

## HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 4 March 2020, 7:00pm

**Present:** Cllr R Baxendale (Chair) Cllr P Boothman  
Cllr D Bonny Cllr N Elborn  
Cllr B Gilmour Cllr D Keane (from item 8.2)  
Cllr C Spearing

Staff present: Lois Dale, Parish Clerk

There were five members of the public present, including C Cllr Bates.

### ACTION

<p><b>1. APOLOGIES FOR ABSENCE</b></p> <p>Apologies for late arrival were received in advance from Cllr Keane as he was at a HDC committee meeting in his role as District Councillor.</p>	
<p><b>2. DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest.</p>	
<p><b>3. PUBLIC COMMENT</b></p> <p>Jo Mills and Chris Langdon from Engie, attended to talk to the Parish Council about a proposed development at Wyton Airfield. Engie is primarily an infrastructure development company working in support of the principle housebuilder, Crest Nicholson. A Position Statement had already been circulated to councillors. They plan to resubmit an application in September and will engage in further dialogue with the communities.</p> <p>It was established that, despite Engie's initial claim, Wyton Airfield is not a strategic site for residential development within the Huntingdonshire Local Plan to 2036. Engie are only looking at an application for phase 1 of the potential development for about 800 dwellings. Although they say that the site will be able to offer significant employment opportunities, schools, a diversity of houses and improved local transport links, the withdrawn application did not address these needs or the improvements that will be needed to infrastructure to cope with the increased population. It was noted that Marshalls Aerospace have not made a final decision on their relocation site; Engie argue that Marshall will not use the site efficiently. Councillors expressed grave concerns about the ability of current roads to cope with extra development that is being discussed and this needs to be addressed before developments can be started.</p> <p>The Parish Council assured a member of the public that a tree was still planned in memory of an ex-tree warden.</p> <p>A resident raised queries about the continuation of funding from CCC for the 45 bus route through the village, and also was there any final response to the questions raised about the potential changes to the Guided Busway route B in relation to stops at Hartford Marina, Banks End and Pine Hill Park. C Cllr I Bates responded that the 45 route subsidy will continue for now. Cllr Baxendale stated that the response from the Managing Director of Stagecoach to our enquiries about route B was that 'there are no planned changes to the route through the parishes...' It is assumed that this means the B route will continue to follow the routes alternately along the A1123 and B1090.</p>	
<p><b>4. MINUTES</b></p> <p><b>RESOLVED:</b> With small approved changes, including emphasis on the promotion of the Cemetery extension as a Green Burial site, the minutes of the Houghton &amp; Wyton Parish Council meeting of 5 February 2020 were approved.</p> <p>Proposed: Cllr Spearing; Seconded: Cllr Boothman. For: 5; Abstentions: 1</p>	

