

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 4 November 2020, 7:00pm.
This meeting was held remotely held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 Using Zoom.

Present: Cllr R Baxendale (Chair) Cllr D Bonny
 Cllr P Boothman Cllr N Elborn
 Cllr B Gilmour Cllr R Guinea
 Cllr D Keane Cllr A Skinner
 Cllr C Spearing

Staff present: Lois Dale, Parish Clerk,

There was one member of the public present

| | ACTION |
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| <p>1. APOLOGIES FOR ABSENCE There were no apologies for absence.</p> | |
| <p>2. DECLARATIONS OF INTEREST Cllr Boothman declared an interest in item 8.1 and this is a planning application for his property.</p> | |
| <p>3. PUBLIC COMMENT There was no public comment.</p> | |
| <p>4. MINUTES RESOLVED: The minutes of the Houghton & Wyton Parish Council meeting of 7 October 2020 were approved. Proposed: Cllr Boothman, Seconded: Cllr Spearing. All in favour</p> | |
| <p>5. MATTERS ARISING There has been no response to the letter written to the National Trust yet; this will be followed up. Two Tree Wardens have been appointed to look after the trees within the Parish. A video of the parish's response to the COVID pandemic was shown at the Cambridgeshire Town and Parish Council Conference in October. A copy of this will be made available on Facebook and the Parish Council website. St Ives Town Council will be asked if they feel this is appropriate for the Time Capsule they are planning later this year. There has still been no response from the Environment Agency to a request to meet. Efforts will be made to find other contacts and means of communication. Following a meeting with Stagecoach, it appears that the current bus routes are working well. No complaints have been received by the Parish Council.</p> | <p>Clerk</p> <p>Clerk</p> <p>PB, CS, Clerk</p> |
| <p>6. DISTRICT AND COUNTY COUNCILLORS REPORTS D Cllr Keane reported that HDC is working with local support groups to help those in need access food and prescriptions. Leisure Centres are now shut until 2 December; other services are still in operation including recycling centres. HDC are quite positive about their budget for the next financial year.</p> | |
| <p>7. CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT 7.1. To authorise payments due RESOLVED: All payments due be authorised. Proposed: Cllr Gilmour; Seconded: Cllr Bonny. All in favour A Budget update and bank balances were also noted. 7.2. Budget 2021/22 preparation</p> | <p>Clerk</p> |

A draft budget has been prepared and circulated to all councillors for approval and confirmation of the precept request at the December meeting. All questions and comments are to be forwarded to Cllr Bonny. The draft budget includes a 2.5% increase in the precept to keep track with inflation.

7.3. Community Fund Trustees report

It was noted that the Fund has received £8,006 in donations. The following is taken from their report:

'The Fund has begun to make regular distributions to finance parcel deliveries of food and other essentials by the Village Shop, with the help of the Timebank, and by Diamond Hampers. The Trustees are very grateful for the assistance of staff of the Village School, and volunteer helpers, in identifying those in need of assistance and delivering food etc to them. It is also reaching out to the St Ives Food Bank in the hope that it can finance work by that organisation when they are assisting residents of the Parish.

The Trustees have been entirely comfortable to have the recipients of this support identified by the School and via the Timebank, and for reasons of confidentiality the Fund itself does not receive personal details of anybody benefitting from their assistance.

To date the total amount distributed is £753. Unfortunately, the Trustees of the Fund expect that the rate of distributions will rise over the coming months, as the current restrictions begin to have an impact on local residents. They plan to continue with distributions for as long as needed, and are reassured that the present level of the Fund's resources should make it possible to do that for a considerable time to come.'

The following comments on the report are noted:

- We had understood at the outset that more than three trustees would be appointed.
- There is little information readily available, eg a website or Facebook page.
- The trustees have predominantly relied on established agencies, eg Timebank and school, to promote the Fund .
- The aims of the Fund and its accessibility should to be more transparent to residents and organisations.
- The Parish Council will offer the Trustees a chance to attend a meeting to promote the objectives and actions of the charity.
- Publicity could be arranged for the village magazine and/or shop window.

Cllr Baxendale will speak to the trustees to raise the above points.

7.4. Grant applications: St Mary's Church for Wyton cemetery.

The Parochial Church Council have confirmed that they would like to use the gardener they selected as they feel they made a commitment to him.

RESOLVED: the Parish Council award a grant of £288 to the St Mary's PCC for the upkeep of the cemetery at Wyton as this will provide public benefit. It is noted that this does not commit the Parish Council to the maintenance of this cemetery or guarantee a grant in subsequent years.

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

7.5. Remembrance Day

Cllr Gilmour will attend to represent the Parish Council, D Cllr Keane will attend to represent the District Council. A small group from the Royal British Legion, scouts and military will attend a short service at the War Memorial in Houghton Cemetery led by Rev.d G Boucher.

RB

Clerk

BG &
DK

8. PLANNING MATTERS

8.1. Erection of a summerhouse Buckley House Thicket Road Houghton Huntingdon PE28 2BQ Ref. No: 20/01840/HHFUL

Cllr Boothman declared an interest in this item as the owner of the property.

RESOLVED: Houghton & Wyton Parish Council recommend that this planning application be **APPROVED**.

The summerhouse will be within large grounds and has no visual impact on any third party.

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

8.2. Demolition of detached garage with new replacement outbuilding Wayside Huntingdon Road Wyton Huntingdon PE28 2AD Ref. No: 20/01963/LBC

RESOLVED: Houghton & Wyton Parish Council recommend that this planning application be **REFUSED**.

The Parish Council question whether the garage building is classed as a Heritage Asset within the curtilage of a listed building.

Policy 17 of the Houghton & Wyton Neighbourhood Plan applies. The design of the proposed building should mirror the architectural vocabulary of the surrounding buildings. The proposal does not seem to be in keeping with any of the neighbouring building styles, as shown by the first photograph in the Design and Access statement. Its proximity to the road makes the design very important.

The change of this building from a garage to a workshop would lead to the loss of a potential parking space in an area where vehicle parking on the road is already an issue.

The extra height of the proposed building and roof design would be out of keeping with the street scene and given its position adjacent to the narrow pavement.

Any building here should respond positively to the heritage of the site and its features.

The Parish Council noted that a condition report was included with this application.

The Parish Council asks that if the District Council grant permission for this application, that the owners be asked to complete the wall in front of the building to enable parking on the road at this point.

Proposed: Cllr Gilmour; Seconded: Cllr Boothman. For: 6, Abstentions: 3

8.3. Single storey extension to the side and rear 17 Hill Estate Houghton Huntingdon PE28 2BU Ref. No: 20/01967/HHFUL

RESOLVED: Houghton & Wyton Parish Council recommend that this planning application be **APPROVED**.

The property is in the character area of Hill Estate, within the built-up area but outside the conservation area.

The houses of Hill Estate have many differing extensions and roof lines to the side garages, extensions and porches. The proposed side extension will appear subservient to the main building, having a lower roofline. The roofline is further stepped down at the rear.

The proposed roofline at the front will balance the applicants' house with the attached neighbouring property, whose garage has a pitched roof. Proposed materials are to match the existing.

Clerk

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Clerk

The property is not directly overlooked from the rear and there are many trees in the land to the rear. One small window is proposed towards the adjoining neighbour but we do not believe this will have a detrimental effect on the neighbour's privacy.

No trees are affected by the proposals. Car parking will not be affected. Nor will it have an effect on the open green spaces of the character area.

The Parish Council would prefer it if the front porch was not extended past the current building line, but this does not affect our decision.

Relevant Houghton & Wyton Neighbourhood Plan policies

Policy HWNP1 – Houghton & Wyton Built up area

Policy HWNP5 – Greens & Verges

Policy HWNP14 - Flooding and drainage

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

8.4. Homes England –

8.4.1. Workshop report

Cllrs Boothman and Spearing attended this workshop which also included representatives from the Hemingfords, St Ives and Wyton on the Hill.

