

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Annual Parish Council Meeting** held on Wednesday 1 May 2019, 7:30pm

Present: Cllr Mr R Baxendale (Chair) Cllr Mr D Bonny
 Cllr Ms N Elborn Cllr Mr B Gilmour
 Cllr Mr S Hodgson Cllr Ms E Leach
 Mr P Boothman

There were also seven members of the public present, including C Cllr Mr I Bates.

ACTION

<p>1. APOLOGIES FOR ABSENCE Apologies were received from Cllr M Curley, Cllr Mr D Keane and Cllr Mr C Spearing.</p>	
<p>2. ELECTION OF CHAIR AND VICE CHAIR RESOLVED: Cllr Baxendale be elected as Parish Council Chair for 2019/20. Proposed: Cllr Bonny; Seconded: Cllr Gilmour. All in favour RESOLVED: Cllr Hodgson be elected as Parish Council Vice Chair for 2019/20. Proposed: Cllr Hodgson; Seconded: Cllr Elborn. All in favour.</p>	
<p>3. VOLUNTARY POSTS AND REPRESENTATION ON OTHER BODIES RESOLVED: Adrian Acton be appointed as Internal Auditor for 2019/20 subject to his agreement. Proposed: Cllr Bonny; Seconded: Cllr Hodgson. All in favour Tree Warden: Mr Graham Adams agreed to remain as Tree Warden for 2019/20 Memorial Hall Committee Representative: Mrs Lesley Craig agreed to remain as Parish Council Representative on this Committee for 2019/20.</p>	
<p>4. DECLARATIONS OF INTEREST There were no declarations of interest.</p>	
<p>5. PUBLIC COMMENT A member of the public expressed support for the intended improvements to the footpath behind the Tennis Courts. A resident mentioned that the broken fence at Brookside has still not been repaired by Huntingdonshire District Council. It was suggested that it was removed; this was countered with arguments that the fence stops people parking on the grass here as parking is a problem in this road. D Cllr Keane will be asked to pursue this again with the District Council and take the residents opinions into account.</p>	DK
<p>4. MINUTES RESOLVED: The minutes of the Houghton & Wyton Parish Council meeting of 3 April 2019 were approved. Proposed: Cllr Hodgson, Seconded: Cllr Gilmour. All in favour</p>	
<p>7. MATTERS ARISING Cllr Elborn gave a report on the Electric Vehicle Charging Survey which gives evidence of a need for chargers available to those with no off-street parking. CCC will hold a second workshop in June which Cllr Elborn will attend. She has also looked at potential funding for the costs not covered by the County grant scheme. This matter will be discussed at the next meeting. A response has been sent to the resident who expressed concern about parking in Victoria Crescent and speed limits in the village. In this regard, Cllr Elborn</p>	

<p>suggested that cutting back of the high hedge at the junction with Huntingdon Road would improve visibility. The Clerk has instructed a Tree Survey and the results are awaited.</p>	
<p>8. DISTRICT AND COUNTY COUNCILLORS REPORTS D Cllr D Keane had not sent a report. C Cllr I Bates encouraged councillors and residents to attend a public event to consult on proposed development at Wyton Airfield. The next event is Sat 11 May at Wyton on the Hill school. There will be another event in June. Further details can be found at https://placesprojects.engie.co.uk/wyton-hill-gardens The installation of fibre to property Broadband in Houghton should now be complete. He confirmed that communications on this matter had been sent to all interested parties. Cllr Baxendale asked when the final bill for the Guided Bus stops would be available. Cllr Bates agreed to chase this.</p>	
<p>9. RESPONSIBLE FINANCIAL OFFICER'S REPORT 9.1 To authorise payments due RESOLVED: All payments due be authorised. Proposed: Cllr Bonny; Seconded: Cllr Gilmour. All in favour 9.2. Financial risk assessment – Actions required This will be deferred to the next meeting. 9.3. Amendments to Standing Orders There was discussion to alter Standing Orders to restrict the terms served consecutively by one Chair. RESOLVED: Standing Orders will be amended as follows: To facilitate succession planning the term of office of the Chair should ordinarily end after three years unless it is agreed to extend for one further year, being in the best interest of the Parish Council. Proposed: Cllr Hodgson; Seconded: Cllr Gilmour. All in favour 9.4. Bus Stop, A14 grant report The report to the Cambridgeshire Community Foundation, who administer the A14 grant fund, was submitted on May 2. CCF had already been informed that it would be a bit late due to personal circumstances of the Clerk. 132 responses were received and analysed. The Parish Council is very grateful to those that completed the survey. Most responses were very positive with some useful comments. The thanks and kind words are also much appreciated.</p>	Clerk
<p>10. PLANNING MATTERS 10.1. Proposed Extension and Remodelling. 33 Home Farm Road, Houghton. Ref No: 19/00684/HHFUL RESOLVED: Houghton & Wyton Parish Council recommend approval of this application as: There will be no visual impact from this proposal. The proposal does not conflict with the Houghton & Wyton Neighbourhood Plan. The alterations proposed are in keeping with other neighbouring properties. Proposed: Cllr Gilmour; Seconded: Cllr Bonny. All in favour</p>	Clerk

