

**MINUTES OF THE MEETING OF FOWLMERE PARISH COUNCIL HELD
IN THE SCHOOL ROOM, UNITED REFORMED CHURCH, CHAPEL LANE
20TH JULY 2010 AT 7.30 PM**

PRESENT: Cllr D Roberts (Chairman), Cllr M Bates, Cllr A Eades, Cllr E O'Regan, Mrs J Peacock, Ms N Webb, Mr L Wragg, Mrs J Wright (Clerk)

IN ATTENDANCE: Mr Darren Blake (Circle Anglia), Mr J Pymers and family

| | | Actions |
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| 1. | APOLOGIES FOR ABSENCE: Apologies were received from Cllr Schonken and Mike Sunderland (Councillor-to-be) | |
| 2. | DECLARATION OF INTEREST IN AGENDA ITEMS: No items were declared. | |
| 3. | SIGNING IN OF NEW PARISH COUNCILLORS: Cllr's Peacock, Webb and Wragg completed the necessary paperwork, which will be send to SCDC. Mike Sunderland apologised but he couldn't make the first meeting due to a previously booked holiday but he looks forward to joining the Council in the September meeting. He can receive Parish Council information but until he is signed in, he cannot express an opinion or make decisions on any issue. | (Clerk) |
| 4. | MINUTES OF THE PARISH COUNCIL MEETING OF 15TH JUNE 2010: The minutes were agreed and signed as a true record. | |
| 5. | MATTERS ARISING: There were no matters arising that were not covered in the agenda. | |
| 6. | <p>AFFORDABLE HOUSING IN FOWLMERE – DARREN BLAKE FROM CIRCLE ANGLIA RE SITE ON THRIPLow TRIANGLE IN FOWLMERE</p> <p>Cllr Roberts thanked Mr Blake for attending the meeting and asked him to update the Council on progress.</p> <p>Mr Blake said that the site in Fowlmere was an exception site, outside the village framework, solely for affordable housing, for villagers within / from Fowlmere. It is the preferred site for the Parish Council and will have 5 two-bedroomed and 5 three-bedroomed houses. This sizes of the houses closest match the need (ie as opposed to a specialist bungalow etc) – to keep core accommodation for the majority of users. The site has several land-owners, which has made things slightly more complicated but the solicitors have now been instructed and are moving towards an exchange of contracts (assuming planning and grant funding is then successful.) Mr Blake has to produce a Local Investment Plan and SCDC are keen to see progression. The aim is to start the process this Autumn.</p> <p>He added that having the support of the PC and local people is important as they can write and support the development. The reaction from SCDC has so far been positive.</p> <p>Cllr Webb asked if the houses were to be part-buy. Mr Blake replied that they will be purely rental as part-rent / part-buy reduces the number of people possibly eligible and can be a risk to the Housing Association. It is very unlikely to be changed from rented. Mr Blake was asked to give a ball-park figure for rent and he suggested something along the lines of about £85-£90 per week for the 2-beds and £100-£105 per week for the 3 beds, which is about 60% of market rent. A service charge could be added but would be minimal and there will be a very clear definition of obligations</p> | |