<p><b>5. MATTERS ARISING</b></p> <p>The two vacancies on the Parish Council will be advertised for co-option. The meeting held at the school about parking issues has led to some positive actions and a follow up meeting will be held on 12 May. The minutes will be circulated to councillors.</p>	<p>Clerk Clerk</p>
<p><b>6. DISTRICT AND COUNTY COUNCILLORS REPORTS</b></p> <p>C Cllr Bates reported that he had thanked the MD of Stagecoach for the reversal of their decision to cut services to some stops in the parish. There will be other changes to some routes in the county and new, larger buses and electric vehicles are being introduced on some routes.</p> <p>The CCC Highway committee will meet next week to make decisions on the Local Highway Initiative applications. Bids for the next round of applications has been brought forward (the date will be confirmed) and more money has been allocated.</p> <p>No decision has been reached on the relocation site for Marshall Aerospace, but the site they currently occupy will be allocated for housing in the South Cambs and City Local Plan.</p> <p>The CCC Director for Public Health has issued guidance on the Corona virus outbreak. The Parish Council will monitor the situation and take action if needed.</p>	
<p><b>7. RESPONSIBLE FINANCIAL OFFICER'S REPORT</b></p> <p><b>7.1 To authorise payments due</b> <b>RESOLVED:</b> All payments due be authorised. Proposed: Cllr Bonny; Seconded: Cllr Gilmour. All in favour It was noted that a grant of £500 has been received to improve security at the Pavilion and Playing Field. Following advice from HDC a rebate of Business Rates on Parish Council Assets. This is backdated to 2012 and amounts to just over £4,000.</p> <p><b>7.2. Investment of excess funds</b> The agreed strategy will be implemented.</p> <p><b>7.3. Renewal of contract for grass cutting at Playing Field and Cemetery</b> <b>RESOLVED:</b> After comparing three quotes from contractors it was agreed to award the contract to T Pond for a year. Some aspects of the work and risk assessments will need to be confirmed first and a meeting will be arranged. Proposed: Cllr Boothman, Seconded: Cllr Gilmour. All in favour.</p> <p><b>7.4. Football Club - subscriptions owing</b> Despite a meeting with the contact for the Football Club about the overdue payment no payment or further contact has been made. Sports Club invoices are issued in May and the payment was due at the end of December 2019 after a deferment was agreed. The current contracts have no penalties included for non-payment, but the Parish Council will have to take action as this situation is not fair on the other Sports Clubs who have paid relatively promptly.</p> <p><b>7.5. Funding for VE Day celebrations</b> <b>RESOLVED:</b> £500 be allocated to fund celebrations that are being planned. Proposed: Cllr Boothman; Seconded: Cllr Elborn. All in favour Plans have only just been started and publicity will be arranged nearer the time.</p>	<p>RB</p>
<p><b>8. PLANNING MATTERS</b></p> <p><b>8.1. Permitted Development: Erection of single storey garden room outbuilding to be used as ancillary to the main dwelling. 31 Home Farm Road Houghton Huntingdon PE28 2BN</b></p> <p>HDC will be informed that the Parish Council has noted this application and we</p>	

<p>ask that HDC confirm that the building, which has already started, complies with the application submitted and with Permitted Development and Building Regulations. It was noted that the application included a copy of a 1963 document about the original development of Home Farm Road. The Parish Council felt it might be useful to have copies of these documents and other deeds that show original restrictions on planning for future reference.</p>	Clerk
<p><b>8.2 To discuss the Parish Council objection to the demolition of Dormy House, Houghton Grange. Modified plans have been supplied.</b></p> <p>A director of Morris Homes, who plan to develop Houghton Grange site, called Cllr Boothman. Cllr Boothman is aware that he cannot speak on behalf of the Parish Council, but outlined his personal frustrations about the lack of enforcement of maintenance of Dormy House since the issue was identified. This conforms with the position of the Parish Council. Cllr Boothman outlined the potential problems that the developer may face if the PC do not withdraw their objection, including possible delay to the development. Plans have been supplied by Morris Homes showing designs for new houses on site that will reflect the architectural features of Dormy House; this was appreciated.</p> <p><b>RESOLVED:</b> Houghton &amp; Wyton Parish Council do not withdraw their objection to the application to include demolition of Dormy House but have no further comments to add.</p>	Clerk
<p>Proposed: Cllr Boothman; Seconded: Cllr Elborn. For: 4, Against: 1, Abstentions: 2</p> <p><b>8.3. Update on Full planning application is for the conversion of the former photographic factory at Sawtry Way, RAF Wyton into 15 residential units. Land at Former Photographic Factory Sawtry Way Wyton Ref. No: 19/02106/FUL</b></p> <p>There have been some alterations to the fenestration and roof details for this application. This application will probably go the Development Management Panel and HDC is likely to recommend approval. It was noted that there are still no details on Electric Vehicle charging points that were requested. However, the Parish Council are content to let the application proceed.</p>	clerk
<p><b>8.4 Update on request for meeting with HDC Planners</b></p> <p>After further contact HDC have asked for the Parish Council to list specific application that they want to discuss. Cllr Boothman will call them to discuss a way forward to enable the meeting to be held as soon as possible. Other Parishes with Neighbourhood Plans will be approached to ask if they also feel that their Plans are not being fully implemented.</p> <p>Cllr Keane mentioned that there is a new portfolio holder for Planning at HDC and he will talk to him.</p>	PB DK
<p><b>8.5 Potential Thicket Road development – Pre application consultation</b></p> <p>A planning application is being prepared by Campbell Buchanan George for development of land on Thicket Road, opposite The Elms. The agents have asked for a pre-application consultation meeting with the Parish Council; this will be arranged. It was noted that at previous meetings the agent had also agreed to have a public meeting to allow residents to input to their plans.</p>	RB
<p><b>8.6 Consultation on Local Enforcement Plan for Minerals and Waste Development in Cambridgeshire</b></p> <p>No response will be sent to this consultation.</p>	
<p><b>9. PROJECTS IN THE PIPELINE</b></p> <p><b>9.1. War Memorial, Cemetery Lych gate and entrance gates</b></p> <p>A report on the Lych gate was noted. Some quotes and budget estimates are being obtained for suggested work. There was discussion about the design;</p>	

<p>currently there is a single support either side, which seemed quite unusual. It was also suggested that the gate could be moved away from the ditch to be in line with the current gates.</p> <p>Quotes will also be obtained for cleaning and repairs to the War Memorial. Once we have some estimates for the costs, grants will be looked for.</p> <p><b>9.2. Trees – Churchyard Tree Survey</b></p> <p>There has been no progress with this project.</p>	<p>BG &amp; CS</p>
<p><b>10. COMMUNICATIONS STRATEGY</b></p> <p>Only 29 responses were received to the survey that was circulated to all households. Most feedback was positive and constructive.</p> <p>The village magazine and notice boards are useful for regular communication and there was positive feedback on the Parish Council biennial report.</p> <p>It was agreed that more use should be made of the Community Facebook page to advertise meetings and provide links to the minutes etc on the Parish Council website. It was also felt that more people looked at the adverts in the shop window than the noticeboards and this could be used more effectively.</p> <p>There were suggestions for more face-to-face meetings and informal 'surgeries' with councillors.</p>	<p>DK &amp; Clerk</p>
<p><b>11. FLOOD PLAN</b></p> <p>A draft Flood Plan produced a couple of years ago was reviewed. This was based on a template provided by the Environment Agency. It was felt that there should be a level of preparedness for this potential event so that individuals are able to help themselves and each other. The EA will be contacted to see if they can offer further advice to complete the document. Guidance on flood mitigation in proposed new builds would be useful to include. The effect that developments can have on the existing problems also need to be considered.</p>	
<p><b>12. DATES OF ANNUAL GENERAL MEETING AND ANNUAL PARISH MEETING 2020.</b></p> <p>The Annual General Meeting of the Parish Council will be at 7pm on 6 May 2020. The Annual Parish Meeting will be held on 20 May, time to be confirmed. It was agreed that this might be a good opportunity to ask the Environment Agency to attend and talk to parishioners about flood preparations. Other items could include the 'climate emergency', Green Burials at the Cemetery and the potential third river crossing.</p>	
<p><b>13. CORRESPONDENCE</b></p> <p>Cllrs Boothman and Baxendale asked to be booked to attend the HDC Planning Forum later this month.</p>	
<p><b>14. ANY OTHER BUSINESS</b></p> <p>It was noted that 'Keep off the Grass' signs had been put up on the grass verge at the corner of Victoria Crescent.</p> <p>Some trees in The Thicket and along the footpath have been marked with yellow paint. Some work is being carried out and concern was expressed about the state of the woodland here.</p> <p>It was agreed that information about the Corona virus outbreak needs to be disseminated to help residents. A plan for business continuity etc will be discussed at the next meeting.</p> <p>It was noted that the Timebank are holding a fundraising quiz at the Pavilion on Fri 3 April. Tickets will be available soon.</p>	
<p><b>15. DATE OF NEXT MEETING</b></p> <p>The next meeting will be on Wednesday 1 April 2020, 7:00pm, St Mary's Centre, Chapel Lane, Houghton.</p>	

Signed:..... Date: .....