

# *Swavesey Parish Council*

**7.30pm**

**Notes from Public Open Forum**

The road sign for Taylors Lane, at the junction of Blackhorse Lane is still missing.  
The 'Parish Council' lettering on the notice board outside of the Hall is missing some letters and requires re-lettering.

**The public forum session was then closed in order for the Parish Council meeting to commence.**

**7.33pm**

**Minutes**

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street  
Monday 23 October 2006

**PRESENT**

Mr M Johnston (Chairman)

Councillors : Mr S Boylan, Mr J Dodson, Mrs S Ellington, Mr P Marriott, Mr T Parish, Mr J Pook,  
Mrs S Rogers, Mr J Tait, Mr K Wilderspin, Mr W Wright

Clerk : Mrs L Miller

Parishioners : 1

County Councillor: Ms M Smith

The Chairman welcomed Mr Marriott back to the meetings following his recent convalescence. Mr Marriott thanked the Council for the get-well card sent to him.

| <b>Item</b>   | <b>Power Action</b> |
|---|---------------------|
| <p><b>1 TO RECEIVE APOLOGIES FOR ABSENCE</b><br/>Mr Tait to leave the meeting by 9pm</p>  |                     |
| <p><b>2 TO SIGN &amp; APPROVE MINUTES OF THE MEETING DATED 25 September 2006</b><br/>Amendment to paragraph 4.4 to make it clearer exactly what the grant for the library was for. Final sentence to read: "The library committee wished to ask for a grant of up to £300 to purchase a new custom-built mobile book trolley." With no further amendments the Minutes were approved and signed as a correct record.</p>   |                     |
| <p><b>2.1 Matters to report from previous minutes</b> (for information)<br/>(i) The fallen branches blocking Chantry Close/High Street passage have now been cleared by Wimpeys.</p>  |                     |
| <p><b>3 MEMBERS' DECLARATIONS OF INTEREST</b><br/>Mr Pook declared a personal interest in Agenda item 12.1(i) 37 Market St, as a resident of Market St.<br/>Mr Pook declared a personal interest in Agenda item 5.2 NW Cambridge Area Action Plan, as a member of the University Building Committee, although not directly concerning the Huntingdon Rd/Madingley Rd proposals.<br/>Mr Tait declared a personal interest in Agenda items 12.3(iv) and (v).<br/>Mrs Rogers declared a personal interest in Agenda item 4.1.1, as a member of the SDBA.<br/>Mr Wright declared a personal interest in Agenda item 12.1(i), as a resident of Market St.<br/>Mr Marriott declared a personal interest in Agenda item 12.1(i), as a resident of Market St.<br/>Mr Marriott, Mrs Rogers, Mr Wilderspin and Mr Dodson all declared personal interests in Agenda item 4.1.1 as members of the Byways Committee.</p> |                     |
| <p><b>4 COUNTY COUNCIL BUSINESS</b></p>   |                     |
| <p><b>4.1 Cambridgeshire Guided Bus</b><br/>Public exhibitions regarding construction of the guided busway announced for October and November. Exhibition at Swavesey Village College on Tuesday 31 October, 5.00-7.30pm.</p>   |                     |

**4.1.1** To consider draft plans detailing the crossing points of the busway at Mow Fen, Middle Fen and Lairstall Drove.

Mrs Rogers declared a personal interest, as a landowner along Middle Fen Drive.

Confirmation received that the crossing point along Middle Fen Drive will remain a vehicular crossing. The proposed new access road from Over Road to Middle Fen Drive will now no longer be required.

Mow Fen and Lairstall Drove crossings will not be made accessible by vehicles, both will only have footpath crossings installed. To enable vehicular access to the north side of both drove crossings, new access roads will be installed. One on the north side of the busway between Mow Fen and Middle Fen Drive, the second from Over Road to Lairstall Drove, north side of the busway. CCC will maintain the diverted access routes.

The following concerns were raised:

- Additional traffic along Middle Fen Drive, as traffic wishing to access Mow Fen Drive across the busway would have to use Middle Fen Drive.
- New access road between Middle Fen and Mow Fen drives would be an unnecessary disturbance of wildlife – leave Mow Fen drive open to vehicular traffic.
- Up to 50 horses regularly cross the railway at Lairstall drove. As this is not a registered bridleway route, the crossing of the busway is only proposed to be a footpath crossing, will horses be able to cross here?
- Will horse riders be able to cross at Mow Fen Drive, or will they have to use Middle Fen?
- New access roads are labelled as 'diverted private access', so what public right of way access will be granted to those wishing to cross the busway to gain access to the public rights of way to the north side?
- How will disabled access crossing of the busway be provided?

Clerk

Letter to be sent to the Guided Busway Project Team asking for a response to the above concerns.

Cllr Ms Smith suggested that with regard to disabled persons access across the busway, Councillors could meet with the Officer responsible to discuss this in more detail – Clerk to arrange meeting.

Clerk

**4.1.2 To respond to the Notice to Treat and Notice to Enter Orders**

Notices issued relating to areas of land required during construction of the busway at the crossing points along Mow Fen, Middle Fen and Lairstall drives. The Parish Council's interest relates to its membership of the Byways Committee only, therefore the Byways Committee would deal with any claims for compensation relating to the identified land. Forms to be completed and returned together with a covering letter stating the above and a copy to be sent to the Land Drainage Manager at SCDC for the Byways Committee.

Clerk

**4.2 Correspondence for information and items for County Councillor**

- (i) Cambs Waste Private Finance Initiative – project information.
- (ii) Changes to Registration Service in Cambridgeshire – consultation information.
- (iii) Forward notice of Cambs & Peterborough Minerals and Waste plan consultation – preferred options. For information.
- (iv) Countryside Access Team (P3 Scheme) – Annual Report.
- (v) CCC Senior Management, structure charts and contact information.
- (vii) S Division Traffic Management Team – current staffing situation.
- (viii) Information from the Northstowe Rights of Way Project Manager regarding plans to improve countryside access in the vicinity of Northstowe, including improving links between Swavesey, Over and Northstowe. It was agreed to invite the Project Officer to the next Parish Council meeting to discuss this in more detail.
- (ix) Reported that the Central Library in Cambridge will close for one year during reconstruction of the Lion Yard. A letter to be sent to the Libraries Officer at the County Council to express the Parish Council's concerns over the loss of such a facility for so long a time.
- (x) Cllr Ms Smith reported that progress is being made with regard to a Crossing Patrol at the Primary School, with a possible job-share scheme.

Clerk

Clerk

- (x) Cllr Ms Smith reported that the hedge in School Lane, alongside 2 Moat Way has been trimmed back and future responsibility and land ownership is now being investigated.
- (xi) Council confirmed that there were no further comments regarding the College bus park extension application, however the response from the IDB was still awaited.
- (xii) Cllr Ms Smith reported the consultation regarding the gating of the Oakington Airfield road would open shortly. At present there was no further information on exactly how the proposals would work.
- (xiii) Cllr Ms Smith asked if Councillors had seen the plans detailing the new roundabout to be installed at the Longstanton end of Ramper Road. The Clerk to circulate a copy to Councillors. Concern was expressed over an increase in traffic along Ramper Road and subsequent potential increase in Rose & Crown Rd and Boxworth End as well, from traffic trying to avoid the A14. Clerk

## **5 DISTRICT COUNCIL BUSINESS**

### **5.1 Gypsy & Traveller Development Plan – public consultation**

#### **5.1.1 Travellers Liaison Forum, Thurs 5 October**

The Chairman and Cllr Mrs S Ellington attended the meeting. The Chairman gave a report on the discussions and notes from SCDC were also circulated.

#### **5.1.2 To consider representations to the Options Report 1: General Approach**

Representations to be made by noon on Friday 24<sup>th</sup> November. Cllr Mrs Ellington reported on the background to the consultation document. Following discussion it was agreed that a separate meeting would be arranged to discuss the Council's response in more detail. The Clerk to confirm a date as soon as possible. Clerk

### **5.2 NW Cambridgeshire Area Action Plan – Public Consultation**

Representations to be made by 5pm Monday 6<sup>th</sup> November. The following comments to be made: Clerk

- Allocation to be made for gypsy & traveller sites within the development.
- Concern over potential flooding and run-off of surface water downstream.
- Concern over the reduction and use of greenbelt land – provision to replace and create new greenbelt land to be provided for.
- Provision for improved public transport is essential.
- Concern over increased traffic and highways provision.
- Density of accommodation is extremely high at 80/hectare.
- Community infrastructure must be in place before a large quantity of housing is established.
- General comment on lack of consultation time, when Parish Council's meet only once a month.
- General comment on the total amount of development currently taking place and planned for the NW and N of Cambridge and that the area cannot sustain all of this development..

### **5.3 Recycling Site, St Andrew's Church Car Park**

Continued problems with the lack of collection of recycled materials from the site and no confirmation from SCDC as to whether any rent or compensation will be paid to the PCC for the use of the church car park for the recycling site. Further letters and photographs of the state of the site have been sent to SCDC. The Parish Council supported the PCC's actions. It was agreed that if no agreement on the future of the site has been reached before 22 November, then the Clerk and Cllr Mrs Ellington would attend the S Cambs Association meeting at SCDC and put direct questions regarding this situation to the Chief Executive and Leader of SCDC. Clerk  
Cllr SE

### **5.4 Correspondence for information and items for District Councillor**

- (i) S Cambs Biodiversity Strategy approved by SCDC and is now Council Policy in support of the current Local Plan.
- (ii) S Cambs Community Strategy 2007-2010 – a consultation workshop will take place on 15 November. Invitation received for Councillors to attend.
- (iii) Northstowe Member Briefing scheduled for 12 December, now changed to 19 December.

**6 POLICE/CRIME REPORT**

- (i) Crime figures and newsletters circulated for information.
- (ii) Reply received from Chief Inspector Skeels to the letter sent regarding the recent secondment of the local Beat Officer for one month.
- (iii) Photographs received of parking problems around the Taylors Lane/Station Road junction. The Clerk had passed these on to the Police for their information. The double-yellow lines which have now been approved are still to be installed, no date available yet for when this will happen.
- (iv) It was reported that litter, noise and minor damage had occurred around the village over Friday night 20<sup>th</sup> and Saturday morning 21<sup>st</sup>. The flowers in the tubs outside of the Memorial Hall had been pulled out and strewn around the front of the hall, alcohol bottles, cans and cigarette packets had been thrown around the hall car park, litter had also been left at the back of the recreation green, the Police had been called out to youths in cars creating a disturbance in the College car park earlier on the Friday evening and also in the High St very early on the Saturday morning.

**7 VILLAGE AND PLAY AREA MAINTENANCE****7.1 To receive the monthly report from the Village Handyman**

No major items to report (other than mentioned in 6(iv)) above.

**7.2 To consider grass & verge cutting requirements for next season**

Recently the contractor's ride-on mowers have not cut the grass around the outside edges of Market Street green and under the trees. This has been because the mowers have not been able to get under and around the trees. The cutting contract does not include strimming the large area left uncut by the mower. Work to the trees will be discussed under the following Agenda item. The Clerk to meet with the grass-cutting contractor to discuss how best to ensure this problem does not occur next season.

Clerk

**7.3 To consider work to the Willow Tree in the Memorial Hall car park and work to other Parish trees**

Quotation received from Atlas Tree Surgery to re-pollard the Willow in the corner of the Hall car park. Following the discussion regarding Market Street green, it was agreed to obtain further quotations on trimming back the trees around Market Street green, plus the Willows around the School pond. Then at the next meeting, to consider all tree work required against budget available. The Clerk to confirm if any permission is required regarding any of the work on the trees in the Conservation Area, with the District Council's Trees Officer.

**7.4 To approve order for top-up of playbark for play area**

The Clerk had obtained further quotations for bark since the last meeting, however due to the urgency of the requirement as the existing bark was extremely low, under delegated powers the Clerk had ordered 6m<sup>3</sup> of playgrade woodchip from Bannolds, Waterbeach at a cost of £27/m<sup>3</sup> + VAT. This was the best price compared to two other local suppliers and far less than the cushionfall (as originally supplied to the new play area). The Clerk wished to thank Mr Wilderspin and Mr Dodson for taking delivery of the bark and for giving their time during Friday afternoon to transport the bark into the play area.

1

An additional 6m<sup>3</sup> will be required and it was agreed that this could be ordered and delivered as soon as the ground is suitable to transport it into the play area, without causing damage to the recreation green.

**8 PARISH PLAN**

Verbal report on the discussion held on 26 September with Mr Wilson from Over Steering Group and Melanie Baker from Cambs ACRE. It was proposed, seconded and unanimously approved that the Parish Council proceed with setting up a Parish Plan Steering Group and apply for the administration funding from Cambs ACRE. A public meeting was arranged for Monday 5<sup>th</sup> February 2007 to launch the project. Parish Councillors to meet with local clubs and organisations to promote the project prior to the launch meeting. The Clerk to submit the grant application.

Cllrs  
Clerk

**9 YOUTH FACILITIES MEETING**

Verbal report given on public meeting held on 2 October, which was well attended. A second meeting has been arranged for 24 October to form a Steering group. Mr Jon Butler, CCC Youth Area Locality Manager is leading the group. Mr James Tait volunteered to be the Parish Council representative on the group and was duly elected. Mr Tait gave his apologies for the meeting on 24<sup>th</sup>, the Clerk would attend in his absence.

*9.15pm – Mr Tait left the meeting early*

**10 CONSTABLE'S ROOD COMMITTEE REPORT**

Mr Pook reported that an application for a Heritage Award grant, via SCDG, has been submitted for the project. If any further funding is required, it was suggested an application be submitted for the BBC Breathing Spaces lottery funding.

**11 OAKINGTON AIRBASE ROAD**

This had been discussed under Agenda item 4.2 County Council Business and there were no further points to add.

**12 PLANNING****12.1 To consider correspondence received**

- (i) 37 Market Street – proposals for redevelopment of this site by J Henry (Civil Engineers). Following discussion the overall feeling was that the proposed development of two dwellings on the existing site would be over-development and not in keeping with the character of the site within Market Street and the Conservation area. It was felt that the existing cottage should be rebuilt and kept within similar size and design, so preserving the Conservation area. The area is also within the high-risk flood plain and areas within the site already flood on a regular basis. There is also a County Council storm-water drain running directly under the site, which is not detailed on the proposed plans. Objections and comments relating to the above points to be sent to J Henry and copied to the Planning Dept at the District Council.

**12.2 G WIMPEY UK LTD**

The Clerk reported that the Land Transfer document has now been forwarded to the Council for approval. All of the details are correct however it was agreed not to sign the document until confirmation had been received from Wimpeys that the Leylandii trees would be felled and the Poplars would be reduced in height.

**14.2 To consider planning applications received**

- (i) Ref: S/0995/06/F/06/F Amended – A D Loades & G D Cook, 96 Middlewatch. Use of outbuilding for sale & repair of lawnmowers. Changes notified for info only.
- (ii) Ref: C/11/40/88 – Notice of tree works in Conservation Area, 41 High Street. Removal of large Eucalyptus tree from back garden. No objections.
- (iii) Ref: S/1936/06/F – Merreloak Ltd, MG Owners Club, Over Road. Warehouse and workshop extension. No objections but the following comments made:
1. To minimise the impact of light pollution. The extension will intrude further into open countryside at the edge of the Conservation area of the village. If additional lighting is to be installed, this should be low level both in height and brightness.
  2. To minimise the impact of new building on the rural environment, in particular views across to the Manor House and Church in the conservation area.
- (iv) Ref: S/1963/F/06 – Land r/o 19 Chantry Close, Mr & Mrs Meacham. Change of use from allotment land to garden land. No objections but comment made to inform the Planning Authority that there is a covenant on the land which states that it must not be fenced off.

- (v) Ref: S/1964/06/F – Land r/o 21 Chantry Close, Mr & Mrs Rushbrook. Change of use from allotment land to garden land. No objections but comment made to inform the Planning Authority that there is a covenant on the land which states that it must not be fenced off.
- (vi) Ref: S/1951/06/F – 38 Priory Avenue, Mr & Mrs Black. Extension. No objections.
- (vii) Notices of applications withdrawn:  
 Ref: 1613/06/O – Mr & Mrs Cuff, Land at Cow Fen Drove. Dwelling associated with equestrian business. Withdrawn 11 October.  
 Ref: 1337/06/F – Canmoor Developments Ltd, Buckingway Business Park. Erection of 30 new units and associated landscaping and car parking facilities. Withdrawn 10 October.  
 Ref: S/1782/06/F – 25 Market Street. Extension. Withdrawn 18 October.

### 12.3 Permissions

Ref: S/0995/06/F – AD Loades and GD Cook, 96 Middlewatch. Permission granted for change of use of outbuilding for the sale and repair of lawnmowers.

### 12.4 Refusals - None received

### 12.5 Appeals

Ref: S/0305/06/F – Mrs D Thwaites, land adj 24 Taylors Lane. Appeal against refusal for a new house and garage. Parish Council, in being consistent with representations made with regard to supporting the present the village development framework, does not support development outside of the framework unless part of an established rural business.

## 13 FINANCE

### 13.1 To approve payment of outstanding accounts

It was proposed, seconded and carried unanimously to approve the invoices and cheques as listed in appendix 1.

|                               | Gross           | VAT          | Net             |
|-------------------------------|-----------------|--------------|-----------------|
| Administration and salaries   | 1,278.03        | 11.43        | 1,266.60        |
| S137 – Donation to Library    | 300.00          | 0.00         | 300.00          |
| Memorial Hall – Running costs | 638.52          | 17.46        | 621.06          |
| Village Maintenance           | 35.25           | 5.25         | 30.00           |
| Play Area Maintenance         | 190.35          | 28.35        | 162.00          |
| <b>Total:</b>                 | <b>2,442.15</b> | <b>62.49</b> | <b>2,379.66</b> |

Accounts reconciled at 17/10/06: Current a/c £21,649.30. Treasurer's a/c £51,733.39

### 13.2 Notice of receipts received

|                       |                 |             |                 |
|-----------------------|-----------------|-------------|-----------------|
| Hall Booking receipts | 1,181.93        | 0.00        | 1,181.93        |
| VAT Recovered         | 503.74          | 0.00        | 503.74          |
| <b>Total:</b>         | <b>1,685.67</b> | <b>0.00</b> | <b>1,685.67</b> |

### 13.3 Request for grant from Over Day Centre

Letter regarding the service provided by the Day Centre received. Following discussion it was noted that the Thomas Galon Charity in Swavesey makes an annual donation to the Day Centre, which this year was for the sum of £400. It was therefore considered that the Day Centre was supported by Swavesey through the Galon Charity.

### 13.4 Website

It was proposed and unanimously approved to increase the website capacity from 200mb at £34.99 per year, to 600mb at a total cost of £76 per year. Part of this cost will be charged to the Camera Club for their website space and the remaining cost will be split 50/50 between the Meridian Magazine Committee and the Parish Council. The Parish Council's cost share will be £23 + VAT.

**13.5 Internal Auditor**

Letter received from Mr N Sloman, the Council's internal auditor, informing Council that he has decided to discontinue offering internal audits to Parish Councils. The Clerk reported that she has a list of four people who might be able to take on further Parish internal audits. The Council unanimously approved that the Clerk should contact those interested and bring a recommendation for a new internal auditor to the next meeting. The Clerk informed Council that the cost of the internal auditor will increase, as the charges from Mr Sloman were much lower than those being quoted by potential new auditors.

Clerk

**14 GENERAL CORRESPONDENCE**

- (i) Highways Agency – A14 Ellington to Fen Ditton Improvements, further public consultation exhibitions planned for later this year.
- (ii) CALC – Bulletin
- (iii) Complaint received regarding shooting over public rights of way on edge of village and of notices warning of 'pest control' in the same area. Both complaints passed on to CCC Countryside Access Team.
- (iv) Community Mediation Service, invitation to AGM on 17 November – Cambridge.
- (v) Cambridge Wind Farm – field trials took place on 24 Oct to investigate potential impact of proposed wind turbines on radar systems at Cambridge City Airport.
- (vi) Newsletters and magazines.

**15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) CCC Countryside Access have been contacted by the owner of the field bordering Cow Fen and Brick Kiln Drovers, to investigate reinstating the field gate at the end of Brick Kiln Drove and future use of the footpath along the field edge. CCC reported that they had no objections to the gate being reinstated however the required kissing gates and continued safe access to the footpath must be provided.
- (ii) The landowner, as above, also asked who is responsible for cutting back the hedge between his field and recreation green. The Clerk replied that the hedge is the responsibility of the landowner of the extension to the recreation green, which presently is still the Receivers for Barwell Properties Ltd. The Clerk to contact G Wimpey UK Ltd regarding this, as they currently maintain the grass on this land.
- (iii) The works to the manhole cover in the footpath at Turnbridge, High Street have been there weeks – could the Clerk chase up the relevant organisation, as they are dangerous to those using the footpath.
- (iv) The elder bush at the southern end of Swan pond is blocking visibility for road users and needs cutting back.
- (v) The WI would like to extend the Christmas decorations in the village again this year and would like to request permission to put lights on the front of the Memorial Hall. No objections were raised, the Clerk to liaise with the WI with regard to electrical supply and risk assessment requirements.
- (vi) Names of Councillors to talk to village clubs and organisations with regard to Parish Plan promotion were confirmed.
- (vii) New bridleway latches on gates along Navigation Drain are required, Mrs Rogers reported that the SDBA has offered to pay for the latches if the landowners could install them. SDBA to arrange with CCC Countryside Access.
- (viii) Costs are required to decide if portable toilets can be provided during the visit of the Fair next year.
- (ix) The old Christmas tree on Market Street green needs to be removed and the new one planted. Mr Pook and Mr Wilderspin agreed to arrange this.

Clerk

Clerk

Clerk

JP/KW

**Next meeting date: 27 November 2006**

There being no further business, the meeting was declared closed at 10.10pm

Signed & dated, Chairman

**Powers of Expenditure**

1 Local Government (Miscellaneous Provisions) Act 1976 s19

2 Local Government Act 1972 Part VII s111

**Minutes approved & signed as a correct record by the Parish Council on 27 November 2006**

**Accounts are published here in summary, full details can be obtained from the original Minutes**