**10.2. Rear extension, first floor extension and carport with storage areas.
Lynwood, Houghton Hill, Houghton. Ref No: 19/00596/HHFUL**

RESOLVED: Houghton & Wyton Parish Council recommend **refusal** of this application as: There is no Design and Access Statement for what is a substantial development of the property. We do not believe there is enough information supplied to enable a decision to be reached.

Proposed: Cllr Hodgson; Seconded: Cllr Gilmour. All in favour

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**10.3. Scoping opinion on development at Wyton Airfield. RAF Wyton Airfield,
Sawtry Way, Wyton. Ref No: 19/70091/SCOP**

RESOLVED: Houghton & Wyton Parish Council have the following comments recognising that this was simply a scoping document:

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Section 2.5: Cultural heritage.

We contest the scoping out of archaeological assessment within the ES. The runway and aprons form a relatively small part of the site and it cannot simply be assumed that the disturbance in building these will have negated any archaeological value. Ancient settlements are known to have existed occupying the high ground in the area and the numerous footpaths and roads surrounding the site would suggest these were linked.

Section 4: Biodiversity

We have concerns that a more comprehensive study of this relatively undisturbed area of the countryside should form part of the scoping report.

Section 5: Transport

We believe the proposed site access points need to be identified and the impact of the on-going use of the car storage facility included within the Transport Assessment and Travel Plan.

We would like to see the scoping report Transport Assessment make a comparison with the findings from other recent transport studies of the area and differences explained.

Section 8: Water Reserves and Flood Risk

With comments already contained in the scoping proposal in relation to infiltration drainage being impeded due to the topography of the area (section 8.6) , we believe that the impact area and flood risk assessment should be substantially widened to take into account the impact this development would have on the more vulnerable settlements along the Great Ouse Valley such as Houghton & Wyton and downstream to St.Ives.

Section 10: Cumulative effects.

Table 9 lists those developments which the scoping report will take account of in respect of the additional impact this development may have if it were subsequently approved. We would like to see the list extended to include:

- a) The 4,500 homes proposed by Crest Nicholson for the rest of the RAF Wyton site since this receives support for development within the Local Plan 2036 and was again put forward as a serious possibility by Crest Nicholson

at the Local Plan hearings in the Autumn last year.

b) Houghton Grange

c) The Homes England Planning Application for 225 homes on the BBSRC field which awaits a decision.

d) Giffords Park St.Ives for the same reasons as RAF Wyton since this has been the subject of a planning application, it was included within the strategic considerations within the local plan and scored more favourably than RAF Wyton in transport terms, and was again also presented as a serious proposal for consideration within the Local Plan hearings.

e) The impact of the car storage area next to the proposed site.

10.4. Houghton Grange development

Cllr Baxendale reported that Homes England, the government agency to accelerate the development of public land, had exchanged contracts with Morris Homes Eastern Ltd on 30 March 2019. They were now in consultation with HDC to resolved Reserved Matters relating to the outline Planning Permission for 90 dwellings. It was confirmed that the Parish Council would be meeting with Morris Homes to ensure that the detailed application reflected the planning policies and aspirations within the Neighbourhood Plan and to ensure that they engaged in a full public local consultation in due course.

10.5. Elm Tree on Playing Field

It was agreed that the Parish Council had already received a definitive view from HDC that the tree could not be felled and had carried out the permitted pruning of the tree. Consequently, it would not be appropriate for the Parish Council to spend further money on applying for Planning permission to remove the tree. It was agreed that the consultant contracted to undertake the Tree Survey would be asked for his view on this tree. If the residents need help to remove leaves etc from the guttering the Timebank could possibly help.

10.6. Other Planning Matters

It was reported that a meeting had been held with Campbell Buchanan George, who are now looking at the development opportunity for the Photo Lab site on Sawtry Way following the refusal of permission for the 68 Park Homes (Ref). A proposal was outlined by Mr A Girvan of CBG which would accord with National Planning Policies to bring back into use the redundant building for a scheme of conversion into five or six single storey dwellings. It was confirmed that they would be looking into the merits of this proposal and may be coming forward with a planning application in due course.

