



SAWSTON PARISH COUNCIL

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE MEETING HELD 24 JANUARY 2017

At Link Road Parish Council Offices - Meeting commenced at 7.30pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

David Bard

Brian Milnes (part meeting)

Kevin Cuffley

Neil Reid (Vice Chairman)

Beck Laxton

Roger Richmond

Janet Martin (Chairman)

Mr Kieran Cooper as a member of the public

1 APOLOGIES FOR ABSENCE

Apologies received from
Councillor Raymond Matthews – sickness
Councillor Tony Fell – holiday
Robert Grayston – ~~absent~~ at another meeting

2 DECLARATION OF INTERESTS FOR THIS MEETING

Councillor Brian Milnes explained that he could not stay for the meeting so asked if we could bring forward Councillors issues to which the Committee unanimously agreed.

15 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING – CONCERNING PLANNING & ENVIRONMENT ONLY

Councillor Brian Milnes asked about the Parish Council's clarification of S106 for the proposed site at Common Lane (S/2286/16/OL). The Parish Council was asked by SCDC to justify the amount requested which was dealt with at Decembers Full Parish meeting. The Clerk explained she has spoken to James Fisher, the S106 Officer at SCDC, to confirm this and is awaiting his response.

Councillor Brian Milnes informed the meeting that he had attended Babraham Parish Council meeting as a member of public and informed them about the issue of the boundary between Sawston and Babraham. Babraham Parish Council agreed they would make this an agenda item to consider working with Sawston to prepare a neighbourhood plan.

The Clerk will organise a meeting with those parish councillors who agreed to start the ball rolling with our neighbourhood plan and they will report back to the next Planning meeting.

ACTION: The Clerk

Councillor Brian Milnes gave his apologies and left the meeting.

3 MINUTES OF THE MEETING

The minutes of the meeting held on **22 November 2016** were read, confirmed and signed. It was **proposed** by Councillor Roger Richmond and **seconded** by Councillor Kevin Cuffley to **accept** the minutes.

VOTE: 6 FOR : 0 AGAINST UNANIMOUS

4 MATTERS ARISING – New information only

None

5 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

Planning Application Ref	Location	SPC Comment:
S/3421/16/FL	Conversion of existing building to form two 2-bedroomed Alms Houses at John Huntingdon House, 2 Tannery Road for John Huntingdon's Charity It was proposed by Councillor Neil Reid and seconded by Councillor Roger Richmond to support this application.	Support – no objection Vote 4 For 2 abstentions
S/0080/17/VC	Application for variation of Condition 2 (approved plans) of S/2024/16/FL at 16 Cambridge Road for Mr Greg Lawson As it was a variation of condition 2 it was proposed by Councillor Neil Reid and seconded by Councillor Beck Laxton to note the application and to make no comment	Noted Vote 4 For 2 abstentions

6 PLANNING DECISIONS

Noted.

7 PROPOSED NEW SERVICE TO PARISH COUNCILS – TREE HEALTH & SAFETY SURVEYS

As part of ongoing improvements and extension to the Trees service at SCDC the Trees Officer is proposing to offer a competitive service to Parish Councils to assist with our health & safety audit processes.

Service

- Tree inspection by qualified and experienced arboriculturists (one-off surveys or regular surveys as specified by the customer - for example, every three years)
- Use of proprietary, specialist software and hardware to enable fit for purpose, accurate tree plotting
- Maintenance of customer tree survey records back-up
- Supply of electronic copies of surveys and maps provided on completion of tree survey in popular formats

Survey Fields

- Tree numbering on maps and survey forms (no physical tree number tags fixed to trees)
- 'Zoning' of trees dependent of their location in respect of the presence and frequency of targets
- Species identity, limited to necessary criterion for identification - e.g. Lime, Beech, Pine etc
- Estimated dimensions - height, spread, trunk diameter at 1.5 metres above ground level
- Comments on form, structural and physiological condition
- Defects requiring remedial tree surgery and specification of works
- Helpful notes where other works are recommended - e.g. removal of stakes, adjustment of ties etc.

- Priority / urgency for works

This was discussed and agreed it would be a great service and would provide the strong advantage of impartial advice.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Neil Reid that the Clerk should respond to the Trees Officer expressing an interest in the service.

VOTE: 6 FOR : 0 AGAINST UNANIMOUS
ACTION: The Clerk

8 REVIEW OF BONFIRE NIGHT ARRANGEMENTS

The Parish Council has been asked if it was necessary to have music at the bonfire night event as it may be preferable to just hear the fireworks. This was discussed and Councillor Neil Reid said many people commented on the music to say it was good. In addition, the music plays before and after the fireworks. The Clerk explained that costs would remain the same with or without the music as it is essential to have the PA system.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Janet Martin to leave the arrangements as they are.

VOTE: 5 FOR : 1 AGAINST

9 CONCRETE ENTRANCE ON PARISH COUNCIL LAND ON HUCKERIDGE HILL

The Clerk explained that at the last bonfire event pushchairs and wheelchairs could not access the ground easily because of the broken up hardcore surface at the entrance. The clerk had obtained quotes to get the entrance concreted into the entrance of the field. This would also benefit the groundsmen who use the entrance regularly.

- £2710.00 + vat
- £3487.00 + vat

This was discussed and it was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Neil Reid to **recommend** to Full Parish that we get the work done for the £2710 + vat however the Clerk agreed she would try and get another quote before the full Parish Meeting.

VOTE: 6 FOR : 0 AGAINST UNANIMOUS
ACTION: The Clerk

10 PARKING IN CHURCH LANE – POSSIBILITY OF DOUBLE YELLOW LINES

The Committee has been asked to discuss the parking issue along Church Lane. On occasion cars park on both sides and there is concern that an emergency vehicle would not be able to pass.

This was discussed at length and Councillor Janet Martin said she has spoken to the village hall and they inform hirers of the hall where they should park by displaying a notice in the hall and by including information in the terms and conditions of hiring. The Clerk confirmed she has also written to U3A regarding parking as they often have cars parked along Church Lane when they have a coach trip.

It was felt that double yellow lines would not solve the problem and therefore it was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Roger Richmond that we do not take any action on yellow lines but put signs on the noticeboard at the Church and Church Hall about parking to ensure emergency vehicles can get through.

VOTE: 6 FOR : 0 AGAINST UNANIMOUS

Councillor Beck Laxton agreed to send the Clerk the wording for the sign.

ACTION: Councillor Beck Laxton & The Clerk

11 PURCHASE OF A NEW BARROW FOR THE LITTER PICKER

The Clerk explained the wheel on the street barrow keeps falling off even though we have had it repaired several times. With the increase in the number and size of the litter bins the Clerk feels it is an appropriate time to purchase a new larger street barrow.

The Clerk has obtained two prices for the same product:

- £800.00 + vat
- £537.68 + vat

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Roger Richmond to **recommend** to Full Parish to order the barrow at £537.68 + vat.

VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)

12 CYCLING AND SAFETY AT SAWSTON VILLAGE COLLEGE

The Clerk together with Councillors David Bard, Kevin Cuffley, Janet Martin and Neil Reid recently met with Jonathan Culpin on site at the Village College. Mr Culpin has concerns about the width of the path between the college and the traffic lights at the end of New Road which is used by a significant number of pupils on bikes. He is asking if it would be possible to widen the path and make it dual use which will support the idea of putting a pedestrian crossing near the school. The footpath could be made slightly wider by reducing the hedge. This was discussed and Councillor Kevin Cuffley proposed we write back to Jonathan Culpin to say we fully support his proposal and that he would need to progress this via the County Council.

ACTION: The Clerk

13 REVIEW OF PLANNING & ENVIRONMENT ITEMS ON ACTION LIST

The Committee considered the Planning & Environment items on the Action List and identified a couple of items for the Clerk to chase up with District Councillor Tony Orgee.

ACTION: The Clerk

14 CORRESPONDENCE

None

Meeting closed 8.40 pm