Clerk: Mrs Joanne Depradines-Smith **Chairman: Mr Peter Dee**
24b Laceys Way, Duxford, Cambridgeshire, CB22 4SE
Telephone: 07481 127032
Email: clerk@duxfordvillage.com

MINUTES OF DUXFORD PARISH COUNCIL MEETING
HELD AT DUXFORD PRIMARY SCHOOL ON THURSDAY 11 OCTOBER 2018

		ACTION BY
	Present: Parish Councillors: Cllr Harris, Cllr Hyde, Cllr O'Grady, Cllr Young, with Chair Cllr Dee. Parish Clerk Joanne Depradines-Smith. Five members of the public in attendance (in part). County Cllr Peter Topping (in part)	
	Open Forum: A resident raised concerns regarding the local Pet Crematorium, including emissions data results, and lack of regulation. Results prove that the site had failed compliance tests since it had opened (in some capacities), and volumes are increasing. Cllr Peter McDonald and the Environment Agency are jointly investigating this matter, and will report back to the Parish Council. The Chairman thanked the resident for bringing this matter to Council attention.	
	A resident expressed concern regarding rubbish in hedges in Highfield Close. The Clerk agreed to contact SCDC to investigate.	**Clerk**
	A resident asked the Parish Council to contact a homeowner living near the War Memorial, to ask for a foliage reduction, as the pathway adjacent to the property is affected. The Clerk agreed to do this.	**Clerk**
	The Meeting commenced at 8.18pm - The Chair welcomed all attendees to the meeting.	
165	**Apologies**: Cllr Heath (holiday), Cllr Tarrant (holiday) and Cllr Claire Skeates-Hall (illness).	
166	**Declaration of Interests**: None.	
167	**Minutes**: The agenda and minutes of the Parish Council monthly meeting held on 13 September 2018, circulated to all members, were agreed and signed by the Chairperson.	
168	**Matters Arising:** **150d: Finance:** The Chairman asked that the quarterly review of Parish accounts be postponed to November, as six months into the financial year. This was agreed upon. The Chairman asked that any items for 2019/20 consideration be shared before the next meeting. **157a: Brewery Field quotes for works:** Cllr O'Grady advised that this item is to be postponed pending a response from SCDC.	**All** **Cllr O'Grady**

		ACTION BY
169	**Chairman's Announcements** **a. Ickleton Speed data:** The Chairman thanked Cllr Harris for sharing recent traffic volume data, as kindly provided by Ickleton Parish Council. Results indicated approximately 4000 vehicular movements daily through Ickleton High Street, with many speeding. **b. Memorial bench on the Recreation Ground:** The Chairman confirmed that the ex-resident who previously wished to donate a bench for The Green, has now kindly agreed to donate a bench for the Recreation Ground instead. This will be located at the Hunts Road end, facing the tennis courts. This was unanimously approved.	**Clerk**
170	**Planning:** **a. Applications received from SCDC:** As presented by Cllr Harris:	

APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R
S/3209/18/FL	Aerodrome Service Station, Royston Road, Duxford (Parish of Whittlesford),	Demolition of existing forecourt and adjacent building and the construction of a new service station forecourt building, forecourt canopy and pump islands together with site changes to provide customer parking.	**R**
S/3353/18/PA	4 Chapel Street, Duxford	Change of use to dwelling house	**A**
S/3507/18/FL	6, Hinxton Road, Duxford	Proposed single storey rear extension and insertion of window and side elevation	**A**
S/3298/18/DC	Brewery Field, St John's Street, Duxford	Discharge of Conditions 3 (hard and soft landscaping) 5 (boundary treatment), 6 (walkway), 7(rain water harvesting shelter) and 8 (cycle parking) of planning consent S/0161/18/FL for change of use for a proposed village green space amenity, associated landscaping; fences, gates and walls, mound (including pond), bike rack and rain harvesting shelter	**Information Only**

b. Planning decisions confirmed by South Cambs District Council:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R
APP/W0530/D/ 18/3208166	60 Rectory Road, Duxford	Proposed two storey rear extension: Appeal	**A**
S/4099/17/OL APP/W0530/W/ 18/3210008	Land to the east of the A1301, south of the A505 near Hinxton and west of the A1301, north of the A505 near Whittlesford	Outline planning application (all matters reserved) for development of an AgriTech technology park comprising up to 112,000 sqm (gross) employment floorspace, supporting infrastructure, amenities and landscape works including publicly accessible informal open space, enhancements to parkland; vehicle and cycle parking; service areas; bus / cycle interchange on land west of the A1301 / north of A505; and infrastructure works including new vehicular accesses, highway improvement works, pedestrian and cycle links with bridge crossings over A1301 / A505 and River Cam, site re-profiling, drainage works, foul and water pumping stations and primary electricity sub station; telecommunications infrastructure and other associated works	**R**
S/2856/18/FL	2 Highfield Bank, Ickleton Road, Duxford	Single storey rear extension	**A**

ACTION BY

c. **Planning correspondence:** Cllr Harris shared feedback from a recent SCDC / PC's joint planning meeting, held to discuss three large local planning proposals:
   - Smithson Hill Agritech (near the A505 / 1301 junction).
   - The Wellcome Trust extension, including 1500 houses (Hinxton).
   - North Uttlesford Garden Village (Chesterford's).

The Parish Council's in attendance praised the joined up thinking (examining the impact of all three developments together, rather than individually).

171 **Finance: Accounts for payment:** It was proposed by Cllr Hyde, seconded by Cllr O'Grady, and agreed by all that the following accounts be passed for payment:

NAME	INFORMATION	METHOD OF PAYMENT	NAME
Playmaintain	Retrospective payment: Playground inspection 12/09/2018: Invoice: 516	**Bank Transfer**	149.10
Buchans Ltd	Retrospective payment: Contractor fees for August 2018: Invoice: 1749	**Bank Transfer**	319.92
Buchans Ltd	Retrospective payment: Contractor fees for August 2018: Invoice: 1750	**Bank Transfer**	639.09
Buchans Ltd	Contractor fees for September 2018: Invoice: 1785	**Bank Transfer**	319.92
Buchans Ltd	Contractor fees for September 2018: Invoice: 1786	**Bank Transfer**	639.09
Cambridge Water	Allotments water 24/03/18 – 13/09/18	**Bank Transfer**	376.03
LCPAS	Chairman training 19/09/18	**Bank Transfer**	40.00
Duxford Primary School	Room Bookings: May – August 2018	**Bank Transfer**	28.80
Envirocare	Contractor fees: The Biggen maintenance: Invoice 98066	**Bank Transfer**	45.00
Envirocare	Contractor Fees: St. John's Churchyard maintenance: Invoice 98067	**Bank Transfer**	66.00
Mr Roy Gill	Bus shelter notice boards purchase and installation	**Bank Transfer**	41.30
HMRC	Quarterly payment re: Clerk	**Bank Transfer**	483.04
J Depradines-Smith	Clerk duties & expenses (postage)	**Bank Transfer**	1094.19

TOTAL **£ £4241.48**

AUTOMATIC PAYMENTS FROM PREVIOUS AGENDA PUBLISHING DATE:

DATE	NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
1st of each month	Roy Gill	Maintenance contracts	**Standing Order**	945.83
11/09/2018	NEST	Clerk monthly pension	**Direct Debit**	30.56
04/10/2018	South Cambs District Council	Planning Fees – Brewery Field	**Debit Card**	58.00
05/10/2018	NEST	Clerk monthly pension	**Direct Debit**	24.80

TOTAL **£1059.19**

		ACTION BY
172	**District Council Matters:** Cllr McDonald (absent) provided a report – see appendices.	
173	**County Council Matters:** Cllr Topping confirmed the following: **a. Station cycle path update**: Prompted by Wellcome Trust's continued interest in connecting a pathway to the eastern [London] platform, Planning have requested an update on our efforts to build a pathway connecting Duxford to the western [Cambridge] platform alongside Welch's depot. Various maps and data are to be forwarded to assist with the proposal. **b. Highways Depot Management:** The new depot manager and Cllr Topping will be visiting Duxford with a view of assessing any road issues. Areas for consideration are to be forwarded to the Clerk, to forward to Cllr Topping ASAP. **c. Pet Crematorium:** Cllr Topping requested details of current concerns to be forwarded to him, that he may assist where possible.	**Cllr Topping / Chairman** **All** **Clerk**
174	**Allotments Report:** None.	
175	**Footpaths, Recreation Ground and Burials (FRG&B) Committee Report (see appendices):** **a. Agree materials costs for Bier restoration and new plastic cover (up to £50):** Agreed. **b. Discuss and agree urgent Cemetery rear gates repair costs (up to £50):** Agreed. **c. Discuss and agree new Cemetery bench (donation) in memory of Mr Mathew Smyth:** Agreed, subject to being identical to the existing benches in rear Cemetery. **d. Discuss and agree request to extend Tennis Club lease (25 years):** It was agreed to extend the lease to 25 years, to enable much needed funding for the courts, providing this is at no extra cost to DPC, and a clause is included to return the facility back to DPC, in the event of the Club's closure. **e. Discuss and agree Recreation Ground gate security options:** it was decided not to improve upon existing gate security at this time. **f. Discuss and agree Playground bench security options and costs:** It was agreed to pay Mr Roy Gill £140, plus materials, to secure the two picnic benches in concrete. **g. Discuss and agree to change Hinxton Road tree fund to a general tree fund, in earmarked funds:** Agreed. **h. Discuss and agree tree survey 6 months works:** All agreed. **i. Discuss and agree new St. John's Churchyard noticeboard:** Agreed, subject to agreed position.	**Cllr Hyde / Clerk** **Cllr O'Grady** **Clerk** **Cllr O'Grady / Clerk** **Clerk** **Clerk** **Cllr Heath / Clerk** **Clerk**
176	**Brewery Field report (see appendices):** **a. Discuss and agree memorial tree (first planting) in memoriam to Mr Mathew Smyth:** Agreed.	**Clerk**
177	**Village Hall Report:** The Chairman advised that various requests for grants have been applied for, and responses awaited. Garfield Weston have responded and agreed to fund £30,000.00.	
178	**Section 106 – Public Art Contribution:** **a. Entrance gates to The Biggen Site and new information sign:** Examples of bespoke metal artwork was assessed for feedback purposes. The local artist who created the entrance sign for The Biggen has kindly agreed to create a Duxford Village information sign.	**Cllr Tarrant**
179	**Surgery Report and 2019 surgeries:** No parishioner attendance. It was decided that the Cllrs who are willing to continue participating in surgeries would do so until mid-2019. The Clerk will book the Laceys Way Centre, if available.	**Clerk**

		ACTION BY
180	**Agree new Conflict of Interest Policy and Public Access Policy:** Agreed.	**Clerk**
181	**Discuss and agree need for a new Housing Needs Survey from Cambridgeshire ACRE**: Cllr Young shared feedback, including results from the most recent Cambridgeshire Acre housing need survey, which concluded that Duxford needs 83 more affordable houses (Sopwith Grange has 14). As the survey is out of date, it was unanimously agreed in principle to request a new survey for Duxford, subject to no costs.	**Cllr Young**
182	**Feedback from recent Imperial War Museum open evening:** Cllr Young shared feedback, including IWM Duxford's plan to reintroduce free access for neighbours, possibly in Autumn 2018, to be included in their new ticket computer system, for speedier access.	
183	**Diary and next meetings:** • 3rd November at 10.30am – Monthly Parish Council Surgery. • 8th November at 8pm – Monthly Parish Council Meeting. • 1st December at 10.30am – Monthly Parish Council Surgery. • 13th December at 8pm - Monthly Parish Council Meeting.	
184	**Meeting closure:** 9.44pm.	
	Signed: **Dated:**	
	Two appendices to follow:	

Appendix 1 : FRG&B report

Cemetery:

- Plants will be purchased and planted this autumn.

War memorial:

- Need to ensure top condition for Remembrance Day Sunday 11/11/2018

Trees:

- The large horse chestnut in front of the town houses on Hinxton Road lost a branch this month, damaging the wall and missing a pedestrian. DPC sincerely thank Mike Butler who cleared the site and tidied up within 2 hours. We have asked both Mercer and the tree surveyor their opinion on whether we need to take further action, but although both agreed that there was evidence of some decay in the fallen branch, neither saw any need for immediate concern. The tree surveyor wrote: *"Old chestnuts do have a habit of doing that from time to time! Especially after such a hot dry summer. The cross sections show a little decay but it's difficult to say whether this attributed to the weakness. Sometimes an unexpected gust of wind will catch the tree and it's just one of those things."* Mercer inspected the tree (from ground level only) and advised that the weakness may have been caused by heavy pruning in the past and that we should probably add an aerial inspection for this tree to the next survey (due September 2019). They did not see the need to carry one out straight away, but would not offer any guarantees.
- We are still trying to clarify whether DPC is responsible for tree maintenance on some of the verges that we maintain, where we receive funds from County to do so. Two trees in question are one on the verge adjacent to the Biggen and one on the verge of Kintbury.
- Some of the landlocked trees bordering Rectory Road and Parsonage Close are subject to Tree Protection Orders (TPO) and this has delayed the process. However, SCDC have taken responsibility and agreed in principle to lop them.
- Further works recommended in the tree survey will be carried out in the next few weeks, as well as the removal of a dead tree at the junction of Liberty lane and the footpath to the school, which was not mentioned in the survey.

The Playground

- A child fell from the equipment and broke her arm in September. An ambulance was called and the incident logged.

Dog/litter bins

- Mangers Lane dog bin needs replacing – rusty and dangerous
- Rec. (near Petersfield) dog bin needs lifting off ground – health hazard for children
- South Cambs have finally acknowledged our complaints and will now give these jobs priority.
- Mercers need to be chased up to empty dog bins

Appendix 2: District Councillor Report from Cllr McDonald:

Local Plan

Finally! After an unprecedentedly long time (over 4 years) the South Cambs Local Plan has finally been passed by the Inspector. A key consideration is that until very recently there was no 5 year housing land supply which together with no Local Plan has meant a free for all for developers to build houses just about anywhere.

Key housing sites in the two Local Plans (for Cambridge and South Cambs) that have been found sound by the inspectors are below. Only a proportion of the homes at the larger sites would be built by 2031:

- A new town north of Waterbeach – approximately 8,000-9,000 homes
- A new village at Bourn Airfield – approximately 3,500 homes
- An expansion to Cambourne to the west – since the South Cambridgeshire Local Plan was submitted planning permission has been granted for 2,350 homes
- Homes on land north of Cherry Hinton and west of Teversham – 1,200 homes
- Around 900 homes in the better served South Cambridgeshire villages this includes the 500 in H1 a,b.c in Babraham.
- Continue to develop Northstowe – around 10,000 homes
- Continue to build homes in existing growth sites on the edge of Cambridge (Southern Fringe, Cambridge East, Darwin Green and Eddington)
- Worts Causeway – 430 homes
- Extension to Cambridge Biomedical Campus to support the growth of this cluster
- Extension to the Peterhouse Technology Park on Fulbourn Road

Other key policies in the plans and findings of the Inspectors include a commitment to an early review of the Local Plans. This was already a commitment of both Councils as part of signing up to the City Deal agreement. The review would commence in 2019 with submission for examination in 2022. The Inspectors confirmed that the Councils' Green Belt evidence is robust and that no additional sites, beyond the limited sites proposed by the Councils need to be allocated for development in the Green Belt.

Community Chest

The new criteria have been agreed and the fund is now re-opened. https://www.scambs.gov.uk/communitychest

Local Developments: Latest Status:

I hope the Parish Council consultation which Stephen Kelly organised was felt worthwhile on Sep 19th.

I re send the links for the most recent submissions:

- The promoter's Agritech proposal: http://www.smithsonhill.co.uk/our-project/
- SCDC planning committee report on Agritech: http://scambs.moderngov.co.uk/ieListDocuments.aspx?CId=768&MId=7087&Ver=4
- The Wellcome Trust Genome Campus proposals: https://www.wellcomegenomecampus.org/aboutus/futureplans.html

Submissions with reference to the Agritech appeal should be made by November 12th

Becoming an Employer of Choice for people with disabilities.

A motion was passed by all elected members at South Cambs to look at ways in which the Council can become an employer of choice for people with disabilities be they physical, mental, sensory or anything else.

The employment figures for people with disabilities is truly shocking and we feel that there is an untapped market of people who want to be economically active and who have a great deal to offer. Only 25% of people with a learning difficulty, speech impairment or mental health condition are employed. If you know of or are an employer who would like help in attracting disabled employees please contact myself/SCDC.

- **Community Support Grants: Grant Funding £400,000 Launched to help communities**

- This was available before but has now been re drafted and re launched
- The three-year funding deal by South Cambridgeshire District Council will see money available for groups supporting communities on issues ranging from community transport and homelessness to living independently and support for people for upcoming national changes to benefits.
- The Council's new Grants Advisory Committee will assess bids and debate where funding should be invested.
- Providing a three-year funding package is designed to help the voluntary sector and community organisations plan and programme their work as nationally the number of grants available has fallen.
- The areas of work service support grant funding is available for are:
- Housing options advice and services preventing and relieving homelessness
- Community transport
- Specialist welfare advice
- General welfare advice
- Independent living
- Fit to learn
- Support for parishes and communities
- Grant applications are now open and close on Friday 16 November.
- Full details of the service support grants available along with application forms can be found by visitinghttp://www.scambs.gov.uk/community/grants/service-support-grants/

Local Headline Issues

Babraham: on-going discussion on Development H1 a,b,c.

Duxford: A resident has raised an issue with potential pollution from the Pet Crem. I met with the Environment Agency together with Jo and Thriplow PC.

Hinxton: See above on Agri Tech/Genome Campus.

Ickleton: retrospective planning submitted for Ickleton Lion marquee/beer garden. The Planning Officer is planning to visit and consult as the current application is likely to be refused.

Pampisford: Areole and I are assisting a business with claim for Business rate relief in the context of Brexit.

Rural Crime

Met with Countryside Watch on Sep 12th at Duxford to discuss their work. Subsequently there was a briefing by Cambs Police to SCDC and County Councillors on September 27th. I will circulate a copy of the presentations made. The next steps are a meeting on Oct 18th at 6pm in Histon with NFU/Countryside Watch and a proposed meeting with Ickleton PC TBC. Good news is that har coursers were detailed last Saturday and vehicles/dogs impounded. Moreover 4 injunctions were granted in Peterborough last September against coursers