It was also confirmed that the small development proposed for Thicket Road on the former Anglian Water site was now in discussion with the Environment Agency.

10.7. Planning Decisions

No update received.

11. HIGHWAY ISSUES

11.1. Mill Street

A meeting was held with C Cllr I Bates, the custodian of Houghton Mill and Emma Cichy from CCC Highways. It was agreed that the drains would be cleaned out,

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<p>all road markings would be renewed and the road would be put on a priority list for micro-asphalt resurfacing. However, additional signage to the National Trust Car park etc , creation of resident parking zones and the restrictive road markings for emergency vehicles at the blind end of Mill Street would have to be the subject of a Local Highways Initiative application by the Parish Council.</p> <p>11.2. A1123 – petition to reduce speed limit to 40 mph Over 200 signatures have been collected to date. It was agreed that more effort needs to be put into collecting more signatures to ensure the Parish Council has a mandate for this initiative and to add weight to the case to be made to the CCC in due course. The Timebank co-ordinator agreed to ask volunteers to take this to groups and events in the village.</p> <p>11.3. Local Highways Initiative grants 2019/20 It was agreed that the priority should be the A1213 speed limit reduction, followed by the Mill Street works above.</p>	VG
<p>12. PROJECT PLANNING 2019/20</p> <p>12.1. Sports Club/Pavilion refurbishment There is no update on this project</p> <p>12.2. Paths at Cemetery and to access bus stops The project team of Councillors Bonny and Gilmour circulated an update report prior to the meeting. The main purpose was to get agreement from the Council for the way forward for the three aspects of the project.</p> <p>Footpath 16 Cllr. Gilmour confirmed that he had been in touch with County Highways and that a representative was going to visit the site. No further action pending a result of this visit.</p> <p>Cemetery The chairman queried if the quotations received had included preparing the subbase prior to laying Breedon gravel. Cllr Hodgson suggested getting quotes for laying alternative, more economic, self- binding gravel. Clarification and alternative quotations will be sought Cllr Bonny suggested the possibility of using resin bound gravel to resurface the covered concrete area. A cost quotation will be requested. A member of the public pointed out that the footpath had to be its current width to allow room for the procession of coffins and access by hearses.</p> <p>Playing Field Footpath Due to budget limitations it was agreed that the footpath is the priority in particular the gravel and stone section behind the tennis courts to the corner of the scout hut. Therefore, revised quotes for a tarmac surface for just this element will be requested and work to start as soon as possible.</p> <p>Lighting The need for lighting to improve safety and security was discussed with views ranging from</p> <ul style="list-style-type: none"> · non required because of light from street lamps on A1123, · Lighting on the footpath highlights the presence of pedestrians increasing their security risk · Essential to minimise the security risk <p>Another electrical contractor will be requested to provide advice and quotations as appropriate.</p>	<p>BG & DB</p> <p>BG & DB</p> <p>BG & DB</p>

<p>13. UPDATED STAFF JOB DESCRIPTIONS AND CONTRACTS All contracts have been reviewed and amended as necessary. Emma Leach is thanked for her hard work and input. Appraisals of the Parish Clerk and Timebank coordinator have been carried out.</p>	
<p>14. ANNUAL PARISH MEETING The draft agenda for the APM on 15 May was agreed.</p>	
<p>15. BIENNIAL REPORT UPDATE Cllr Spearing circulated details of content and delegation for producing this. Any queries should be addressed to him. All drafts to be sent to Cllr Bonny.</p>	
<p>16. CORRESPONDENCE No correspondence was discussed.</p>	
<p>17. ANY OTHER BUSINESS Cllr Hodgson requested that the 'cycling' sign from the end of the Thicket footpath be reinstated. Cllr Elborn circulated information on the extension to the Cemetery and a potential Green Burial ground and asked councillors to read this for comments. Cllr Gilmour attended the Annual General Meeting of the Noble's Field Trust committee. This is the field at the St Ives end of the Thicket footpath. It was noted that the Country Park proposed for the southern part of the Old Golf Course development is being discussed again.</p>	<p>Clerk All cllrs</p>
<p>18. DATE OF NEXT MEETING The next Parish Council meeting will be on Wednesday 5 June 2019, 7:30pm, St Mary's Centre, Chapel Lane, Houghton. The Annual Parish Meeting will be held Wed 15 May, 7:15pm in the St Mary's Centre.</p>	

Signed:..... Date: