hazel Williams informed Council that she had received some very positive comments about the upkeep of Pauline's Swamp.

Consideration of Report and recommendations from the Sports Provision Working Group including recommendations for the Recreation Ground Car Park.

Mike Swift informed Council that the Sports Provision Group had recently met and one of their meetings had included an impressive presentation by Alan Lamb. As a result of the presentation, the Group recommends to Council that Alan Lamb should be appointed as Project Manager for the Recreation Ground improvements. His initial fee will be £500 which will cover a project plan being drawn up and presented to grant funders to see if the project is suitable for funding.

The Group also considered the quotations for the car park at the Recreation Ground. Two of the three quotes received were very similar. The cost to carry out the work is high and the Group recommends to Council that the extension to the car park is deferred and is included in the main grant funding applications for the site. This will also prevent damage to any new surfacing during the construction of the proposed new pavilion. The entrance of the car park does need immediate attention and the Group recommends that new quotes are acquired for a layer of crushed stone to be laid as a temporary message.

The final recommendation from the Group is that the new Skate Park should be included in the Recreation Ground improvements and grant applications with input from Max Jamieson, who has initiated the proposal for a replacement skate park.

Joan Lonsdale commented that the Council is concentrating a lot of time and money on the Recreation Ground and asked what impact this will have on the proposed Sports Hub in Newmarket Road. She was informed by Gus Jones that Newmarket Road is not likely to go ahead for at least three years as a result of archaeological

investigates. The Recreation Ground will still not be able to meet the needs of all those who wish to play sport in the village.

Jane Hall asked for clarification of the overall fee that Alan Lamb would charge. Mike Swift explained that it would work out about 8% to 10% of project costs and that his charges would be a component of the full project cost which funding could be applied for.

Derek Reader reminded Council that should crushed concrete be used in the car park that the entrance under the barrier will need to be levelled first.

Robin Dyos proposed, seconded by Brenda Wilson that all recommendations made by the Sports Provision Working Group should be approved.

Council resolved, with a vote of 12 in favour that all recommendations made by the Sports Provision Working Group should be approved.

As agreed by resolution at the start of the meeting the following confidential item was discussed after the exclusion of the public, representatives of the press and broadcast media publicity.

Recommendations for the Grass Cutting and Maintenance of the Recreation Ground

Confidential Minutes of the discussion and decision of this item will be held by the Council.

The meeting was closed at 9.20 pm

Signed this the \_\_\_\_\_ day of March 2016 \_\_\_\_\_  
Chairman