The following points were noted from the Homes England/AECOM presentation:

- Homes England has a single clear objective to deliver as many dwellings as possible.
- After building 120 homes, the size of the remaining gap would be approximately 3.2ha and roughly the width of Houghton Playing Field. For comparison, the County Wildlife Site below Houghton Grange is 4.3ha
- There is no offer of protection for the remaining 'Gap' and it is not intended that it forms part of the Homes England application, but will be left as a separate plot.
- Homes England could not rule out further development of the remaining gap field stating that in the meantime it will remain as agricultural land, but admitting that the existing farmer is preparing to pull out as tenant of this land as the area will be too small to be viable. This may make a future development more likely. How any of the green space is protected across the site is unclear.
- They are opposed to woodland in 'The Gap'. They claim this would not protect the current grassland species here. They propose a strip of trees between the Grange and phase 2 and also possibly between Phase 2 and 'The Gap'.
- They are promising play areas, parks and gardens to the south and public access to open space.

Response from the attendees included:

- Hemingford Grey requested enough trees to shield the view of a development from across the river.
- A pre-application development meeting with Home England was offered.
- The idea of a Community Asset Transfer was put to Homes England, and they will look into that and respond.
- Request for a Landscape Impact Assessment to include the views to and from the area.
- It was pointed out that to achieve the Local Plan target number, less homes could be built.

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| <ul style="list-style-type: none"> • The current plan does not link well into the Houghton Grange site and appears as a separate development. The Masterplan is not co-ordinated with Phase 1, resulting in two distinct settlements. There is no evidence of place-making to this proposal. • All orientation is towards St Ives, without consideration of the impact on the village. <p>There was a perceived general lack of knowledge about the local area and infrastructure. They are currently predicting an additional car every 90 seconds onto the A1123.</p> <p>Clearly, further discussion is needed to enable a strong response to these proposals, and all possible options need to be considered.</p> <p>8.4.2. Homes England/HDC request for pre-application consultation meeting</p> <p>The Parish Council has again requested a meeting, enclosing a suggested agenda, with HDC in an attempt to come up with mutually acceptable conditions for the proposed Homes England phase 2 development at Houghton Grange. HDC have refused as they say it would compromise their position. Legal advice will be sought on this issue.</p> <p>8.4.3. Consolidation of Parish Council residents' questionnaire responses</p> <p>About 140 responses from residents have been received to date. The general impression of the responses is that they align with the Parish Council objectives. The information needs to be consolidated, but will build an evidence base of public feeling. The Parish Council will need to consider a response to those residents who have taken time to complete these questionnaires. Responses are still welcome and a questionnaire can be found on the Parish Council or Community Facebook page or from the Parish Clerk.</p> <p>8.5. Houghton Grange – street naming</p> <p>Several names have been suggested with a historical connection to Houghton Grange. Local historian Bridget Flanagan is thanked for her suggestions. It was also suggested that the names of servicemen commemorated on the War Memorial could also be used. Local writer, explorer and naturalist, Isabella Bird was also suggested.</p> <p>8.6. Consultation response – Planning White Paper</p> <p>The Parish Council response to the Planning White Paper was submitted. It was suggested that a copy be send to the MP, Jonathan Djanogly and asked what will be his response. Cllr Boothman was thanked for preparing the draft response to this.</p> | <p>RB & PB</p> <p>Clerk</p> <p>Clerk</p> |
| <p>9. PROJECTS IN THE PIPELINE</p> <p>9.1. Cemetery Lych Gate and War Memorial</p> <p>Following a request for quotes to carry out this work the Parish Council made these decisions.</p> <p>RESOLVED: Fairhaven Stone Masons Ltd be appointed to carry out restoration and cleaning work to the War Memorial in Houghton Cemetery. Proposed: Cllr Gilmour; Seconded: Cllr Bonny. All in favour</p> <p>RESOLVED: W Helme Joinery be appointed to carry out restoration of the Cemetery Lych Gate, conditional upon a satisfactory response to further questions and references. Proposed: Cllr Spearing; Seconded: Cllr Elborn. All in favour.</p> | <p>Clerk & BG</p> <p>Clerk & CS</p> |

Grantscape, who are funding this work, have confirmed that a completed application can be submitted next week and they are happy that only two quotes could be obtained for the work on the Lych Gate. A grant contract will be issued as soon as the information is complete.

