

## WATERBEACH PARISH COUNCIL

Minutes of the Meeting of Waterbeach Parish Council held on 6 December 2016 at 7.00 pm at the Old Pavilion, Cambridge Road, Waterbeach.

### **Presentation by Urban & Civic**

Rebecca Britton of Urban & Civic was welcomed to the meeting. She reported on feedback from the consultation events and the key messages. The feedback received had included:

- A desire to retain key features such as the line of the lake, the Causeway to Denny Abbey, the well and green spaces
- Transport. This was the biggest concern. There had been positive feedback on a proper connected cycle infrastructure and associated facilities, for example at bus stops.
- The Park and Ride proposal was welcomed but cost was an issue.
- Buses – frequency was welcomed but not cost.
- There had been mixed views on the location of the station. Parking and capacity are to be addressed.
- Community facilities – Health services were a priority, including a GP practice, a dentist and also a pharmacy; facilities for the elderly, and a day centre.
- Schools – a Secondary School would be opened as soon as possible, and a Primary School from Day 1.
- Other suggestions had included banks, a hotel, childcare, sports and cultural/arts facilities.
- Business space had not originally been planned but feedback indicated that small business units should be looked at, such as support for working from home, a hub and some workshop space.
- Foul water capacity building – it should be ensured this is in place early.
- Heritage, including the Causeway and a museum. There was considerable support for the need for a museum, and that road names should reflect the fenland character.
- Housing – the range of sizes and shapes was welcomed. Options for affordable/social housing or shared ownership are being discussed with SCDC.
- Character areas – Diversity, with different areas of density and character, was felt positive.
- Sustainability – Positive feedback was received on the use of materials and green space.
- Connections to the village and the identity of the new community. Respondents had stressed the importance of the entrance to the barracks space, a control point for managing rat running and maximising cycle use. The need for interaction and connectivity was noted. Facilities should be accessible to the existing village and the new community.
- Name and identity – Feedback indicated that the barracks was considered part of Waterbeach and wanted the historic connection
- Ms Britton sought the Parish Council's views on the possibility of a green buffer providing separation, and on the identity and character of the new development. The Parish Council considered that the names "Dennis" and "Francis" were not historically suitable.

Cllrs Williams, Howlett and Smart and District Cllr Tregoin arrived during this item between 7.23 and 7.26 pm.

A question was asked about cycle paths and links to Milton and Horningsea. Ms Britton outlined four options for routes under consideration.

A discussion took place about access and any separation between the existing village and the new development. It was felt that there should not be an artificial separation, but the use of recreational green space with designated areas containing trees, such as a grove or avenue, allowing some larger trees to grow naturally without overwhelming small gardens, would provide a natural transition.

Ms Britton circulated a draft list of pledges taking account of feedback and concerns and highlighted that this was an ongoing progress and more discussion would take place. Ms Britton was thanked for her presentation.

#### **16/153 THOSE PRESENT/APOLOGIES FOR ABSENCE**

**PRESENT:** Cllrs: M Williamson (Chairman), B Bull, M Gaunt, I Gilzean, A Grant, K Grant, M Howlett, B Johnson, P Johnson, A Shipp, D Smart, B Williams, J Williamson, A Wright.

**APOLOGIES:** Cllr J Rabbett (unwell)

In attendance: 1 member of the public, Rebecca Britton (Urban & Civic), County Cllr Maurice Leeke, District Cllr Ingrid Tregoing and Mrs A Griffiths (Minutes Secretary, LGS Services)

#### **16/154 OPEN FORUM**

No matters raised.

#### **16/155 MINUTES**

RESOLVED that the minutes of the meeting of the Council held on 1 November 2016 be approved as a correct record and signed by the Chairman. (Prop MG, 2nd BB, carried with 11 in favour and 3 abstentions)

#### **16/156 MEMBERS' INTERESTS**

Cllr Shipp declared an interest in the confidential minutes.

Cllrs P Johnson and B Johnson declared an interest in item 16/158a, as their son had submitted a tender.

Cllrs M Williamson and J Williamson declared an interest in item 16/165 as members of the Tillage Hall Management Committee.

#### **16/157 FINANCE COMMITTEE**

On a proposition by the Chairman, the order of business was varied.

RESOLVED (Prop MW, 2nd JW, carried with 8 in favour and 6 abstentions) that these minutes should record publicly the decision taken in the confidential minutes of the meeting of 1 November under item 16/155, items (i) and (ii), namely that:

“It was RESOLVED that:

- (i) The decision to censure Cllr Shipp and remove him from all committees, taken on 15 March 2015 (minute 15/257 refers) is rescinded.
- (ii) Allocation of councillors to committees will be revisited at the next meeting, and Cllr Shipp will be specifically considered for inclusion on the Finance Committee and Planning Committee, such decisions to take effect forthwith.”

- (a) To ratify the revised Terms of Reference of the Finance Committee to allow for 9 members

instead of 7

RESOLVED that the Terms of Reference of the Finance Committee be amended to increase the membership to 9. (Prop MW, 2nd AG, unanimous)

(b) To appoint two additional members to the Finance Committee

RESOLVED that Cllr Shipp be appointed to the Finance Committee. (Prop JW, 2nd AW, unanimous)

RESOLVED that Cllr B Johnson be appointed to the Finance Committee. (Prop MH, 2nd BB, unanimous)

It was noted that Cllr Shipp would automatically be a member of the Planning Committee.

## **16/158 RECREATION GROUND USERS COMMITTEE**

(a) To approve expenditure on installation of new goal posts

Cllrs P Johnson and B Johnson, having previously declared an interest in this item, left the meeting at 7.42 pm.

RESOLVED to accept the quotation from CB Groundworks for installation of the goal posts sockets under FA regulations for the sum of £750.00, to be paid for from S106 money. (Prop JW, 2nd AW, carried with 10 in favour and 2 abstentions)

Cllrs P Johnson and B Johnson re-joined the meeting.

(b) To consider installing lighting to the football pitch adjacent to the east facing side of the tennis courts

RESOLVED, following a request that the Parish Council seek quotations to put lighting on the east facing side of the tennis courts, and given that the former practice pitch had been removed when the skate park was installed, that the Parish Council should in principle look into the potential provision of lighting in order to provide a training pitch for the teams, and give further consideration to this at a future meeting.

## **16/159 VILLAGE WARDEN**

To consider a proposal and if agreed to resolve to support a village warden scheme at a cost of £5,000 per annum to the Parish Council

On a proposition by the Chairman, at approximately 8.00 pm the meeting was suspended to enable District Cllr Ingrid Tregging to report. Details of the proposed scheme were outlined, involving telephone calls, assistance with appointments, prescriptions, advice services and social care at a cost of £5.00 per week per client. It was felt that approximately 15 clients could be accommodated. The scheme would be managed by Age UK at a total cost of £15,000 per annum over 3 years, with potential contributions of £5,000 pa from Waterbeach and £1,000 pa from Landbeach, who had indicated an interest in being involved. The rest of the funding would come from grants from SCDC and other bodies.

The meeting resumed at 8.10 pm.

RESOLVED that the Parish Council is willing in principle to give further consideration to the proposal, subject to receipt of more specific financial information, including costs and grants, a simple business plan, details of the cost per person and the maximum capacity of the scheme being provided, and to defer this to the January meeting.

## **16/160 STREET LIGHTS**

To consider a proposal and if agreed to resolve to ask the County Council to switch on street lights in Denson Close, Pieces Terrace, Hartley Close, Station Road, and Winfold Road.

Cllr P Johnson reported. RESOLVED, given the poorly maintained footpath and concerns expressed by residents, to ask CCC to switch on the street lights in Denson Close, Pieces Terrace, Hartley Close, Station Road and Winfold Road, at a total cost of approximately £300.00, and to revisit the matter at the next meeting. (Prop PJ, 2nd BB, unanimous)

### **16/161 BUDGET 2017-18**

- (a) To consider whether changes are needed to the draft budget recommended by the Finance Committee and if appropriate to approve the budget

RESOLVED to defer approval of the draft budget to the next meeting, to enable the Finance Committee to consider this again, in the light of a further month's expenditure figures, so that a clearer picture is available.

It was suggested that provision be made for Highways projects to build up a reserve.

- (b) To consider options for the level of Precept required for 2017-2018 and if appropriate to agree such level

The Chairman spoke to his previously circulated paper entitled "Setting the Precept."

It was believed that SCDC had underestimated the number of houses to be occupied in the next financial year. The Parish Council is querying this with the District Council and asking that it looks again at the Council Tax Base.

A proposal was made that the Band D rate be frozen for 2017-2018. (Prop AS, 2nd IG)

An amendment was proposed that the Band D rate should be increased in principle by 1%, subject to establishing the budget needs. (Prop BW, 2nd PJ, carried with 10 in favour, 3 against and 1 abstention)

A further proposed amendment, that the Band D rate should be increased by 2% in line with the likely increase by the District and County Councils, was not carried. (Prop JW, 2nd BJ - 5 in favour, 8 against and 1 abstention)

- (c) To consider the following proposal from Cllr K Grant:

To investigate the costs of specific tasks done in-house and with specialist contractors, and report back to the January meeting

RESOLVED, whilst the Parish Council felt that it was not feasible to carry out an investigation of cost comparisons in time for the January meeting, to accept Cllr Grant's offer to lead the project, and bring a report and recommendation to a future meeting.

### **16/162 EMPLOYMENT PANEL**

To adopt updated Terms of Reference for the Employment Panel as recommended by the Panel

RESOLVED to defer this item to the next meeting and consider including a sentence relating to provision for filling vacancies. (Prop BW, 2nd MW, unanimous)

### **16/163 HIGHWAYS GRANT 2015-2016**

To review the plans received from County Highways for the areas to be covered by the new speed limits and to agree them or request amendments

RESOLVED to accept the proposals from Highways. (Prop AS, 2nd JW, unanimous)

### **16/164 TREES**

To review reports from three tree surgeons and agree what work should be approved with regard to the plane tree at the north end of the Village Green

RESOLVED, given the discrepancies between the reports, to ask the District Council Trees

Officer for a report and recommendations, and to meet Cllr K Grant on site. (Prop BW, 2nd AW, unanimous)

RESOLVED, given that deadwood should have been removed and the trees pollarded before the spring, to obtain quotations for this work to be carried out on the trees around the green. The tree report is to be forwarded to Cllr K Grant as Trees Officer to report and make a recommendation to the January meeting.

### **16/165 TILLAGE HALL**

To consider a request from the Tillage Hall asking for permission, in principle, to install a separately metered electricity supply to the Hall so obviating the need to split the bill to the Groundsman's store

RESOLVED in principle to grant permission to the Tillage Hall to install a separately metered electricity supply to the Hall, subject to receipt of further information and without financial commitment on the part of the Parish Council, and that the Chairman should look into what is required including the need for any groundworks and any alternative solutions to identify accurately each party's costs. (Prop AG, 2nd BW, unanimous)

### **16/166 CEMETERY EXTENSION**

- (a) To agree the planning conditions requested by South Cambridgeshire District Council

Cllr Wright referred to the update provided by Urban & Civic regarding the cemetery expansion. RESOLVED that the Parish Council agree to the conditions. (Prop AW, 2nd BW, unanimous)

On a proposition by the Chairman, the meeting was briefly suspended at 9.05 pm to enable Rebecca Britton to speak to item 2 on the document "Update from Urban & Civic", entitled "Application for the refurbishment of 2 Barracks blocks for Papworth Hospital." The Parish Council had no views at this time and will discuss the matter at the Planning Committee. The meeting resumed at 9.08 pm.

- (b) To approve a start date for the work as January 3<sup>rd</sup> 2017

RESOLVED that the cemetery work should start on 3 January 2017. (Prop AG, 2nd BB, unanimous)

### **16/167 STREET TRADING LICENCE**

To comment on the application from Mr Patrick Coughlan for a Street Trading Licence to sell cooked food on Pembroke Avenue

RESOLVED that the Parish Council had no objections. (Prop BB, 2nd BW, carried with 9 in favour, 1 against and 3 abstentions)

### **16/168 DATE OF JANUARY MEETING**

RESOLVED that the January meeting should take place on 10 January 2017. (Prop BB, 2nd BW, carried with 12 in favour, 1 against and 1 abstention)

### **16/169 S106 FUNDS**

Cllr Bull reported that no deadlines were approaching. Cllr Bull will circulate details to members. It was suggested that the new signposts on the green be paid for from S106 funds. A request was made that a S106 report be circulated quarterly.

### **16/170 MONTHLY PAYMENTS**

Clarification was sought on line 267 (laptop software), line 273 (clothes for ground staff) and line 299 (recruitment costs).

RESOLVED that the payments as listed in the Payments List be approved for payment. (Prop AW, 2nd JW, carried with 9 in favour, 2 against and 3 abstentions)

### **16/171 HEALTH AND SAFETY**

Concerns were raised that it was necessary for passengers to cross the line and the road to access the ticket machine at the station which sells the full range of tickets and accepts cash. This will be raised at the FLUA liaison meeting.

A query was raised about Speedwatch. The equipment is being recalibrated and the scheme will resume when it is returned.

### **16/172 OFFICER AND COUNCILLOR REPORTS**

#### **a. Clerk**

No report available.

#### **b. District Councillor(s)**

Cllr P Johnson spoke to his previously circulated written report. He referred to Bannold Road and commented that Bovis shared the Council's concerns and are using the road sweeper twice a day and also a jet washer.

Cllr Tregoin reported on a meeting with Anglian Water regarding the Bannold Road development and the sewage capacity. She suggested that Anglian Water be invited to a meeting to explain their plans and how the maintenance programme will work, and encouraged the Parish Council to put together evidence of sewage issues.

#### **c. County Councillor**

Cllr Leeke reported on concerns at the lack of white lining at the A10/A14 roundabout. This is to be rectified along with double white lining and hatching outside the BP garage.

The Parish Council raised concerns that the A10 surface towards Denny Abbey was cracked and breaking up, and asked that CCC look at this.

It was agreed to suspend Standing Orders to enable the meeting to continue. (Prop BB, 2nd BJ, unanimous)

Gritting – Cllr Leeke reported that the A10 and the road from Cottenham and Horningsea would be gritted regularly but other routes such as Denny End Road would be gritted only if the temperature fell below freezing for several days.

20 mph limit – Some interest had been received from Landbeach and Milton. Cllr Leeke's offer to arrange an information session for the three parish councils on the procedure, hosted by Waterbeach, was accepted.

#### **d. Library Officer**

Cllr K Grant reported that the opening time had changed from Monday morning to Wednesday afternoon.

#### **e. Tree Officer**

No information to report.

#### **e. Chair of the Parish Council**

The Chairman reported that two quotations had been obtained for work to the signs on the green, with options for new signs at £2500.00 plus VAT or refurbishment at £1717.00 plus

VAT. RESOLVED to accept the quotation from Footprint Signs for the refurbishment option for the sum of £1717.00 plus VAT. (Prop DS, 2nd JW, unanimous)

#### **16/173 WORKING PARTY AND PROJECT REPORTS**

**a. Planning**

Nothing to report.

**b. Highways**

Thanks were expressed to Cllr Williams for the online application.

**c. Finance**

Taken earlier.

**d. Recreation User Group**

Nothing to report.

**e. Skatepark Working Party**

Nothing to report.

**f. Emergency Plan Working Party**

Nothing to report.

**g. Toddler Playgroup Working Party**

Nothing to report.

**h. Neighbourhood Plan Working Party**

An item is to be placed in the newsletter.

**i. Grant Funding**

Nothing to report.

**j. Cemetery**

Clarification was sought as to how the new part would be set out. A plan is to be requested. It had not yet been decided whether people could buy plots.

**k. Urban & Civic**

Taken earlier.

#### **16/174 FUTURE AGENDAS**

Items for the next meeting are to include:

An update on the Chittering Play Park. Cllr Gaunt is to bring quotes for resurfacing and tree work.

Discussions with SCDC planners. Cllr Bull is to arrange a meeting. A date of 4 January was suggested.

Complaints were raised that the Chittering bus is not stopping at the bus stop, forcing passengers to run down the A10 to board the bus. It was suggested that residents should write to Andy Campbell.

#### **16/175 EXCLUSION OF PUBLIC**

On a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, that is, employment matters, the public were temporarily

excluded from the meeting and were instructed to withdraw. No members of the public remained. The Minutes Secretary was invited to remain. (Prop JW, 2nd MG, unanimous)

At 10.00 pm, the meeting was re-opened to the public. No members of the public returned. There being no further business, the Chairman declared the meeting closed at 10.00 pm.

Signed .....Chairman .....date

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