

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 20th August 2018

PRESENT

Mr W Wright (Chairman)

Councillors : Ms L Boyes, Mr J Dodson, Mr S Faben, Mr D Hunt, Mr M Johnston, Ms H Parish,
Mr C Parsons, Mr J Pook, Ms S Smith, Mr K Wilderspin

Clerk : Mrs L Miller

In attendance

Parishioners : 14

District Councillor: Mrs S Ellington

County Councillor: Mrs L Harford

The Chairman welcomed everyone to the meeting

Item**Power Action****2018/ 08-1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

County Cllr Ms M Smith

2018/**08-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS****2.1 Declarations of interest from councillors on items on the agenda**

Cllr Mr J Pook – Registered interest, lives in Market St and owns land off Cow Fen Drove

Cllr Mr K Wilderspin – Registered interest, lives in Cow Fen Drove and owns land and business premises in Cow Fen Drove

Cllr Mr S Faben – Registered interest, runs a business on land off Cow Fen Drove

Cllr Mr J Dodson – Registered interest, owns land in Cow Fen and off Lairstall Drove

2.2 Requests to Speak No requests received to speak on any items as declared above.**2.3 To receive requests for dispensations** No requests received.**2.4 To grant requests received** The granting of dispensations to be made by Full Council.

2018/ 08-3 Meeting suspended to allow 10 minutes for the public participation forum and for persons declaring prejudicial interest relating to the business to be transacted, to address the meeting.

No addresses regarding prejudicial interests were made

Items raised by members of the public present:

- Resident: Re Agenda item 5.1, the following points and concerns were raised:
 - Two residents of Market St own a small field off of Cow Fen Drove near to Market St, they would be willing to discuss the use of their field for contractor parking during the construction period. This would therefore remove the request to use part of Market St Green.
 - Cow Fen Drove is a private byeway with public footpath and bridleway rights over it. It is maintained only voluntarily by landowners. Wish to question the legality of using it for parking as it is not an adopted highway.
 - The Cow Fen Drove end of Market St is not wide enough for roadside parking.
 - Many wide and large vehicles need access every day to Cow Fen.
 - Drove is 16ft wide approx. with soft verges.
 - There is no other access to/from Cow Fen if the drove is blocked.
 - Large delivery vehicles cannot unload onto the site of No.37 Market St from Cow Fen Drove, they will block the access.

- Owner of Newsagents, Market St – thanked the Parish Council for arranging for the bollards alongside the footpath, finally installed last week and in particular, thanks to the Clerk for chasing the work up. Very pleased to finally have them in place and the shop is receiving very good feedback re them.

Public forum closed in order for the Parish Council meeting to commence.

2018/ TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 23rd July 2018

08-4 It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes as a true record with no amendments.

4.1 Matters to report from previous minutes (for information)

(i) ACV Listing for the White Horse Inn has been submitted to SCDC, will hear back by mid Oct.

4.2 Clerk's Report – noted as published

2018/

08-5 PLANNING

5.1 37 Market St

A draft construction management plan for parking and delivery vehicles submitted to the Parish Council for consideration from the architects for the site. Circulated to all Cllrs and to all Market St residents and businesses. A request to use a section at the east end of Market St Green for contractor parking and to use the through road along the east end of the Green as a delivery/unloading compound. 7 letters of objection had been received from residents, 4 other letters with comments but no objections raised had been received from businesses and residents, all had been circulated to Cllrs. The Clerk explained how the request had come about, following a meeting with the architects earlier in the month. The Chairman explained that the Green was a Registered Village Green and therefore strongly protected by two Acts of Parliament, both of which state that it is illegal to drive over and/or park on Registered Village Greens. Therefore the Parish Council is not able to allow any part of the green to be used. It was also noted that the through road at the east end of the green is actually a part of the Registered Village Green and not adopted highway, therefore the same protection is in place, even though it is currently used as a road. Discussion included where vehicles might park if not on the green and where deliveries would be unloaded if not on the through road in front of the site. Questions were raised as to why more parking was not being arranged on the development site and whether the 3 dwellings would be constructed in phases so as to allow for on-site parking. An updated proposal plan was still only showing 3 vehicle spaces on the site. Strong concerns also raised as to when concrete would be pumped onto the site if the vehicle could not drive into the site.

Parish Council supported the view that the developer should solve the problems within the site to allow parking and delivery, not the Parish Council.

It was proposed and agreed to pass the issue back to the Planning Authority to request how parking and deliveries would be managed in order to not block any access along Market St and Cow Fen Drive.

Parking and delivery unloading is not permitted through the village green registration on Market St Green.

5.2 To consider planning applications received

(i) **Ref: S/2694/18/FL – 58 High Street**, Mrs C Dyer. Single storey porch. No objections.

Ref: S/2315/18/RM – Land off Fen Drayton Road Bloor Homes Eastern Ltd. Reserved

(ii) Matters application for up to 99 new homes. Additional comments and decisions requested, following objections raised by the Parish Council, relating to: 2.5 storey dwellings, Public Open Space area future management and landscaping around drainage attenuation.

- Parish Council reiterated its objection to the inclusion of 2.5 storey dwellings, commenting that they are an urban style dwelling and not in keeping with the rural character of the village location. Also acknowledged that Bloor Homes offered to reduce the number of 2.5 storey dwellings from 6 to 2.

However the 2 remaining would still be considerably taller than neighbouring dwellings and would be the main dwellings on the approach into the development.

- Parish Council reiterated its objection to the landscaping and layout proposals around the attenuation pond and swales, as further details regarding machinery size, access and landscaping had not yet been received. Concerns were still raised with regard to future access for maintenance and assurance that no trees would be planted which would impede future maintenance access.
- Public Open Space – Parish Council agreed unanimously to take on the POS land and management if offered it by Bloor Homes. The Clerk to obtain forecast maintenance costs in order to draw up a S106 maintenance sum request. S106 provision is to cover 10 years of future maintenance.

(iii)

Ref: S/2900/18/RM – 18 Boxworth End, Matthew Homes Ltd. Approval of matters reserved for appearance, landscaping, layout & scale following outline planning permission S/0875/15/OL for 30 new dwellings comprising 18 market and 12 affordable units plus open space, children's play area and landscaping. Objections noted from Cambs County Council Lead Local Flood Authority, Sustainable Drainage Engineer and a local resident with regard to the surface water drainage strategy. In particular the inclusion in the Reserved Matters application of a surface water pumping station, which was not included in the Outline application. Parish Council objects to the reserve matters application and raises questions as follows:

- Why has a surface water pump system been included instead of a gravity scheme and why was this not included in the original outline application?
- Agrees with and supports the LLFA comments that pumping of surface water is an unsustainable drainage method and gravity discharge should be utilised.
- Plots 16-19 are located on the site of the natural pond in the field and close to the existing award drain. This is an area of natural high surface water flood risk. What measures are being taken to mitigate and ensure these properties will not flood?
- The balancing pond is located next to the award drain. The Parish Council is concerned that water could overflow from the award drain into the balancing pond at times of heavy rainfall. What mitigation is in place to ensure this does not compromise the capacity of the balancing pond?
- The Parish Council supports the questions raised by the LLFA under their item 4, with regard to permeable paving on the site and how that may affect the drainage system and flood risk.
- There appears to be insufficient space between the balancing pond and the watercourse, to allow for maintenance requirements.
- The footpath on the north side of the road appears to stop after plot 20. Why is the footpath not extending through to the end of the site alongside the access road provided to the sports field site to the west of the site? The Parish Council understood that an accessway would be provided to the boundary of the site and the sports field site and the accessway was to include footpath.
- Highway width. Will the road through the development be adopted by the Local Highways Authority? Will there be any onroad parking restrictions to ensure there is access at all times for all traffic through the development? Once the sports field site is developed at the west of the site, access will be required for vehicles including coaches at certain times.
- Noted that the social housing is all together at one end of the development, would consideration be given to integrating it within the whole development rather than clustering at one end?
- Council notes and is pleased to see 5 bungalows included within the development.
- Council is pleased to see that 40% of the dwellings are given over to social housing, which will help to provide for local people.

5.3 For Information only

- (i) Ref: S/2700/18/DC – 5 Market St, Mr Griggs. Discharge of condition 4 (Materials) of listed building consent S/1177/18/LB
- (ii) Ref: S/2947/18/TC – Swavesey Parish Council. Tree works in Conservation Area. Trees at Swan Pond and Middle Fen Drove junction, Station Rd. Approved

5.4 Permissions, Refusals, Withdrawn, Appeals, Enforcement

- Ref: S/1869/18/FL – Land east of allotments, Hale Rd. Permission granted for 2-bed chalet bungalow with double car port/garage
- Ref: S/1672/18/FL – Land adj White Willows, Hale Rd. Refusal of permission for proposed new dwelling (alternative design to planning permission S/0495/17/FL)
- Ref: S/1565/18/OL – Land to SW of 24 Taylors Lane. Withdrawal of application for demolition of barns and provision of 2 x 2-storey new dwellings.

2018/**08-6 COUNTY COUNCIL BUSINESS****6.1 Highways Maintenance updates**

- (i) From County Cllr Ms M Smith:
 - Works have been ordered to cut back trees and vegetation obscuring visibility at Middle Fen Drove busway crossing.
 - Planings for the guided busway car park have been delivered to fill large holes.
 - No date yet for the moss clearing on the pathway along the south side of Market St
 - A date for the work to relay the surface water drain between Gibraltar Lane and Priory Ave is being chased up, it can only happen during College holiday time.
 - Chasing up action of when the LHI scheme to widen the footpath along Middle Watch by the Primary School will take place. As it has not yet started, it is unlikely to take place during summer hols. Again this can really only safely take place during school holidays.
 - Contact with Over Parish Council re A14 overnight diversions and HGVs through villages. Chairman to discuss this with Chairman of Over Parish Council.
- (ii) Raised by Parish Cllrs:
 - Fen Drayton Rd – becoming increasingly dangerous and subsiding at the road edges. The road will be the construction route for large vehicles during the Bloor Homes construction, this will seriously affect the maintenance of the road and safety.
 - Cambridge Rd Fen Drayton, badly damaged due to a vehicle fire, is this being repaired?
 - Traffic lights at Buckingham Rd re A14 works – are they really necessary all of the time as most of the time there appears to be no work taking place?

Clerk
to
notify
CCC

6.2 Correspondence for information and items for County Councillor

- (i) No further progress this month re discussions over County Cllr representation.
- (ii) Mick George Ltd lorries through the village. The Clerk had received a growing number of concerns over the frequency of these lorries and the concerns residents were reporting about potential damage to properties due to the vibrations of such large vehicles driving through the village. Concerns also raised about pollution/fumes through the village. District and County Cllrs contacted to ask about Environmental Health monitoring possibilities.

2018/**08-7 DISTRICT COUNCIL BUSINESS**

- 7.1 Timebank Pilot Scheme** Cllr Ms S Smith and the Clerk had attended a presentation on a funded scheme at SCDC, working with Cambridge Housing Society, to investigate the setting up of at least two Timebanks in South Cambs villages. Report and information circulated. Council agreed to submit an Expression of Interest to investigate whether a scheme could be set up either just in Swavesey or as a cluster with neighbouring villages. The Clerk and Cllr Smith to liaise with Over, Longstanton and Fen Drayton Parish Councils.

Clerk
CllrSS

7.2 Correspondence for information and items for District Councillor

(i) From Cllr Mrs Ellington

- Universal Credit will be implemented in this area by Christmas. SCDC will be responsible for the District system.
- Community Chest grants – Proposal is that Parish Councils will no longer be eligible to apply – decision is still to go through SCDC Cabinet.
- Byeways – CCC Officer has visited the byeways with Cllr Mrs Ellington. The second Byeways meeting here is still to be arranged. Clerk to chase this up.
- Concern raised that congestion charging is likely to be introduced in Cambridge and this will seriously affect rural residents, particularly in South Cambs.

Clerk

2018/

08-8 EastWest Rail Link Proposal

Chairman reported on attending a Parishes meeting on this proposal at SCDC. Chairman's view is that a new transport link between the major housing developments in S Cambs is essential and that Parishes should be considering support of this proposal. Information to be circulated and discussed at a future meeting.

2018/

08-9 A14 Improvement Project

Notification received of the forthcoming demolition of the Swavesey flyover bridge, planned for 12-15th October.

2018/

08-10 NHW and POLICE BUSINESS

The new Morelock speed indicator device has been received, donated to Swavesey by the A14 Team for use by the Speedwatch Team and also installation on lamp columns. The Clerk to confirm suitable lamp columns with Balfour Beatty.

2018/

08-11 COMMUNITY BUS

The Clerk reported on attendance at a meeting in St Ives Town Council with neighbouring Parishes concerned over poor rural bus services and potential future cuts. A proposal to circulate a residents' survey to collect data on future bus use was circulated. Council agreed to assist and circulate the survey during October.

2018/

08-12 DRAINAGE

- (i) County Cllr Mrs Harford is assisting with discussions with CCC re County Cllr representation on the Rural Flood Defence Committee, due to potential conflict of interest declarations with Swavesey ward Cllr.
- (ii) Northstowe Phase 3b – this new development area is now being consulted on. Swavesey IDB will raise objections due to the surface water flow into the Swavesey main drain.
- (iii) Church Bridge doors – Environment Agency has replied that following investigation the doors need replacing, however currently they have no manpower time to do this work. It will be scheduled in later in the year.

2018/

08-13 VILLAGE MATTERS

- 13.1 To receive the monthly report from the Village Handyman & notify of Maintenance Items** - no items to report. Handyman to be thanked for his continued work through July and August during personal bereavement.

13.2 Market Street

- (i) To consider for approval the cost and sponsorship of three new benches for Market Street Green. All three benches to be either fully or partly sponsored. Report circulated on the types and costs of benches. Agreed to purchase three Lowther Benches from Glasdon UK Ltd, including plaques and fixings. Total cost of £1,627.86. Any shortfall from sponsorship donations to be covered through S106 outdoor community space funds. 1
- (ii) Request for additional bollards outside of new café, for highway safety. Report and reserve fund finances circulated. As the business at these premises is not yet open, it was agreed to defer a decision for a year. To be reviewed next year.

13.3 Recreation Green

Costs for groundwork improvements were considered. Agreed to review and defer discussion as costs were coming out extremely high.

13.4 Inclosure Award Map

Offer to the Village of a 120cmx120cm engraved print of the Inclosure Award Map mounted for display in a suitable location for the village. The Parish Council were very pleased to accept this wonderful donation and would discuss with the Trustees of the Memorial Hall, a suitable place to display the map.

2018/**08-14 NEIGHBOURHOOD PLANNING**

No meeting held during August. Cllr Mrs Ellington confirmed that Swavesey has been chosen as one of the parishes which SCDC will work with to produce a Village Design Statement, through their funded project.

2018/**08-15 SOCIAL MEDIA POLICY REVIEW**

Due to time, item deferred to next meeting.

2018/**08-16 FINANCE****16.1 To approve payment of outstanding accounts**

RESOLVED: to approve the invoices and payments as listed in appendix 1, to the total sum of £4,856.49.

Bank Reconciliations:

Lloyds Current a/c	19/07/2018	28,653.20
Unity a/c	19/07/2018	10,057.63
CCLA - Public Sector Deposit Fund	19/07/2018	79,031.31
OPTIMUM card	19/07/2018	285.29

16.2 Notice of receipts received

CCLA Interest	33.95
Allotment Association	43.12

16.3 Insurance Policy Renewal – no amendments required. Year 2 of 3 year contract.**16.4 Grants**

- (i) **Application** – Parish clock maintenance costs, St Andrew's church. Proposed and approved unanimously to award a grant of £525.00, being 50% of the total cost.
- (ii) **Award** – Offer of grant funding from A14 Community Fund towards the cost of refurbishing the two BT Kiosks and moving the Boxworth End one closer to the centre of village.

2018/**08-17 GENERAL CORRESPONDENCE**

- (i) Cambs ACRE – stakeholder group meeting and peer learning event, 12/09/18, Horningsea
- (ii) Cambs ACRE AGM, Tues 25th Sept, Landbeach
- (iii) CAPALC AGM, 11/10/18, Cottenham
- (iv) Cambs Local Councils Conference, 23/11/18, Hinchingsbrooke Park
- (v) Newsletters and magazines: CPRE Summer 2018;

2018/**08-18 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

A letter of congratulations to be sent to Swavesey Surgery for achievements as recently detailed in the press.

Bicycle racks for Market Street – still outstanding

Frere Cottages proposals – a pre-application meeting with SCDC Planning Officers still outstanding.

Next meeting dates:

Planning – 7.30pm Thursday 13th September 2018

Full Council – 7.30pm Monday 24th September 2018

There being no further business, the meeting was declared closed at 9.59pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Parish Councils Act 1957, s1(1)

MINUTES APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN AT THE PARISH COUNCIL MEETING ON 24th September 2018

Swavesey Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
79	Grant funding - NH Plan	31/07/2018	2018/08-16.1	BACS	Grant refund	Groundwork UK	150.00	0.00	150.00
80	Insurance	09/08/2018	2018/08-16.1	BACS	Insurance Premium	Zurich Municipal	1,199.95	0.00	1,199.95
81	General Repairs	09/08/2018	2018/08-16.1	002373	Village maintenance	Trinity Engineering & Component	105.73	21.15	126.88
82	Telephone/Broadband	02/08/2018	2018/08-16.1	D/D	Telephone & Broadband	Virgin Media	30.48	6.10	36.58
83		10/08/2018	2018/08-16.1					0.00	
84		10/08/2018	2018/08-16.1					0.00	
85	Staff Costs	10/08/2018	2018/08-16.1					0.00	
86		10/08/2018	2018/08-16.1	BACS	Staff Costs	Staff Costs	2,298.40	0.00	2,298.40
87		10/08/2018	2018/08-16.1					0.00	
88		15/08/2018	2018/08-16.1					0.00	
89	Plants & Gardening	15/08/2018	2018/08-16.1	BACS	Bug killer	Trevor Wake	3.20	0.00	3.20
90	Grasscutting	20/08/2018	2018/08-16.1	BACS	Grasscutting	Buchans Grounds Maintenance	364.10	72.82	436.92
91	Sheltered Housing SCDC	20/08/2018	2018/08-16.1				66.30	13.26	79.56
92	Parish Clock	28/08/2018	2018/08-16.1	BACS	Grant	St Andrew's PCC	525.00	0.00	525.00
Total							4,743.16	113.33	4,856.49