When the funding is secured confirmation of the contracts will be issued to the chosen contractors.

RESOLVED: The full amount of £15,000 be requested as a grant as this will allow for any variation orders to cover additional work in the contracts. An 11% Third Party Contribution will be made by the Parish Council to release the grant monies.

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

CS, BG & Clerk

9.2. A1123 Speed Reduction initiative

The work commissioned from SLR consultants is nearing completion. Some extra funds have been requested for data and survey work. This is within the £5,000 Allocated for the first stage of this project. The report is anticipated week beginning 9 November.

9.3. Cemetery Extension Proposal – review/next steps

Campbell Buchanan George have produced a proposal for two new dwellings on land to the north of the A1123. As part of this proposal they have included plans to provide community benefit in the form of extra land for a cemetery extension, a car park for the cemetery including pedestrian access from this to the cemetery and rerouting the footpath that currently crosses the field diagonally to run around the perimeter of the field. Full public consultation will occur if and when the proposals are submitted as a Planning application. Although the dwellings would constitute a breach of planning policy, it was agreed that the community benefit proposed must also be considered as a compensation for that.

Having viewed the proposals, the Parish Council had the following comments:

- The extra land offered as a cemetery extension was probably sufficient with the current planned extension to serve the parish for at least 50 years.
- The proposed footpath to access the cemetery should really extend to the crossing point near the bus stops to be of real benefit.
- The ownership of the land for the car park needs to be clarified.
- Is there adequate reason to justify changing the route of the current public footpath?

Cllr Baxendale will respond to this approach from CBG.

RB

9.4. Bowls Club fence

A second quote is awaited for the fencing between the Bowls Club and the Playing Field.

Clerk

10. CORRESPONDENCE

Cycling on Thicket Footpath. An email was received from a resident describing an incident between a cyclist and his family on the Thicket Footpath. There are still users of the footpath who believe it is has a Cycle Track Order on it and they have the right to cycle here. All users are reminded that this path is listed on the Definitive Map as a footpath; this gives right of use to pedestrians only and to those who are permitted access to their property by vehicle. There is a request for the status to be changed to a Bridleway, which would allow cycling and horse riding, but give priority access to pedestrians.

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| <p>Sports Holiday Club proposal. A request to the Parish Council to fund a childrens activity club on the Playing Field was received from the company that provide the club. No further action will be taken.</p> <p>David Todd – tribute. The Parish Council expressed its sadness at the death of Mr David Todd, long-time resident and, until recently, leader of the village Beavers Group. He was well known in the village and an inspiration to many young people.</p> <p>A letter from our MP, Jonathan Djanogly has been received. This is asking for the Parish Council's response to the consultation to revise the flight paths and holding pattern arrangements for Luton Airport. The revision would allocate them to use airspace over an area to the west of this Parish. This will be circulated to all councillors and the matter discussed if necessary.</p> | Clerk |
| <p>11. ANY OTHER BUSINESS</p> <p>Details of the Cambridgeshire and Peterborough Combined Authority consultation on Climate Change will be circulated on Facebook.</p> <p>The Clerk will look at costs of engaging a conveyancer to register the Common Land in the name of the Parish Council.</p> | Clerk Clerk |
| <p>12. DATE OF NEXT MEETING</p> <p>The next meeting of the Parish Council, will be on Wednesday 2 December 2020, 7:00pm. The meeting will be held remotely using Zoom.</p> | |

Signed:..... Date: