

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 7 August 2024, 7:00pm.

Present: Cllr P Boothman - Chair
Cllr B Gilmour
Cllr J Rodgers
Cllr R Southworth
Cllr Baxendale
Cllr D Keane
Cllr A Skinner

There were five members of the public.

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr R Guinea. Cllr Hunter was absent.

2. DECLARATIONS OF INTEREST

Cllr Southworth declared an interest in item 8.2 and 9.8 as a neighbour.

3. PUBLIC COMMENT

There was no public comment.

4. MINUTES

RESOLVED: The minutes of 3 July 2024 were approved as a correct record.

Proposed: Cllr Baxendale; Seconded: Cllr Skinner. For: 7, Abstentions: 2

5. MATTERS ARISING

- Play Area – all repairs are now complete and the first operational inspection will take place this month.
- A meeting will be arranged soon to begin a review of the Parish Council policies.

6. DISTRICT & COUNTY COUNCILLORS REPORTS

District Councillor report:

HDC are promoting a government consultation on the new National Planning Policy Framework. Councillors were encouraged to look at the Framework.

The planned redevelopment at Hinchingsbrooke Hospital may now be reviewed under a new government.

A Town and Parish Council Forum will be held at The Burgess Hall, St Ives on 23 Oct, councillors were encouraged to attend.

County Councillor Doug Dew did not attend the meeting or send a report. The Parish Council wish to express its disappointment at the County Councillors lack of attendance or contact. He has also failed to respond to several emails from the Parish Council. Consequently, the Parish Council feels it is not represented at a County level.

7. CLERK & RESPONSIBLE FINANCIAL OFFICERS REPORT

- 7.1. To authorise payments due and paid and note financial reports and bank balances

RESOLVED: Payments now due are authorised:

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

Payee	Description	Amount (*inc vat)
HCR Hewitsons	Plying field Lease – legal fees	2,046.20
Online Playgrounds	Playground repairs	1,455.12*
Viking	Pavilion consumables	80.95*
Parish councillor	Pavilion maintenance	11.99*

The budget report and bank balances were noted.

- 7.2. Playing Field and Cemetery Maintenance

RESOLVED: HDC will be asked to continue grass cutting until at least April 2025 and also to quote for a two year contract price. This will allow a better comparison with other contractors .

Proposed: Cllr Boothman, Seconded: Cllr Rodgers. All in favour

More information on equipment used, references and negotiation of prices and

contract length will be sought from contractors

7.3. Changes to Barclays Bank accounts

The required forms to changes signatories and mandate have been submitted.

7.4. Assets of community value

HDC have raised some queries on two of the applications; the Clerk will respond. There has been no response to the other submissions. **CLERK**

8. PLANNING MATTERS

8.1. Erection of single storey rear extension and internal

reconfiguration Charnwood Huntingdon Road Wyton Huntingdon PE28 2AD
Ref. No: 24/01090/HHFUL

RESOLVED: Houghton & Wyton Parish Council recommend this application is **APPROVED** for the following reasons:

This application will retain the dwelling as a bungalow and have no impact on the street scene or neighbouring properties.

This application meets Objective 13 and fits with Policy 17 of the Houghton & Wyton Neighbourhood Plan

Proposed: Cllr Southworth; Seconded: Cllr Rodgers. All in favour

8.2. Proposed single storey rear extension following demolition of the existing conservatory and garage, plus removal of side windows at first floor and proposed new window to first floor landing.

Poplars Mill Street Houghton

Huntingdon PE28 2AZ Ref. No: 24/01127/HHFUL

RESOLVED: Houghton & Wyton Parish Council recommend this application is **APPROVED** for the following reasons:

This property is within the Conservation Area, but is not listed.

The existing garage and conservatory are in a poor state of repair and the replacement extension would sit on a similar footprint.

There would be a new first floor landing window overlooking Whympers. If this is deemed to affect the residential amenity of Whympers, we recommend that obscured glass is used.

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

8.3. Proposed garden room, together with 600mm high trellis on top of existing fence.

27 Home Farm Road Houghton Huntingdon PE28 2BN Ref. No:

24/01228/HHFUL

RESOLVED: Houghton & Wyton Parish Council recommend this application is **APPROVED** for the following reasons

This property sits on the edge of the Conservation Area and within a defined character area of the Houghton & Wyton Neighbourhood Plan. The rear fence of the site abuts a Public Right of Way.

We note the amended size, fenestration and site of the garden room. We do not believe this building will have a negative effect on the visual amenity of surrounding properties or the neighbouring bridleway.

We ask that the conditions already approved for the garden room are retained so that it remains ancillary to the main dwelling and is only to be used for non-residential and non-business purposes.

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

8.4. Demolition of existing conservatory and construction of single storey rear extension; single storey front porch extension; reconstruction of side infill

extension. Woodlands Houghton Hill Houghton Huntingdon PE28 2BS Ref. No: 24/01317/HHFUL

RESOLVED: Houghton & Wyton Parish Council recommend this application is **APPROVED** for the following reasons

The house is screened from the street view and neighbours by trees.

The changes are in keeping with and enhance the overall design and materials of the current property.

Although there is an increase in size, it is not significant and the property would remain in proportion to the site.

There is negligible impact to trees and mitigation is given in the statement attached.

Proposed: Cllr Keane, Seconded: Cllr Southworth. All in favour

8.5. Houghton Grange phase 1: S106 agreements

The Parish Council solicitors have informed HDC that the long-term lease on the Playing Field is in place and asked for an update on funding for this from S106 monies arising from Houghton Grange Phase 1. Planning officers will confirm if the terms for payment have been met yet.

8.6. Houghton Grange phase 2

Representatives of the Parish Council met with staff from Homes England (HE) and HDC planning officers for further discussions on the plans for this potential development. HE has amended its original plans to take account of some of the Parish Council views, including moving the development further from the A1123 and reducing the massing and height of housing at the edges. There has been no reduction in number of dwellings, which remains at 120; the housing density at 26 houses per hectare is higher than in phase 1 despite this site being at the edge of a settlement. The new plans include more tree and hedge planting and some increase to the width of 'The Gap'. Pedestrian links with phase 1 have been improved

However, there is still no Masterplan for the whole of the St Ives West allocation or a design code for this strategic site. The Parish Council feels this site cannot be assessed in isolation from phase 1 and The How. The biodiversity report will also need to be repeated to ensure it reflects the current status on site and legislation.

Councillors were asked to review the presentation and proposed response to allow a response to be made as soon as possible.

8.7. Review of Neighbourhood Plan

The existing Neighbourhood Plan was made in 2018 and needs to be reviewed and updated. For this purpose, a meeting has been arranged on 11 September to form a group to do this. This will be led by the Parish Council, but it is hoped that the group can become more independent. Funding will be available to support this project.

Adverts will be produced to encourage participation. **RS**

8.8. Hemingford Park, [Change of use of an agricultural building to hotel use](#)

(C1). Barn Hemingford Park Common Lane Hemingford Abbots. Ref. No: 24/01218/P3MPA

The Parish Council was alerted to this application by the chair of Hemingford Abbots Parish Council, who was in attendance along with a representative of residents group. The application is for permitted development change of use to form a 35-bed hotel.

RESOLVED: Houghton & Wyton Parish Council submit the following comments on this application:

- Houghton & Wyton Parish Council were not consulted on this application; despite submitting comments on 23/01739/HHFUL and the prospect of Hemingford Park being converted into an events venue with the noise impact on our village and impact from traffic on our shared green space between our villages. Whilst the previous application is subject to an appeal we are

concerned that this latest application by the owners on the same site shares the same aims as the previous application and hence we feel we need to comment upon it.

- We are disappointed that this latest application has not already been rejected outright by the District Council because the Act governing Class R requires that written confirmation be received stating that either prior approval is or isn't required. Unfortunately, we can see no such confirmation either way.
- This is a class R application which cannot apply to a listed building or within the curtilage of a listed building. This barn is within the curtilage of an important listed building.
- The barn is currently used for equestrian purposes, not agricultural.
- Whilst presently operating and promoted as an equestrian centre/ riding centre, it was originally built with approval as a cow shed and constructed with ventilation appropriate for this purpose. At some point afterwards the building has been altered and ventilation has been significantly reduced so that the building could be repurposed as a horse-riding centre.
- Class R requires a building to be solely in agricultural use which evidence shows this building is not.
- In its current state we do not believe the building is capable of being converted into to a 35-bed hotel without a substantial rebuilding to the point of demolishing the existing structure which again would breach the conditions within class R.
- From the details we have seen this far there are no details of how the building will look from the outside to judge whether this would be appropriate or acceptable to the setting of the listed building. Likewise, there are no plans provided for the internal layout of the building and how it would operate as a sizeable hotel.
- There are no plans of the external appearance or internal plans.
- There is no justification of why this is the right development for this area.
- The only access to this building is over a road that was recently built over historically important ridge and furrow land. We dispute that this should be allowed to remain.
- To allow this development would set a precedence for further development on this site. It needs to be recognised that all applications for the Hemingford Park site are intrinsically linked and need to be considered together, not in isolation.
- Traffic to this site will increase in relation to this application and will affect roads within Hemingford Abbots and surrounding area.
- Noise from this site will increase in relation to this application and it is proven that the noise from this area carries well beyond this site and over the river to Houghton & Wyton.

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

8.9. Other Planning Matters

[Change of use of an agricultural building into 4 dwellings](#) Building East Of Gumecestre Farm Splash Lane Wyton Ref. No: 24/00419/PMBPA.

This application has been approved due to a relaxation in the Permitted Development Rights to increase the permitted floor area from 500 to 1,000m².

[See schedule of works on application form and The location Plan](#) 29 Edith Coote Drive Houghton Huntingdon PE28 2FY Ref. No: 24/01277/TREE

RESOLVED: Houghton & Wyton Parish Council cannot comment on this application in its entirety as there is not enough information on the work to be carried out. Only a tree location plan is provided, there is no Arboricultural inspection report provided.

- Houghton & Wyton Neighbourhood Plan policy 17 applies:

Policy HWNP17 - Design of new development

New development will be supported where it can demonstrate that the following criteria are all met:-

...

- It retains and incorporates, where possible, existing natural features such as trees, hedgerows and ponds

...

- Where the development is located at the edge of the settlement it takes account of, and respects the character of adjacent countryside by providing landscaping and / or developing at a lower height as appropriate to reflect its fringe location

- In respect to the above and the need to provide Biodiversity Net Gain, more than one tree must be planted and survive to maturity for each tree that is removed. Full details of the replacements and positions are needed.
- It would be impossible to provide a recommendation of approval or refusal on such a large number of trees over a wide area in one application where information is not available.

Proposed: Cllr Boothman, Seconded: Cllr Southworth. All in favour

9. REPORTS & RECOMMENDATIONS

9.1. Sports Clubs – Annual Agreements and invoices

Cllrs Boothman and Guinea recently met with the Cricket Club again to discuss the Sports Club Agreement and fees for the current season. It was agreed that the Cricket Club would talk to the Bowls and Football Clubs to reach an agreement on division of the charges as in the current agreements. They have been asked to reach an agreement with the clubs by October to enable invoices to be sent out for payment by the end of December.

9.2. Biodiversity Policy

A draft policy based on a model policy from SLCC was circulated. It was agreed that the policy review group would look at this as they review all Parish Council policies. **AS**

9.3. Traffic and highway issues

20mph speed limit consultation – A letter was received from a resident to express their opposition to the proposed 20mph limit through the village, along with a copy of their response to the public consultation by CCC. The Parish Council Chair explained the timeline of the consideration of this initiative put forward by residents and the Parish Council including details of the Parish consultations and decisions made by the Parish Council. The public consultation is now closed and the results are expected soon from CCC.