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| | <p>and responsibilities in order to minimise additional charges.</p> <p>The access on the map is good – being planned on the Cambridge Road. The PC asked that as few trees as possible be removed – most should be behind the visibility splay anyway. Mr Blake said that the Code of Sustainable Homes has to be abided by. The road will be made up to adopted standards and it is the hope that SCDC will then do so.</p> <p>There will be 2 parking spaces per property and additional space on the new road so there should be no parking on Cambridge Road. There will be street lighting as a result of the lighting plan. (including presumably one at the junction.) Cllr Wragg requested not too much light pollution as this could become an issue for existing neighbours – they could be on a timer?</p> <p>Cllr Wragg also asked if the houses are to be designed to a high standard of insulation? Mr Blake said it will be 25% above the ‘standard’ with possibly some renewable energy.</p> <p>Cllr Roberts asked for a list of other developments which Circle Anglia have been involved in be sent to the Clerk, in order to see the design variances.</p> <p>Mr Pymers asked how do people get them? Mr Blake explained they are for people who have a strong connection with the village – ie they already live in Fowlmere, work here or they did live here but have had to move out because they can’t afford to stay. Applicants need to be on the SCDC waiting list and then cases will be assessed by SCDC, not Fowlmere Parish Council. In the unlikely event that the 10 properties are not filled using that criteria, they will be offered to nearby villagers on an increasing radius basis. (There will be a single move-in date, not a piecemeal build)</p> <p>Cllr Roberts asked when the PC should remind people to put themselves on the SCDC list? Mr Blake suggested this is done at the planning stage, so as not to leave it too late but so as not to raise expectation, if the plan does not get the relevant funding. The PC is asked to be proactive and the Housing Association also gets in touch with people on the SCDC list. The PC and Housing Association would have an information sharing event nearer the time.</p> <p>Mr Pymers asked if it will go on the Home Link web-site and Mr Blake said yes it would. He also asked if it’s worth involving the local MP and Cllr Roberts said Andrew Lansley is very local, being based close by so it may be worth a try.</p> <p>The PC are keen to support the younger generation who need housing like this, to keep the village ‘young’ and support the school etc by increasing the number of children in the village.</p> <p>Cllr Roberts thanked Mr Blake for his time and looked forward to progression and seeing him again.</p> | Mr Blake |
| 7. | <p>REVIEW OF THE STANDING ORDERS AND REGISTER OF INTEREST</p> <p>The longer-standing Councillors had reviewed the Standing Orders and there were no changes to make. The Clerk was asked to circulate them to the new Councillors for information and for them to raise any issues at the next meeting.</p> <p>The Clerk was also asked to circulate a new Register of Interest to all previous Cllrs to complete for the next meeting.</p> | Clerk Clerk |
| 8. | <p>VILLAGE HALL:</p> <p>The Village fun day was very successful and raised over £900. The last VH meeting</p> | |

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| | <p>was under-attended due to a certain football match but it was hoped attendance at the next one would improve. Cllr Roberts updated the new Cllrs on the revenue shortfall and the problems of the last year encountered by the VH.</p> <p>Cllr Bates said they are looking to make a lottery bid and other things like a kitchen upgrade are planned. The last set of VH minutes suggested villagers could be approached re a precept contribution, to see if the villagers support that. If this happens the PC ultimately need to decide whether they support that proposal if it arises. Cllr Wragg expressed his opposition to supporting a revenue shortfall, a view previously shared by the PC.</p> <p>It was also agreed that the VH still need a business plan and 'green' alternatives are not a viable route at present – they are in survival mode and the PC are keeping a watching and supportive brief.</p> <p>Cllr Webb declared a personal interest as Cllr Bates mentioned her father's firm has been approached to quote re insulation.</p> <p>Cllr Roberts said he PC will continue to support the VH but is keen not to be held to any blame if the situation doesn't improve.</p> <p>The Clerk to ask the three representatives from the VH (Tamsin Goodfellow, Jeannie Grisoni, Lamorna Thomas) to come along to the September meeting for an update.</p> <p>The Clerk asked to send the latest VH mins to the new Councillors.</p> | <p>Clerk Clerk</p> |
| <p>9.</p> | <p>COUNTY COUNCIL AFFAIRS: Councillor Stone was unable to attend the meeting.</p> | |
| <p>10.</p> | <p>PLANNING COMMITTEE a) MINUTES FROM 15TH JUNE AND 13TH JULY 2010</p> <p>MINUTES OF A MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE HELD IN THE SCHOOL ROOM, URC, CHAPEL LANE, ON 15TH JUNE 2010 AT 7:30PM</p> <p>PRESENT: Cllr D Roberts (Chair), Cllr M Bates, Cllr A Eades, Cllr, E O'Regan and Mrs J Wright (Clerk)</p> <p>APOLOGIES: There were apologies from Cllr Schonken.</p> <p>1. Declarations of interest (if any) Before discussion, Cllr Roberts declared that if an application is later placed before South Cambridgeshire District Council she will approach any new information afresh.</p> <p>2. C/11/17/029/01 Tree Preservation Order The Cemetery, Long Lane Mrs J Wright for Fowlmere Parish Council</p> <p>All Councillors declared a personal and prejudicial interest and will leave it to SCDC to decide.</p> <p>3. S/0725/10/F</p> | |

Extensions

17 Savile Way, Fowlmere, SG8 7TU

Mr Kevin Sole

The PC recommend approval as it is not going to be detrimental to neighbouring properties and is a reasonable extension.

4. S/1153/09/LB

Alter dining room window and infill rear extension for glazed boot room. Remove ff ensuite and create 2 shower rooms with window and rooflight. Replace bedroom window and resite rooflight on landing.

The Old Post Office, 2 Fowlmere Road, Heydon

Mr Anthony Rouse

The PC recommend approval as the alterations are quite minimal.

5. S/0299/10/F – For information only (Permission Granted)

Change of use from stables to boarding cattery

Springfields, Fowlmere Road, Melbourn, Herts, SG8 6EZ

Mrs Maxine Blyth

The PC noted the decision

6. S/0474/10F – For information only (Permission Granted)

Extension following demolition of existing lean-to.

Farmhouse Dottrell Hall Farm, Newmarket Road, Fowlmere, Cambs, SG8 7PD

Mr & Mrs G Boulton

The PC noted the decision

7. S/1883/09/LB – For information only (Permission Granted)

Alter floor & excavate cellar under reception

Whitehall, 9 Chapel Lane, Fowlmere

Dr James Hobro

The PC noted the decision

8. Village Hall – Lease details

It was proposed to leave this until the next Finance meeting (29th July).

9. Update on Affordable Housing site (Thriplow Triangle)

It was agreed to invite Darren Blake to the next PC meeting, ask him to prepare a timetable of progress and put it as the first item on the July agenda.

10. Other Matters and Updates

There being no further business, the meeting closed at 7:50pm

MINUTES OF A **MEETING OF FOWLMERE PARISH COUNCIL PLANNING COMMITTEE** HELD IN THE DOROTHY PLUCK ROOM, ST MARY'S CHURCH, ON

13TH JULY 2010 AT 7:30PM

PRESENT: Cllr D Roberts (Chair), Cllr M Bates, Cllr, E O'Regan and Mrs J Wright (Clerk)

APOLOGIES: There were apologies from Cllr Eades

1. Declarations of interest (if any)

Before discussion, Cllr Roberts declared that if an application is later placed before South Cambridgeshire District Council she will approach any new information afresh.

2. S0964/10/F

Extensions & Alterations

**Sparrows Lodge, Green Lane, Fowlmere
Mr & Mrs Ramsden**

The Parish Council considered the scale of the extension, being outside of the village envelope, however it seems a normal progression to balance up the house and give it more room, therefore they have no objections.

3. S/1076/10/F

Extension

**3 New Farm Close, Fowlmere, SG8 7SW
Mr Roger Care**

The Parish Council recommend approval. It is a small single storey extension, not overlooking neighbouring properties and is in keeping both in terms of style and size with the present properties and other close by.

4. S/1074/10/F

Extension

**7 Savile Way, Fowlmere, SG8 7TU
Mr Simon Brearley**

The Parish Council have no objections as this is a modest extension and will not have an overbearing effect on any neighbouring properties.

5. S/00437/10/CW – For information only – Permission granted

Part retrospective application for importation and deposit of inert waste for the purpose of re-grading and restoration to agricultural use.

Bridgefoot Farm Quarry, Newmarket Road, Heydon, Nr Royston, Cambs

The Parish Council noted the decision

6. S/0629/10/F – For information only – Permission Refused

Relocation of Access (Revised Design)

**Deans Farm, Long Lane, Fowlmere
Mr T Deans**

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| | <p>The Parish Council noted the decision</p> <p>7. Other Matters and Updates There being no further business, the meeting closed at 7:50pm</p> <p style="text-align: center;">*****</p> <p>Both sets of minutes were agreed and signed as a true and accurate record. A date for another planning meeting was set for next Tuesday, 27th July at 7:15pm at St Mary's</p> <p style="text-align: center;">The meeting was then opened to members of the public and press</p> | |
| 11. | <p>BURIAL BOARD: There have been no burials this month.</p> <p>Cllr Roberts asked the Clerk to send the new Cllr's an update of burial costs. (The fees for those in the village are low but they are greatly increased for non-villagers.)</p> | Clerk |
| 12. | <p>TREES, GRASS AND HEDGES: a) HEDGES IN TOP CLOSE The resident here is in a SCDC property and is only to have her hedge cut once a year and it is now overgrown and present a H&S issue especially to parents and children walking to school. The school hedge is also very overgrown. Cllr Roberts has spoken to the school, to be followed up with a letter and one to SCDC Housing Dept (need name). All agreed to send the letters.</p> <p>Dovehouse Close – there is a dead tree in the green area. Cllr Roberts to speak to SCDC as there's some confusion over 'responsibility'.</p> <p>Mr Alan Jackson, resident in Ryecroft Lane has asked for the findings of the Moat tree survey to be shared with him re the trees bordering his property. It should be understood that if he feels any work needs to be done, he approached FPC as the first port of call as all necessary work is to be planned in over the next 10 years (and the one tree which <i>had</i> to be removed has now been.) Clerk to reply.</p> <p>Mr Richard Pile, resident in the village has pointed out that the Chestnut trees on the Butts are looking very unhealthy, with loose branches which could fall and injure someone. The PC knew the trees has a parasite but were hoping it's effects could be minimal. Clerk to contact Roz Richardson, Tree Officer at SCDC and ask her to inspect them.</p> | <p>Clerk</p> <p>Cllr Roberts</p> <p>Clerk</p> <p>Clerk</p> |
| 13. | <p>FINANCE AND GENERAL PURPOSES: a) MINUTES FROM 15TH JUNE AND 29TH JUNE 2010</p> <p>Minutes of the meeting of Fowlmere Parish Council Finance and General Purposes Committee held at the School Room, URC, Chapel Lane, Fowlmere, Tuesday 15th June 2010 at 7:15 p.m.</p> <p>Present: Cllr O'Regan (Chair), Cllr M Bates, Cllr A Eades, Cllr D Roberts and</p> | |

Mrs J Wright (Clerk).

1. Apologies for Absence: Cllr Schonken sent his apologies

2. Minutes of the previous meeting / Matters Arising

The minutes of the previous Finance Meeting (11th May 2010) were agreed at the 18th May 2010 Parish Council Meeting.

There were no matters arising, which would not be addressed in the agenda.

3. Review of Income and Expenditure

The finances were looked at by Council members and Cllr O'Regan reported that there have been no extraordinary items of expenditure and the finances are healthy.

4. Trees, Grass and Hedges

a) HLS (Higher Level Stewardship) Management Plan for the Moat

Cllr Bates reported that the PC can't apply for the HLS until the land has been registered with Rural Payments Agency. We have had several quotes to do the work and a grant can be achieved. Malcolm Busby seems to be the best price and it was agreed that he be approached to undertake the work. Cllr Bates proposed and Cllr Roberts seconded – all agreed. Cllr Bates to make contact with Mr Busby.

Cllr Roberts declared a personal interest as she has worked with him previously

b) Quotes for removal of dead tree in Moat

Three quotes have been received for the removal of the dead tree. It was proposed that we go for Acacia – all agreed. Clerk to contact and give the go-ahead

5. Future Projects

a) Swings (funding)

Cllr Roberts said that she and Cllr O'Regan have had an opportunity to consider the play equipment proposal. Cllr O'Regan to hold another Finance meeting to decide on several alternatives and then consult the school on 29th June at 7:00pm at the Church. Clerk to book

6. Other Matters

There were no other matters

7. Date of Next Meeting

Tuesday 29th June at 7:00pm (Church)

The meeting closed at 7:35pm

Item 4 – Cllr Bates received acknowledgement of having the land registered with the Rural Payments Agency on 7th May and this should take 6 weeks, which is now long overdue. They asked for a further mapping on 23rd May, which Cllr Bates never received. Cllr Roberts thanked Cllr Bates for his continued efforts. Clerk to look up maps for Cllr Bates.

Clerk (Cllr Bates)

Minutes of the meeting of **Fowlmere Parish Council Finance and General Purposes Committee** held at the School Room, URC, Chapel Lane, Fowlmere, Tuesday 29th June 2010 at 7:00 p.m.

Present: Cllr O'Regan (Chair), Cllr M Bates, Cllr A Eades, Cllr D Roberts and Mrs J Wright (Clerk).

1. Apologies for Absence: Cllr Schonken sent his apologies

2. Minutes of the previous meeting / Matters Arising

The minutes of the previous Finance Meeting (15th June 2010) will be agreed at the next Parish Council Meeting on 20th July 2010.

There were no matters arising, which would not be addressed in the agenda.

3. Review of Income and Expenditure

The finances have not changed since the recent, last meeting, other than the latest bill from Seniorlink for £77.28

4. Trees, Grass and Hedges

It was reported that Tree 21 in the Moat had now been taken down, somewhat swiftly and all was in good order. The firm would be approached again as part of the tendering process for any further tree work.

5. Future Projects

a) Swings (funding)

This item was deferred until the next meeting to allow for more time to consider different options (20th July, main Parish Council Meeting)

6. Village Hall Lease

The lease was discussed and if the unfortunate situation arose that the VH had to close then further legal advice would be sought anyway but as the situation stands, it is reported that there is a lot of hard work going on to prevent that happening and a determined effort to turn things around

7. Other Matters

The Clerk reported that the VAT would be claimed at the end of June

8. Date of Next Meeting

A further Finance Meeting would be held at 7:15pm on Tuesday 20th July at the URC in Chapel Lane

The meeting closed at 7:20pm

b) **RESPONSIBILITY FOR PLAY EQUIPMENT**

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| | <p>Play equipment is on the agenda for the Finance meeting next Tuesday. All Cllrs were asked to take a look at the play equipment on the Butts beforehand as the PC are looking to provide 1 or 2 new pieces of equipment. Cllr Webb kindly agreed to take responsibility for the play equipment.</p> <p>The repair work following on from the ROSPA report needs to be quoted for as most things are a low risk factor – a lot of re-seeding of the grass required. Clerk to contact Anglia Playgrounds who did the work last year.</p> <p>The climbing frame at the VH needs some work on top of that in the report, as do the swings at the Butts.</p> <p>Clerk to circulate ROSPA report by e-mail</p> | <p>All</p> <p>Clerk</p> <p>Clerk</p> |
| 14. | <p>NEW COUNCILLORS UPDATE: Cllr Roberts reported how the PC had 4 vacancies and 5 people applied. The PC followed a proper process and best practice, with pre-agreed questions beforehand by e-mail and also during the meeting. Following the responses / interviews the Cllr's met and discussed and one lady wasn't successful in being offered a place on the Council. There has been some correspondence where the particular candidate hasn't been happy with the outcome and the correspondence has been quite personal in nature. The Chairman sent a final letter which firmly states the position of the PC and it is hoped that the matter is now closed.</p> | |
| 15. | <p>CORRESPONDENCE: Clerk to thank Darren Blake for attending the meeting this evening</p> <p>Following his resignation, the Chair to write and thank Bill Kohler for his time on the PC.</p> <p>The PC agreed that Betty Selby should be offered a Seniorlink machine- the Clerk to contact her family to arrange.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 16. | <p>ACTION LIST UPDATE: The Action List is to be updated and circulated.</p> <p>The issue of the road sign at the end of Rectory Lane is to be discussed at the coming Finance meeting.</p> | Clerk |
| 17. | <p>OTHER MATTERS: The new Cllrs were asked to provide a two-line profile of themselves and a photo for the web-site.</p> <p>The meeting closed at 9:30pm</p> <p>The next meeting will be at 7:30pm on Tuesday 21st September 2010 at the URC in Chapel Lane</p> | LW, NW, JP |