

Minutes of the monthly meeting of Waterbeach Parish Council held on Tuesday, 3<sup>rd</sup> July, 2007 at 7.30 p.m. in the New Pavilion.

**Present:** Mrs. J. Cornwell; Mrs. J. Dunnett; Mr. W. Grant; Mr. W. Saberton; Mrs. C. Smith; Ms. G. Smith; Mrs. J. Williamson (Chairman); Mr. M. Williamson; Mr. A. Wright.

**Absent:** Mr. T. Gilzean.

**In attendance:** the clerk and three members of the military

**Matters raised by members of the military:**

Col. Brent detailed the changes that are proposed for the barracks in that 25 Engineer Regiment will be arriving in October, that there is long term security of the site (there is an estate development plan for fifteen year). Support is being given to the 20's Plenty campaign and to the request that CCC carry out maintenance work on Kirby and Capper Road.

**1. Apologies:**

Mr. A. Ball; Mr. D. Black; Dr. C. Grant; Mr. P. Johnson; Mr. M. Leeke.

**2. Declaration of Interests:**

Mr. Williamson – personal interest as a county councillor and school governor in matters relating to the school and the library and as a member of the Local Access Forum

Mrs. Williamson – a personal interest as a school governor in matters relating to the school and the library.

**3. To approve the minutes of the meeting held on 5<sup>th</sup> June, 2007:**

Mr. Wright proposed, seconded by Mrs. Cornwell that the minutes be approved and signed. 1 abstention.

**4. Clerk's report and matters arising from the Minutes of the meeting held on 5<sup>th</sup> June, 2007**

- i. Clayhithe Road, path marking in Greenside and kerbing in Way Lane - Mrs. Williamson has written to Mac Maguire re. highways issues in Waterbeach
- ii. Path marking in Greenside – response from CCC awaited
- iii. Kerbing in Way Lane – response from CCC awaited.
- iv. Additional parking for station users – Mr. Williamson agreed to talk to Mr. Nuttycombe, CCC Estates.

It has been suggested to Cambridge Sports Lake trustees that they discuss the possibility of acquiring the second field on the left after the railway crossing for a car park for use by them on event days and for rail users the rest of the time. Michael Garroway has put this to CCC.

v. Newsletter – a draft copy had been circulated. It was agreed that an item on the finances and the precept should be included in the newsletter.

vi. CALC VAT workshop – attended 27<sup>th</sup> June. Mr. Williamson also present. Hopefully most of the pitfalls can now be avoided although I believe that VAT is reclaimed correctly.

vii. Cambridge Sports Lake Open Evening – a proposal of the CCC land adjacent to the railway line and behind Cow Hollow Wood being managed by the CSL Trust was displayed.

Mr. Garroway is leaving the Trust at the end of July.

viii. Station Road corner – Suzy Kay and Kate Grant had met Mike Oakman and David Lines of CCC. Ways of making the passage, on the path around the corner, of pedestrians safer had been discussed. Improvements would be carried out before the schools re-opened in September 2007.

ix. Village Plan – Inside Stories project. It was agreed that WAY would not be charged for the use of the pavilion for the making of the Inside Stories video providing that it was shown to parishioners.

**5. To receive communications to the Council as seen fit by the Chairman:**

- i. SCDC - options for provision and emptying of litter and dog bins.

After consideration of the options proposed by SCDC to amend the arrangements in most villages in order to save money it was agreed that the status quo be maintained in Waterbeach, i.e. the

groundsman empties all litter bins for collection by SCDC from a pick up point and SCDC continue to empty the dog bins adjacent to the highway.

- ii. SCDC – Reducing Anti Social Behaviour and Envirocrime. Two places would be booked for the event on 25<sup>th</sup> September. Mrs. Smith agreed to attend.
- iii. SCDC – Local Development Framework – see e.mail. consider views on site adjacent to Rosalind Franklin House (doctor’s surgery). It was agreed that the response to the objection site should be that the Council are satisfied with the Local Development Plan and that they do not wish to see any further amendments.

**6. To consider progress on plans for groundsman’s shed:**

The Clerk is trying to establish with SCDC if planning permission is required.

**7. To consider progress on plans for youth/community building;** - see agenda item 9

**8. To receive reports and minutes of committees:**

*i. Chairman’s report:*

On June 7<sup>th</sup> I attended the first liaison meeting held with CALC and SCDC. The report of this meeting has been circulated. The fact that there are so many common concerns amongst parishes was very evident. I know that our neighbouring parishes are as concerned as we are about highways issues and I believe many others are too. I would like to suggest that we try to get a combined parish approach to the county via CALC about the situation.

Last Friday I attended an event organised by Renewables East about community renewable energy projects. There was information both about the technology and about applying for funding. This could be useful if/when we put up a new building, or possibly if we were to consider an alternative energy source for an existing one.

*ii. Village Plan representative:*

There have been over 760 returned survey forms plus an additional tranche of the young persons section. The responses from the army and the people renting buy-to-let homes have been relatively lower.

The data entry is under way with the raw results expected back in mid July. The analysis will not be complete until September. Any specific information required by the council could be made available for an earlier date.

An ad hoc survey of daytime and night time parking in the Station Road area has been carried out. The results could be made available to the Council if they are interested.

£5000 has been obtained from the Local Network Fund for the Inside Stories project which allows young people to make a slide show film with commentary.

A further open evening will be held in the autumn when outline plans will be produced and consulted upon.

*iii. Library officer:*

Concern has been expressed that the school expect to be able to have access, outside library opening times, to some of the trolleys of books. This matter needs further discussion.

Volunteers were concerned about the speed of the closure and are concerned as to how the library will operate after the closure and re-opening.

Concern was expressed that there had been no reply to the questions asked about the reduction in rent for lack of use.

Concern was expressed about the reduction in the mobile library hours.

The meeting was suspended at this point to allow Col Brent to offer his help to campaign for maintaining the mobile library service. Mr. Williamson agreed to source some survey forms.

The meeting was re-opened

iv. *CALC representative*

This meeting was set up following a CALC district meeting attended by Greg Harlock who was at that time Finance Director for SCDC but who is now Chief Executive. At that meeting it was agreed that it would be useful if a meeting could be arranged at which Parish Council and District Council representative could talk about issues which many parishes have in common.

The meeting was quite well attended, I think there were probably representatives of 15 – 20 parishes. Several members of the SCDC cabinet, including the Leader, were present and also a number of senior officers.

Issues to discuss had been raised in advance so SCDC officers and members were well prepared and the meeting provided the opportunity for some good discussion. It was well chaired by Dennis Payne and parish council representatives were very good about not bringing up matters which related to their parish alone and instead stuck to general issues. There was a very positive feel about the meeting

**Topics raised by PC's which were discussed included** (issue in plain type, outcome of discussion in italic)

Parish council Charter

This is still being drafted. It will go to Council in July and then to Parishes.

Parish Plans How is SCDC taking these on board and building on the work that has been done?

SCDC are working with ACRE/ Many PP outcomes are local initiatives but some do relate to SCDC or CCC. Co-ordination has not worked recently but SCDC are working to ensure that issues which are raised are responded to. If SCDC can help then a timescale is given, if they can't then a reason is given. Cllr David Bard said that PP's could play an important part in the Local Development Framework but this would have to be 'top down from the government.

Planning

S106 - review of processes - progress?

There was a lot of concern about the slow and sometimes unsatisfactory progress over S106 agreements. Part of the problem was that SCDC did not have the resources to do the work themselves have been subcontracting them out to other solicitors to draft. It seems that they now have another member of staff and should be able to handle them in house in future.

Cambridgeshire Horizons are probably getting more funding which should increase their capacity for developing S106 agreements for major developments.

A number of applications appear to be suffering significant delay in processing - is there anything that Parishes can do to assist?

Small application should take no more than 8 weeks, longer ones should be determined within 30 weeks. Delays can occur if consultees do not respond. Parishes can help by ensuring that they do respond in time. The Council has to reach certain targets for processing applications and it is in their interest to ensure that the timescales are met. The planning dept was under strength for some time. It is now fully resourced but there are quite a number of relatively inexperienced officers.

Where Parish (and District Councillor) firm recommendations are rejected, is there any way that an process can be put in place to get a better understanding of the reasoning for those prior to determination so that a better outcome can be achieved?

The process was explained for those cases where the PC recommendation and the SCDC recommendation differed. If the PC recommend refusal and SCDC approval then the matter goes to the Planning committee. Where SCDC recommend refusal but the PC approval then in the first instant the application goes to a Chairman's delegation meeting to review the plans and the recommendation.

From August members of the public will be able to speak at Planning meetings, PC's will still be able to but will be more accountable for what they say and they may be asked to provide evidence in support of their case. This will make the process longer

A protocol for the changes is being drawn up and will go to parishes soon.

Often the PC recommend refusal for an application for Highways reasons but SCDC allow it. If the Highways Authority have not objected then SCDC cannot use the PC's view as a reason for refusal. However, they have on occasions gone back to the Highways Authority with the Parish's concerns or even gone to the expense of employing independent Highways consultants.

Nick Wright Chair of SCDC planning, said that he understood parishes' frustration when their recommendations appear to have been ignored. The local member should report back. SCDC are hoping to have 2 evenings in the Autumn to try to sort out issues with Parish Councils  
Cambridge City has just completed consultation on a Planning Obligation Strategy, which has a number of significant differences to those in place in SCDC. Will SCDC be putting such a strategy in place and how will it relate to the City strategy? Could such a strategy be extended to meet the needs of Parishes, possibly with a lower entry point on number of homes being developed?

Committees will be set up for the development of Northstowe. Some new developments are cross boarder and will involve the City Council too.

What is the involvement/progress/organisation of the LSP and theme groups, and where to Parishes get involved?

Leader of Council, Ray Manning, is conscious that the LSP is not as effective as it might be. SCDC is keen to push it on Theme groups will be set up and report on a regular basis , A Parish Plan subgroup is included

Delivery of affordable housing, particularly in infill only settlements, and also particularly on exception sites. How to get all Councils to work together?

This is still an issue. The County Council has to sell land at full market price and cannot discount for affordable housing which is all that can be built outside village frameworks. It seems that this restriction on land pricing may change so things may improve for small villages seeking more affordable housing.

Drainage - concerns about meeting expectations from PPS25, particularly about post development maintenance - what are plans to resolve this?

It was felt that parishes need to be much more involved in strategic flood risk assessments  
Area Committees - and more generally the drive and direction arising from the Local Government White paper (devolution et al) - has any view been developed as yet on SCDC's position ,can we be involved in any of that?

A sub group is starting to meet to see how these can be progressed and report to the Cambridge and S Cambs LSP group in July.

**there was not time to answers questions h – j below as time was running out and it was felt that Item 2 should be addressed.**

Recent planning white paper - is there any way that we can work together to a joint view and response?

Gypsy and travellers - LDF plan is that new settlements should meet some of the demand for sites, will this be the case?

Consultations - the common theme is that Parish Councils can contribute a lot of time and effort to responding, and would like to be able to judge the appropriate amount of time to put in, specifically:

housing - how are the (unstructured) responses used to generate a result?

very large applications - particularly NIAB/David Wilson Estates & Northstowe - to be determined by new bodies, or to be brand new applications - but a lot of Council time into responding. What is the status of these applications?

#### **Topics for discussion - SCDC**

How can Parish Councils help the District Council prioritise activities?

Parish Plans can be used. It was also agreed that the SCDC budget cycle needs to be synchronised more effectively with the Parish budget cycles so that we do not have another

situation arising like the street light case where parishes had to take on street light maintenance after they had submitted their budgets.

How can Parish Councils work together with the District Council with regard to Stock Options (i.e. Consultation, Communicating facts etc)?