Parking in Green Lane and for school access – The Parish Council sought advice on measures that could be taken to reduce parking problems and improve road safety around the school. CCC have suggested the school could join the CCC School Streets program. This would allow the school to apply for a Traffic Regulation Order to close the streets leading to the school to traffic, except for specific access, at school drop-off and pick-up times. It would be marshalled by trained volunteers. The school would have to register for a school travel planning system – STARS – used by 90 education establishments in Cambridgeshire already. They would receive training, resources and support from the regional team. Setting up 'Walking buses' from points within the village would also allow parents to drop off their child at a designated point with trained volunteers. Children then walk to school in a group. These ideas will be put to the school. **RG**

Junction of Hill Estate and A1123 – A resident asked if the lighting at this junction could be improved as entering Hill Estate from the A1123 at night can be difficult. While the Parish Council is aware this is a difficult junction, there have been no other complaints or reported accidents. The Parish Council do not feel this is something they would address currently due to other projects, cost and need.

9.4. St Mary's Centre appointment of energy consultant

Only one quote was obtained for this work due to its specialist nature.

RESOLVED: The quote for £5,000+VAT for a Low Carbon energy Feasibility Report from Green Building Design be accepted and progressed. St Mary's PCC have agreed to fund half of the cost. This quote included a follow-up meeting at a cost of £800, the necessity of this will be questioned. **RB**

Proposed: Cllr Baxendale, Seconded: Cllr Boothman. All in favour

9.5. Hire charges for pavilion and playing field

This item is deferred to the next meeting

9.6. Pavilion capital improvements

One quote has been obtained to replace the flooring in the changing rooms, toilets and corridor at the Pavilion. More quotes will be sought to make a decision in September. The quotes will be asked to quote separately for the changing rooms, toilets and corridor. Changing rooms are a priority. **CLERK/ASST CLERK**

9.7. Playing Field Storage Compound

The Parish Council agree that the compound on the Playing Field is to be solely used to storage of equipment and items belonging or related to the Parish Council, Sports Clubs and the Playing Field. Use by the Sports Clubs is by agreement with the Parish Council to ensure use is equitable.

9.8. Tree Survey, to include St Mary's Churchyard

Quotes will be sought for pollarding of some of the Lime trees in St Mary's churchyard, and the work arranged when suitable. **CLERK**

Quotes for a Tree Survey to be carried out in spring 2025 will be sought. **CLERK**

9.9. Active Travel update

A meeting was held with Camcycle, St Ives EcoAction and CCC to discuss completing the cycle route from Wyton village to near Hartford Marina. The Parish Council favours extension of the route on the southern side of the A1123; this would reduce risk from having to cross the road twice and negate the need for more traffic control measures. A representative of Camcycle will meet with Cllr Boothman to look at the route with the aim of producing a design, costings and a plan to take forward to landowners and CCC. **PB**

9.10. Land transfer to create rights of way

Progress is being made to transfer land off Thicket Road to the Parish Council for registration as an official Public Right of Way. **CLERK**

10. PROJECTS

10.1. Clock Tower phase 2

A highways consultant has recommended applying for an Experimental Traffic Regulation Order for the area around the Clock Tower. This would allow for the proposed scheme to be marked out with street furniture, a monitoring plan implemented and user engagement.

It was agreed to contact CCC for more information and advice on application and implementation. Although the ETRO can be in place for 18 months, it hoped a period of about 5-6 months will allow for thorough testing of and feedback on the proposal.

Statutory authorities can be consulted about the TRO and mitigation for any issues can be put in place. This would also allow time to look at funding opportunities. This scheme would not require a formal planning application to HDC since it is confirmed that CCC are the lead authority for this project. **RB**

Maintenance of the phone box library and the process to move the post box to outside the shop will be investigated. **JR**

10.2. Village Defibrillators.

There is no update on this project.

10.3. Migrate emails and website to gov.uk domain

It was agreed that the migration to gov.uk emails for the Parish Council would be scheduled for the second week in October. This will be advertised as widely as possible. The current email addresses will be retained for a period of time to allow for retention of information and contacts and a smooth transition.

10.4. Cemetery extension

Access for work on the extension will need to be through the current cemetery. The contractor will assess the lych gate and shelter to ensure safe access. The entrance through the hedge at the northern end of the cemetery will be made and work started on fencing and hedging when possible and the ground levelled. A local resident has agreed to help with the design and planting; this will be a naturalistic style with native wildflowers. **JR & CLERK**

11. DATE OF NEXT PARISH COUNCIL MEETING

The next Parish Council meeting will be **Wednesday 4 September 2024 at 7pm.**

Signature Date.....