

**BURWELL PARISH COUNCIL**  
**The Jubilee Reading Room**  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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**Chairman: Mrs E Swift**

**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 29<sup>th</sup> August 2017.

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**Present:-** Liz Swift (Chair), Richard Adams, Robin Dyos, Jane Hall, Joan Lonsdale, Jenny Moss, Derek Reader, Gordon Roach, Mick Smith, Michael Swift, and Brenda Wilson.

Also present 4 members of the public, Simon Butler-Finbow (The Crown Inn) and District Councillors Lavinia Edwards and David Brown.

Visitors from Lizy sur Ourcq had been welcomed to Burwell by the Twinning Association over the bank holiday weekend. The visitors had presented the parish with a gift. The Clerk to write a letter of thanks to the visitors.

**14.08.17 Apologies:-** Apologies for absence had been received from Jim Perry, Gus Jones, Joe Parker, Paul Webb, Hazel Williams and District Councillor Michael Allan.

**15.08.17 Declarations of any interest known to Councillors:-** The following declaration was made:  
Mick Smith – Planning 17/00918/FUL

**16.08.17 Approval of Minutes:-** The minutes of the meeting held on 12<sup>th</sup> August 2017 were approved and signed as a true and correct record of the meeting.  
Proposed – Brenda Wilson Seconded – Gordon Roach

**17.08.17 Public Forum:-** John Clarke of Mill Lane spoke to the Council regarding the planning application for 26 High Street. He explained that he considered the proposal to be over development of the site, not in keeping with the Conservation area and would lead to problems with parking on the highway. He also raised concerns about the demolition of parts of the property which contain asbestos.

Giles Cox of Ness Road informed Council that he had concern with regards to speeding along Ness Road particularly at the entrance of the village and asked if it would be possible to have some kind of traffic calming on the approach to the village.

Mark Bevan of Mill Lane explained his concerns with the planning application for 26 High Street which include impact on the Conservation area, over shadowing of neighbouring properties by dwelling number 4 and highways issues. He continued by adding that dwelling number 4 will significantly alter the street scene of Mill Lane, however if dwelling number 4 was built as a single storey building of the same height as the existing barn, the problem would be resolved.

Simon Butler-Finbow representing the applicant for the Crown Inn explained to the Council the amendments required to overcome issues raised by the planning and conservation officers.

**18.08.17 Planning:** Notification had been received from ECDC that the planning application for the proposed development on Newmarket Road is due to be determined by the Planning Committee on 6<sup>th</sup> September 2017. District Councillor

David Brown informed the Council that he would be asking the Planning Committee for all reserved matters of the application to be determined by the Planning Committee and not delegated to a Planning Officer. He will also question the 106 Agreement which does not specify that Burwell residents will have priority for the affordable housing and self-build plots of land.

The following planning applications were considered

**17/01391/FUL 26 High Street – Mr. H Hurrell**

Demolition of outbuildings, change of use of 36 sqm/part ground floor space from A1 to C3. Alterations to exterior and erection of three detached dwellings.

**OBJECTION**

- The Council considers that the proposal will be over development of the site.
- There is concern regarding the highways for the entrances on to the High Street and Mill Lane.
- There will be a loss of parking spaces on the High Street for other businesses and those attending church
- Limited space for parking within the development leading for additional vehicles parking in the High Street
- The development will have an adverse effect on the Conservation Area, both on the High Street and Mill Lane and will also change the street scene of the area.
- The height of property number 4 will overshadow and overlook properties in Mill Lane
- If property number 4 was of a single storey, no higher than the existing buildings then this would be more acceptable.
- Council supports objections raised by neighbours

**17/00736/FUL The Crown Inn, 88 High Street – Crown Priory Limited**

Part demolition, conversion and extension of the former Crown Public House to form dwelling and associated parking. Construction of three dwellings and associated parking, infrastructure and utilities. Minor alteration to access to the site and creation of new access to the pumping station from Newmarket Road

**Amendment 1 – Changes to layout and design**

**Amendment 2 – Revised garage design, amended street scenes, existing pub elevation and highway details**

**No objection to amendments**

**17/00918/OUT Land to Rear of 75-79 The Causeway – Mr. and Mrs P Edgehill**

Construction of two dwellings

**Information only – Indicative elevations and layout of the proposed dwellings**

**Council noted information**

**17/01436/OUT Land South of 76 Low Road – Mr. James Fuller**

Residential development for six new 5 bed dwellings and two new self-build 5/6 bed dwellings

**OBJECTION**

- The proposed site currently forms a soft edge to the village, overlooking the fens, which the Parish is keen to preserve. The Council considers that should this application be allowed, it will be detrimental to the existing the street scene including the soft edge to the village.
- Local knowledge identifies this site for being wet and subsequently the Council has concerns due to the close location to fenland, that there could potentially be a risk of flooding. The Council therefore asks that a relevant flood risk assessment is carried out.
- Despite the general openness of Low Road, in order to access the main route through the village, residents from Low Road either have to travel via Hythe Lane or Parsonage Lane. Low Road approaching Hythe Lane narrows considerably, often with parked cars restricting

the road to single file traffic. A number of narrow lanes also join Low Road at this point. Additional traffic from new dwellings will increase safety issues in this area. The alternative is for residents to use the junction of Parsonage Lane with the High Street, which too has a number of issues, particularly with the proposed new development on Newmarket Road likely to see a major increase in the amount of traffic using the junction.

- The Council asks that full archaeological surveys are carried out on the proposed site should ECDC be minded to approve the application.
- The Council considers that the proposal will overdevelop the site and will cause an adverse impact on the surrounding area
- The site is located outside of the development envelope and whilst accepting that there is a need for ECDC to consider all applications to meet the 5 year supply, this application if approved, could set a precedent for other landowners within the village.

**17/00734/FUL Site Rear of 19 Saxon Drive – R & S Commercial**

Proposed dwelling

**Amendment involving re-orientation of the house and removal of garage**

**Objection**

Council raises concerns regarding parking due to the loss of the garage

**17/01422/FUL 22 High Street – Mrs Sally Daggianti**

Conversion of outbuilding, including extensions to form annexe

**No Objection but Council asks that:**

- The building remains single storey to maintain the street scene and prevent overlooking/shadowing in Mill Lane.
- that the annexe should remain in the curtilage of 22 High Street and not to be allowed or sold as a separate property.

**19.08.17  
Planning  
Decisions:**

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

**17/00363/OUM land North of 17-45 Toyse Lane**

Outline planning application for residential development with all matters reserved

**REFUSED**

**17/01048/FUL 11 Appletree Grove**

Construction of new garage and single storey rear extension. Conversion of existing garage into a play/guest room. Insertion of 2 new ground floor windows.

**APPROVED**

**17/01095/CLP 122 Low Road**

Loft conversion with rear dormer

**APPROVED**

**17/01222/FUL 51 Ness Road**

Proposed rear extension and porch to front elevation

**APPROVED**

**20.08.17  
Action  
Points  
Update:-**

The following updates were noted:

It is hoped that as many Councillors as possible can attend the Open Day at the Swamp on 3<sup>rd</sup> of September 2017. Preparation for the day will be carried out on Friday and Saturday. The hay cut has been carried out. The hay cut for Spring Close will be arranged once the Open Day has taken place.

Brenda Wilson asked if the nettles along the footpath from the main area of Spring Close through to the smaller field could be cut back. The Clerk to ask the handyman

if he can cut these. However they should be cut by the contractor. Clear specification of the grass cutting and of the areas on Spring Close which should to be cut need to be included when the grass cutting contract goes out to tender later in the year.

A company has been approached about a replacement village sign. They are due to come back to the Council with their proposal and costings for the meeting on 12<sup>th</sup> September 2017.

An appeal has been lodged with the Planning Inspectorate by the owner of Hythe Farm House, following the Enforcement Notice being served on the property.

**21.08.17** There were no Finance matters to discuss.  
**Finance**

**22.08.17** Council noted reports received from Lavinia Edwards, David Brown and  
**County &** Michael Allan  
**District**

**Councillors**  
**Reports:**

David Brown and Lavinia Edwards left the meeting.

**23.08.17** 1. Community Gritting Scheme 2017-2018  
**County &** The Clerk explained how the Parish Council had taken part in the Community Gritting  
**District** Scheme in previous years. Working in partnership with Highways, volunteers grit  
**Matters:** agreed footpaths in the village when requested to do so by Highways. Highways  
provide the gritting machines and salt. There are currently no volunteers and if  
Burwell is to take part in the scheme this year, more volunteers are needed. Council  
agreed that an item should be included in the next Clunch report and on Facebook to  
try to recruit new volunteers.

2. LHI Initiative 2018/2019 Closing date change

Council noted that the deadline date for LHI Initiative 2018/2019 applications has  
been extended to 15<sup>th</sup> October 2017.

3. Street Numbering – New office building at Burling Way and 11 new  
commercial units at Lucas Close

Council noted the above Street Numbering notifications.

4. ECDC Hackney Carriage and Private Hirer Licensing Policy Consultation

Council noted the above consultation being carried out by ECDC.

**24.08.17** Council noted the following reports and information circulated to Council:

**Other**

**Reports and**  
**General**  
**Information:**

1. Notes from the meeting with ECDC Officers 14.8.17

2. Minutes of the Pauline's Swamp Trustee Meeting 20.7.17

3. Minutes of the Burwell Allotment and Garden Society Meeting 4.7.17

**25.08.17** **Correspondence**

1. Email from resident regarding traffic calming on Ness Road

Council noted an email from a resident of Ness Road regarding traffic calming.

2. Invitation to Cambridgeshire ACRE's AGM 26.9.17

An invitation to Cambridgeshire ACRE's AGM which is being held during the  
afternoon of the 26<sup>th</sup> September at Whittlesford had been received. Anyone wishing  
to attend should let the Clerk know.

3. CAPALC New Councillor Training

CAPALC is due to hold new Councillor training sessions on 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup>  
September at Sutton. The Clerk to let Jenny Moss and Richard Adams have the  
details.

**26.07.17** **Consideration of the Following –**

1. Date for Public Consultation Meeting for LHII Ness Road Scheme

Council agreed that dependent on whether Jacob Hobbs and Scott Parsons are  
available to attend the Public Consultation Meeting should be held on 24<sup>th</sup> October  
2017, starting at 7 pm in the Jubilee Reading Room. An alternative date of the 17<sup>th</sup>  
October was suggested. Council agreed that Highways should carry out a Road

Safety Audit for the scheme and that the Safety Group should arrange the consultation and leaflet drop.

2. Resignation of D Reader as Trustee of Pauline's Swamp

Council noted a letter of resignation as a Trustee of Pauline's Swamp from Derek Reader. The Chairman thanked Derek Reader for being a Trustee over the past years and for all of his hard work.

3. Closure of Barclays Bank

Council noted information received regarding the closure of the branch of Barclays Bank in the village. Having had a conversation with the manager in charge of the closure, Liz Swift reported that the organisation had made up its mind and had indicated that nothing would change their minds over the closure.

4. Dealing with outside bodies and organisations.

Liz Swift reminded Councillors of the importance of remembering the Council's Code of Conduct when dealing with members of the public and other organisations, ensuring that any comments are within the remit of code of conduct guidelines. Information received that is not yet in the public domain should remain out of the public domain until it has been presented at a Council meeting or published in the minutes following the meeting. Following a question regarding making comments and answering questions on Social Media, the Clerk advised that the best policy was not to respond or to enter into any conversations.

Notification had been received that the only available date Newmarket Town Band had for attending the annual Carols around the Tree was on the 8<sup>th</sup> December 2017. Council considered that the 8<sup>th</sup> would be too early for the event and agreed to look for alternatives to the band to accompany the singing.

There being no other business the meeting was closed at 8.48 pm.

Signed this the \_\_\_\_\_ day of September 2017 \_\_\_\_\_ Chairman