The housing stock issue is being looked at again by SCDC. There could be serious issues in a few years time. It is important to avoid scaremongering and to get the message to tenants that the situation is complex. Simon Edwards (Portfolio member responsible for housing) is willing to visit PC's to speak about the situation. SCDC wants PCs' help and assistance in ensuring that the future of tenants is secure.

What is the role of Parish Councils in regard to Planning and Registered Social Landlords (RSLs)?

Parish councils can help by identifying and bringing forward sites for low cost housing.

Actions, plans

Two way communication - how can we all make it better?

this was not really addressed.

Date of Next Meeting

It was agreed that the meeting had been useful to both sides and that another should be held probably in about 6 months' time.

v. *Standing Orders/financial regulations working party*

Mrs. Cornwell, Mr. Grant and Mr. Williamson have held a meeting and made a number of amendments to the Standing Orders. Another meeting will be held to review the Financial Regulations and employment issues. It is expected that the amended documents will be available for approval at the August meeting

Code of Conduct - an extraordinary meeting will be held on 17<sup>th</sup> July at 7.30 p.m. to pass the resolution to adopt the new code of conduct. CALC will be placing the necessary advertisement in the press for councils who wish them to do so.

vi. *Planning* – the minutes of previous meetings had been circulated

vii. *Recreation Manager:*

The watering system for the bowls green is installed and the green is being watered after the green is cut (three times a week).

A float switch for the tank, to safeguard the pump, will be obtained and fitted when the surplus parts are returned.

Spraying of the recreation ground is being assessed – An estimate for spraying 4ha of the recreation ground had been obtained for a cost of £667.50. It was agreed that the spraying should be done and that the necessary signs erected. An article of the intent to spray the recreation ground would be placed in the newsletter.

Cemetery machinery – the DR trimmer is again broken and has been returned to Thurlow Nunn Standen.

9. **Resolution: To submit the current plans for a youth building to SCDC as they are, notwithstanding Ms Fry's comments, but providing information along the lines of: WPC intend that this will be building designed for maximum sustainability and have chosen the apex roof design because this allows the long side to be fitted with solar panels. WPC also intend to erect a wind turbine at the end of the building and include meters relating to the 2 alternative power sources so that the Youth Group members can see how they are contributing to supplying the electricity needed to run the building. Demonstrating the benefits of such approaches to the next generation is vitally important if such technologies are to be widely adopted. The building will also utilise the rainwater from the roof in a grey water system for flushing the toilets and, if feasible, will use natural materials for**

**insulation to ensure the building is as carbon-neutral as possible. In submitting a plan the government schemes to subsidise such a building could be explored and the Council would be seen to be proactive in promoting alternative energy. With the deterioration of the Portacabin either we need this building in the short term or we will have to spend more on temporary facilities to ensure the youth group can continue:**

Mr. Williamson proposed the amendment to the resolution, seconded by Mrs. Smith and agreed, that the submit the current plans for a youth building are submitted to SCDC as they are, notwithstanding Ms Fry's comments, but providing information along the lines of: WPC intend that this will be a building designed for maximum sustainability and have chosen the apex roof design because this allows the long side to be fitted with solar panels.

Mrs. Smith proposed the substantive motion, seconded by Mrs. Dunnett.

Mrs. Cornwell and the Clerk would proceed with obtaining plans, with the help of Prohelp if possible and submit an application.

**10. To approve accounts for payment:**

Mrs. Cornwell proposed, seconded by Mr. Wright and agreed that the bills as presented should be paid.

**11. To receive report from:**

i. County Councillor:

It appears that money might be available from Cambridge Sports Lake for improvements to the Slap-up junction.

Cowley Road P&R Relocation - Planning permission has now been approved and work is to start once the archaeological investigations are finished. We need to keep a careful watch on progress. Traffic

The Cowley Road improvements - these have now been finished and I understand that traffic is now flowing pretty well. I think there are still issues linked to traffic wanting to turn onto the A14 westbound because the lanes on the roundabout are too short. However, comments would be welcomed.

Mobile Libraries- The proposed changes have been received and responses are asked for by August 27th. The major change as it affects us is a reduction of service from 2 hours weekly to 1.5 hours fortnightly. The proposals are for a stop at the Buchanan Centre from 17.15 to 17.40 and on the Green from 17.45 to 18.45, both on alternate Thursdays. The Parish Council needs to consider if it wishes to make a response. I have heard nothing from residents myself.

Milton Country Park - This is not really a County issue, but it appears that the Park may have been 'saved'.

General County Issues

The County Council is still gearing itself up following the major changes resulting from Shona Johnston taking over as leader and changes in committee chairs.

ii. *South Cambridgeshire District Councillor/s*

Cambridge Sports Lake - There will be a meeting on 20<sup>th</sup> July to discuss 106 issues, I will be attending this meeting to again ensure the views and concerns of Waterbeach residents are heard.

Milton Country Park. - Talks are going well with interested parties and it does appear that the park will remain open, as a member of the Milton Park Advisory Group I hope to be informed of any progress which I will pass on at the earliest opportunity.

Mr. Johnson was unable to attend due to convalescence – a card was signed for him.

**12. Risk Assessments and Health and Safety**

Last Saturday Jane Williamson and Adrian Wright attended an event organised by the Diocesan Environmental Committee about Churchyards. A trees officer from E Cambs DC gave a talk which included useful advice about maintenance. She also recommended that there should be a tree audit so that the species, ages and condition of all trees are recorded. This seemed very

relevant to us as a Parish Council and is something we should perhaps think about under our H and S management

Tree audit and tree surgery:

Following a branch falling from the tree near the bus stop on the green Acacia Tree Surgery have been asked to investigate the state of the branches.

**13. To discuss the recommendations of the Internal Auditor:**

To update Standing orders – this is hand

To carry out a consolidated written Risk Assessment on Council activities. Mrs. Williamson agreed to attend to this.

Mrs. Smith agreed to carry out the risk assessments for the cemetery and Mr. Grant agreed to carry out the risk assessment on the Gault area.

To consider the frequency of checks on Parish Council assets as part of the consolidated Risk Assessment. The Clerk suggested that risk assessments should be carried out in January, April, July and October and that inspections by the council should be carried out twice a year in the spring and autumn.

To compile a separate Asset Register to include details of items, dates of purchase/disposal, value and location. Details of the play equipment should be included as an appendix to the Asset Register. The list compiled by the Clerk had been circulated for consideration and amendments by councillors. [www.everythingIown](http://www.everythingIown) should be investigated.

**14. To discuss opening of public toilets:**

The public toilets are open during the hours when the groundsman is at work and at the weekend they are opened as goodwill by Mrs. Reuben. Mrs. Reuben would be asked if she happy to continue with this arrangement. The matter would be discussed at the Recreation Facilities Committee in August.

**15. To discuss self evaluation and development:**

I have been giving some thought to my suggestion of a Parish Council development plan. I think it could be useful if we had a plan of the things which we think would enhance the parish and which either must t be done or which would be good to do over the next three years. I have included a draft of how I think a plan could look , what is on the paper is to give an idea and is not intended to be a working document. It was agreed that the format could be worked on anduseful

**16. To arrange dates for:**

Village inspections:

Recreation Ground – Tuesday, 17<sup>th</sup> July, 6.30 p.m. meeting in the car park

Gault, Village Green, Winfold Road, Clare Close, Old Pond Site, Cemetery, Chittering –

Saturday, 21<sup>st</sup> July, 10.00 a.m. meeting on the Gault.

Highways meeting – 30<sup>th</sup> July

Finance meeting – 24<sup>th</sup> July.

**17. Correspondence:**

CCC – pension planning

CCC – Changes in mobile library routes.

Community Action

**Matters for next agenda:**

Standing Order

Public toilet opening

The meeting ended at 9.45 p.m.

Chairman ..... Date .....

