

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 2 February 2022, 7:00pm.

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

Staff present: Lois Dale, Parish Clerk.

There were 2 members of the public present.

1. APOLOGIES FOR ABSENCE

There were no apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PUBLIC COMMENT

A resident approached the Parish Council with a request to plant a tree in memory of a late resident of Victoria Crescent. As the proposed planting area is on green space in Victoria Crescent it was suggested that the resident should approach HDC for permission and the Parish Council will write a letter of support which can be attached.

ACTION: Clerk

4. MINUTES

RESOLVED: The minutes of the Parish Council Meeting of 12 January 2022 be agreed as a correct record.

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

5. MATTERS ARISING

The Action List was reviewed and will be updated.

Risk Assessments – A process has been identified and policy and categories of assets formed. Risk Assessments have been carried out of the Parish Office and Pavilion which will lead to actions to address identified risks. The Parish Online software will be useful as an asset and information management system. A meeting for Parish Councillors will be held on Wed 16 March to review the completed Risk Assessments.

Parking on and damage to verge on Thicket Road – CCC Highways have agreed to reseed the verge in the spring and look at costs of reflective bollards.

Cemetery Hedge - The Clerk will chase contractors for quotes to cut this back.

Cemetery Extension – The Clerk will supply more details as requested by HDC.

Scout Hut – a meeting will be arranged to discuss issues around land use and a usage agreement. **ACTION: AS & RG**

Dog bins on National Trust land – a response will be chased.

Laughtons Lane gate – Contractors will be asked to quote. The state of the gate will be assessed. **ACTION: Clerk & BG**

Flood Plan – A hard copy has been supplied to all councillors. A PDF version will be finalised and put on the Parish Council website. **ACTION: DK**

Ownership and registration of the land outside the church on Mill Street will be researched. **ACTION: DK & Clerk**

Payment of invoices to Wyton on the Hill Parish Council for the use of the large refuse bin will be chased. **ACTION: Clerk**

6. DISTRICT AND COUNTY COUNCILLORS REPORT.

C Cllr Dew sent the following report:

1. This year's LHI assessments have just been completed and returned to the PC for the local committee meeting in Feb / March.

2. Highways are still completing the ongoing design work on a lot of last year's LHI accepted bids, including Houghton & Wyton – Mill Lane.
3. The Mayor of The Combined Authority as the local Highways Authority, in conjunction with CCC have reset The Local Transport Plan. This will be consulted on in the next few months and will create a list of possible interventions and projects. These will need to be supported by HDC and will go to CCC Highways & Transport committee. Once this has agreed this list and priorities, The Combined Authority will be able to bid and secure funding from DFT for active Travel and other priorities.

3 routes that I've identified are :

A1096 London Road, St Ives.

A1123 around Houghton

Low Road, Fenstanton.

Others I'm sure exist and will come forward over the course of the consultation.

D Cllr Keane reported that HDC have had a new telephony system fitted.

There are trials of 'parklets' in St Ives and other towns to encourage people in to Town centres. Feedback will be gathered on how they are used and how they affect local businesses and the street scene.

Business grants for COVID impacts are available from Central government via HDC.

D Cllr Keane agreed to ask C Cllr Dew about the traffic report for the proposed Bellway development.

7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT

7.1. To authorise payments due

RESOLVED: The payments be approved and paid.

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

The payments made in January and the annual budget report to date were noted.

7.2. Parish Online Subscription

RESOLVED: an annual subscription to Parish Online, to include a 20% ongoing discount, of £152+VAT is authorised. The Clerk will look at training costs **ACTION: Clerk**

Proposed: Cllr Skinner; Seconded: Cllr Boothman. All in favour

7.3. Request for a memorial tree

An official request has been received to plant a memorial tree in the village. Space maybe available for planting in the autumn, but she will also be asked to get in touch with the National Trust in case they are willing to help.

8. PLANNING MATTERS

8.1. T1 and T2 : both Willow trees - Re-pollard. Houghton Mill Camping And Caravan Site Mill Street Houghton PE28 2AZ Ref. No: 22/00026/TRCA

The Parish Council Tree Wardens have visited the site and on their recommendation the Parish council has no objection to this work.

8.2. Extension of Consented Storage Building New Manor Farm Equestrian Centre Sawtry Way Wyton Huntingdon PE28 2DY Ref. No: 21/01857/FUL

RESOLVED: Houghton & Wyton Parish Council recommend that this application is REFUSED for the following reasons:

- Existing Planning consent Conditions for this site are not satisfied or have been breached
- There are several inconsistencies with the Design and Access Statement
- The application does not meet with Local Plan Policies
- The application does not meet with Houghton & Wyton Neighbourhood Plan policies

Full details are in the attached appendix

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

8.3. A number of trees on this site Houghton Grange Houghton Hill Houghton Huntingdon PE28 2BZ Ref. No: 22/00099/TREE

RESOLVED: Houghton & Wyton Parish Council have no objection to this application. However, they ask that all trees removed are replaced and that HDC's arboriculturist approves the replacement trees before any trees are felled.

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

8.4. Houghton Grange phases 1 & 2 – updates

Cllrs Baxendale, Boothman and Spearing met with Planning officers from HDC on 20 January. It was felt that this was a positive, constructive and wide-ranging discussion. Most of the HDC comments given as pre-application advice to Homes England concurs quite closely with Parish Council opinions, except that the developable area is larger. It was established that the +/-10% on housing numbers across the Local Plan S11 area is discretionary and not HDC policy. HDC will only comment when an application is received.

It was also clear that, although mentioned in policy, there is no Masterplan for the S11 site which include The Spires, The How and both Houghton Grange sites. The Parish Council has already raised concern about the strategic Green Space, but with no Masterplan there is also no integration across the site. The Parish Council hopes that it can be involved in discussions in parallel with the Outline application.

The Houghton Grange phase 2 will have 40% affordable housing, but there is no progress in any involvement with a CLT.

The officers agreed to encourage Homes England to arrange the meeting we have requested. They also agreed to contact D Cllr Ryan Fuller about his refusal to discuss Green Space integration with the Parish Council. Cllr Fuller has now agreed to meet but cannot comment on specific sites or developments. The emerging Environmental Strategy will be consulted on and HDC plans to continue to manage the areas. It is hoped a further meeting can be arranged with HDC officers to discuss housing numbers, any potential community benefit and management of green spaces.

All Councillors met with representatives from Homes England and AECOM who shared their current thoughts for the development of Houghton Grange phase 2. This still includes 120 dwellings, but has taken consideration of at least some of HDC Pre-application advice. They have agreed to provide information on the measurements of the proposed distances between the housing and the boundary of The How, and the density of the housing on their current plan.

The plan for 120 houses on this site will take the total for site S11 to 431 dwellings, 7.75% above the allocated 400. This comprises 186 at The Spires, 18 at The How, 107 at Houghton Grange phase 1 and the 120 at phase 2.

It is hoped that another meeting can be arranged before they submit the outline planning application to respond to their presentation.

Legal advice has been taken and a way forward is planned.

C Cllr Dew will be asked to establish the capacity of the A1123.

8.5. Community Land Trust

If the social community benefit of affordable homes for local residents can be secured via planning permission a CLT may not be needed. It may be more beneficial to the parish to secure a financial community benefit in addition to S106 and CIL. This will need the support of District Councillors in talks with the planning officers to arrange this before an outline application is approved

HDC Policy talks about the protection of green space, but there is no firm plan for the management of green or open space here. Currently, HDC is implying it wants to retain

management of all green spaces, this would further negate the need for a CLT.

9. TIMEBANK

Work to update the constitution and form a Steering Committee is underway. The current Timebank Co-ordinator has resigned, as she will be returning to the USA later in the year. The Parish Council understands the reason for the resignation but will be sorry to see her leave. Lane has been very pro-active and the community is very grateful for her work while in post, especially during the COVID pandemic. A recruitment process will begin immediately to achieve an effective handover. **ACTION: BG & Clerk**

10. PLAYING FIELD

10.1. Discussion on the future use/management of Playing Field

This is still in progress.

10.2. To make a decision on the replacement of the water tank and associated fittings and approval of the Bowls Club plans for irrigation system

Although only one other comparable quote was forwarded from the Bowls Clubs and there was little evidence of their grant applications, The Parish Council agreed to go ahead with the funding for the replacement water tank and associated fittings as work has already begun.

11. QUEEN'S PLATINUM JUBILEE

12. Events planning

Plans are in progress for an event on the Playing Field on Sat 4 June 2022. This will involve entertainment and events for all ages. The Parish Clerk will look into the viability of cancellation insurance and also apply for a grant from Awards for All.

13. Commemorative trees

The Gardening Club is encouraging residents to plant trees during 2022 for the Jubilee, this will be publicised more widely.

The Parish Council will work with HDC and landowners to plant trees in the autumn.

13. PARISH COUNCIL VISION

Work to develop a comprehensive vision for the future is under way and will progress with a meeting on 16 March. This will culminate in a working document and mission statement for the Parish Council. **ACTION: All Cllrs**

14. PROJECTS IN THE PIPELINE

14.1. Land West of Houghton Cemetery

There is no progress.

14.2. A1123 Speed Reduction Local Highway Initiative 2022/23- update

CCC Highways have produced a feasibility report. This will be accepted and the Parish Council contribution confirmed. SLR consultants have access to further traffic data which can be sent to CCC to support this application. **ACTION: Clerk**

14.3. Mill Street Local Highway Initiative 2021/22

This is still in progress.

14.4. HDC CIL application for Pedestrian / Cycle way A1123

This is still in progress. This project will fall under the Combined Authority Active Transport initiative. It is hoped this can be allocated funding from this and other sources.

15. CORRESPONDENCE

There is no correspondence to report.

16. ANY OTHER BUSINESS

- The dates for advertising Parish Council elections and submission of applications will be circulated when the paperwork is sent by HDC. **ACTION: Clerk**
- Some amendments to the sizes of memorials in the cemetery will need to be clarified in the regulations as they are ambiguous. **ACTION: NE**

- The Parish Council website host has offered to provide analytical data for £10 per annum. It was agreed to add this service to the contract. **ACTION: DB**
- The proprietor of the Houghton Tea Room is recovering from a broken wrist and has asked if tables and chairs can be stored outside by the Potto Brown statue for a short period of time. It was agreed that this may be unsafe and that Timebank will be asked if volunteers can be found to move the furniture in and out of the shop as needed. **ACTION: Clerk**

17. DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Wed 2 March 2022, 7pm.

The meeting closed at 9:23pm

Signed:..... Date: