

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 22 June 2017 commencing at 7.00 pm.**

Councillors present: JL Waters, in the chair, and JW Barker, G Hayter-Smith, RS Martin, MAC Seidler, BL Taylor, GH Taylor, and KO Winters. **Clerk:** Mrs J Wardle

Other attendees: County Cllr L Dupre, four parishioners and Mr Ian Hale (Little Downham Development Society and Altius GOC (Little Downham) Limited) who was invited to speak at item 35/17.1.1.

29/17 **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE** – Cllr CE Hall, MM Oldfield and G Ord, Dist. Cllrs A Bailey and M Bradley.

30/17 **TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr RS Martin** declared an interest in item 35/17.1.1 (Application 17/00733/FUM) because he is a tenant of adjacent land. (Declaration 015-2017).

31/17 **PUBLIC FORUM**

Mr Joy and Mr Houghton expressed objections to item 35/17.1.1.

32/17 **COUNTY AND DISTRICT COUNCILLORS' REPORTS**

1. County Cllr Dupre updated the Council on the CCC holding committee workshops and training for new members and matters relating to the issue of councillors approving their own allowances, which is also the same at ECDC. The 125 bus services will now stop at the Ely Leisure Village, which is becoming more popular with the increase of occupied units i.e. Arbuckles, Cineworld, McDonalds, KFC, Frankie & Benny's, etc. Stagecoach is withdrawing its No. 15 bus around Ely because Sainsbury's' funding has come to an end; however, it is looking to replace the timetable in July and continue the service, although less frequently. Lorna has surgeries booked in the Book Café at 7-8pm on 03/07/17 and 2-3pm on 02/08/17. Lorna informed that her surgeries are better attended in Lt Downham than in Sutton.
2. Dist Cllr Mike Bradley provided a brief report in his absence in relation to item 38/17.1. He informed that he had arranged to meet Cllr BL Taylor and ECDC planning next week regarding the Environment Agency Total River Strategy and would discuss matters with the MP Stephen Barclay. He expected that understanding the issues and drafting a response would take a couple of months.

33/17 **TO APPROVE MINUTES OF PREVIOUS MEETINGS**

1. **Resolved** that the minutes of 25 May 2017 were correct and to be signed by the Chairman as a true record.

34/17 **MATTERS TO REPORT**

1. **(Min.7/17.4 & 5) Annual Return for the year ending 31st March 2017** – The Annual Return was sent to the external auditor, PKF Littlejohn LLP before 12th June 2017. Notices were placed on Parish notice boards and the website in accordance with legislation.
2. **(Min.27/17.1) Myles Meadow Grazing** – Matthew Golding gave £200 for the hay in Myles Meadow and will look to cut it in the third week of June. He expressed an interest to submit a formal tender next year. Another enquiry about grazing this year was left on the clerk's phone, but she had been unable to get back to the parishioner to determine the enquiry.
3. **Person sleeping in tent on Cub Green, Lt Downham** – A local resident expressed concern to the police about someone sleeping in a tent on Cub Green. The police investigated and found personal belongings, food, litter and human excrement. They believed that the person was away during the day but slept there at night. The hogweed was strimmed to the corner of the green. Items left were removed after one week and will be destroyed after three months if unclaimed.
4. **Trees and hedges on Hurst Lane, Lt Downham** – BTS Group, on behalf of UK Power Network, informed the Clerk on 09/06/17 that it had carried out an inspection of trees and hedges that were getting close to power lines. UKPN would arrange for work to be carried out by qualified and insured professionals if granted permission, which had been given in the past. The Clerk referred the matter to the Council Chairman and officer members of the Conservation Group. Following approval from all, UKPN were given permission to proceed.

35/17 **PLANNING MATTERS**

1. **Planning correspondence -**

- 1.1 **17/00733/FUM** Mr Ian Hale, Works adjacent to 7 Cannon Street, Lt Downham – Construction of 11no. four bedroom, 9no. three bedroom, 7no two bedroom dwellings & associated works
Resolved - Little Downham Parish Council had concerns regarding this application and unanimously recommended outright refusal for the following reasons.

1. **Access to the site –** The Parish Council strongly opposed the proposed access via Cannon Street and recommended that it is relocated to be via Ely Road. Not only is Cannon Street a busy residential road, it already services 11 other residential areas, as well as being a popular alternative route parallel to Main Street through Little Downham. It has seen a massive increase in all forms of traffic in recent years. It is suggested that a footway is provided from the site to Cannon Street to maintain the intended 'link with an existing residential area' and a convenient access to the bus stop on Cannon Street.

2. **Suggest Mini Roundabout on Ely Road -** In was recommended that a mini roundabout be installed on Ely Road outside of the new development entrance to assist with the increase of traffic that will be generated from residents and visitors of the new dwellings.

3. **Parking concerns –** Strong concerns were raised about the insufficient allocation of parking spaces for residents and visitors in relation to the 27 mixed sizes of proposed dwellings. Inevitably, this would result in on-street parking on the site's roads and private service drive areas, the site access road and on Cannon Street, which is a busy thoroughfare often used by large farm and haulage vehicles and already subject to parking issues. In reality, each property requires a minimum of two 'outside house' parking spaces. It was considered unacceptable that one space is allocated as a garage space because people very rarely park vehicles in the garage and most commonly submit planning applications to convert garages to living accommodation, which would leave only one parking space per dwelling. The proposed one garage space and one parking space per dwelling would certainly not be sufficient for residents and visitors of the proposed three and four bedroom dwellings to park off-road. The proposed 5.5m and 4.5m width of the site's roads and private service drives are not considered wide enough and would be restricted by on-street parking, which would result in a cramped appearance of the site and hinder access by emergency, delivery and refuse vehicles. Parking would inevitably be part on footways, which would restrict pedestrian access. It is recommended that the site be reduced to 26 dwellings to allow more space for road width and parking for residents and visitors. A prime example of insufficient road width and parking in a residential site of 23 dwellings can be seen 400 yards west along Cannon Street at Oak Farm Drive. Access is severely restricted for local residents and visitors on the unadopted site road due to the insufficient allocation of off-street parking and the narrowness of the road. More seriously, it restricts emergency vehicles and delivery vehicles.

4. **Refuse collection points and adopted roads –** Knowing that refuse vehicles do not drive on unadopted roads, it was noticed that there were no proposed refuse collection points on the plans to cater for the 12 dwellings that are accessed via the three proposed private service drives. The Parish Council recommended that the main roads on the site be built to the required criteria and standards for the County Council to adopt them and that sufficient refuse collection points are allocated to each private service drive, to ensure that black bags and wheelie bins do not amass and overspill in front of any one individual dwelling.

A prime example of no refuse collection point on an unadopted road in a residential site of 23 dwellings can be seen 400 yards west along Cannon Street in Oak Farm Drive. Refuse collections, generally held on Tuesday mornings, result in the entrance of Oak Farm Drive being severely congested with black bins bags and wheelie bins.

5. **On-site maintenance and management of the site –** It is recommended that where roads, paths, open spaces and play equipment etc. are not adopted by the County or District Authorities as applicable, conditions and arrangements are made for them to be maintained by a management company/committee and funded by the occupiers of the site dwellings. This is to ensure that the new site does not have a financial impact on other residents of the parish.

Additional comments

6. The Parish Council strongly recommended that the site be redesigned with its comments taken into consideration.

7. When viewing the application and considering its comments above, the Parish Council did not view individual dwelling plans or base any comments on their style, size or other specifications. It had concerns with the site layout and infrastructure as a whole and therefore recommended outright refusal in order that those issues be addressed. The Parish Council accepts that the site will be developed with approximately 25 dwellings, as previously approved in consultations relating to the Little Downham Village Vision 2013.

8. The Parish Council considered its comments following representations from local residents attending the council meeting and others expressing objections in correspondence.

7.55pm Cllr KO Winters left. 7.58pm Cllr Winters returned.

7.56pm Five parishioners left.

- 1.2 17/00596/FUL** Mr Brian Lely, 80 Cannon Street, Lt Downham – Two storey side extension – **Amendment** - 3 roof windows to front, superseding dormer window to front. Reduction of size of first floor extension.
Resolved - Little Downham Parish Council had no comments regarding this application.
- 1.3 17/00679/TCON** Ms W Wilkinson, 5A Park Lane, Little Downham – To comply with condition 5 of Decision 94/00986/FUL T1 Sycamore – Fell tree to ground level
Resolved - Little Downham Parish Council had no comments regarding this application.
- 1.4 17/00727/FUL** Mr & Mrs Simon Loach, Land to the rear of 57 Cannon Street, Lt Downham – Construction of 3 bedroom detached bungalow
Resolved - Little Downham Parish Council had no comments regarding this application.
- 1.5 17/00867/FUL** ArchitecturalIMG, 3 Fourth Drove, Lt Downham – Construction of new detached dwelling house with separate garage on site of existing barns/storage buildings that are to be demolished
Resolved - Little Downham Parish Council had no comments regarding this application.
- 1.6 17/00925/FUL** Mr Ray Haddow, Thistle Croft, Pymoor Lane, Pymoor – Construction of two stables and adjoining hay barn in garden area
Resolved - Little Downham Parish Council had no comments regarding this application.
- 1.7 17/00961/FUL** Mr L Smith, Isle Small Animal Veterinary Centre, West Fen Road, Ely – Change of use from storage to retail
Resolved - Little Downham Parish Council had no comments regarding this application.
- 1.8 17/00968/OUT** Mr Parson Site Opposite 10 Fourth Drove Little Downham - Outline application for the erection of 2 detached one and half storey dwellings each with large garage for work place homes
Resolved - Little Downham Parish Council had no comments regarding this application.

For information only:

- 1.9 ECDC - Applications approved:** 16/01145/MPO, 17/00457/FUL, 17/00484/ARN,
1.10 ECDC – Applications refused: 17/00526/FUL, 17/00546/FUL, 17/00674/FUL
1.11 ECDC – non consulted applications approved: 17/00628/CLE

36/17 FINANCE

- 1. Monthly Internal Audit** was carried out by Cllrs MAC Seidler and GT Taylor.
- 2. To approve draft Annual Report 2016/17** – The Annual report was approved.
Resolved that the Annual Report 2016-17 be approved and copies be made available on the website, in the Book Café and other various parish outlets.

3. **To confirm signatories of bank accounts (Min.22/17.4)** – Signatories of the new Hampshire Trust Bank Fixed Business Bond, United Trust Bank 100-days Notice Account and Nationwide Instant Access Account were agreed.
Resolved unanimously that the Cllrs JL Waters (Chairman), CE Hall and G Hayter-Smith be appointed as signatories and the mandate to be all three must sign any transaction, withdrawal or authorisation.

4. **To approve bills and other items for payment** – It was proposed by Cllr MAC Seidler and seconded by Cllr GT Taylor.
Resolved unanimously to approve cheque no. 001080, BACS payments 591 - 603 and direct debits for the total sum of £6948.15.

37/17 COUNCIL MATTERS

1. **Jason Ablewhite (Police Crime Commissioner) - East Cambs Parish Council Conference** – Cllr KO Winters expressed an interest to attend on 07/07/17 at Hinchingbrooke HQ.

38/17 PARISH MATTERS

1. **Environment Agency Total River Strategy Update (Min.24/17)** – Mike Bradley report 32/17.2.
2. **ABCT – Little Downham Airfield Plaque Offer** – Kenneth Bannerman, Director General of Airfields of Britain Conservation Trust (ABCT), emailed to offer a plaque to commemorate the Little Downham Airfield, which was located near Tower Farm. It was used by the Royal Air Force (RAF) and Royal Flying Corp (RFC) from October 1916 to 1919 (notification of relinquishment 13 March). The Aircraft roles were Fighter / Trainer. The Council unanimously approved to accept the offer, but would need to discuss the proposed location of the plaque because the land is a field and away from the public highway.

39/17 PARISH LAND AND ASSETS

1. **To review Lt Downham Playing Field Rent** – A decision could not be agreed. This matter was deferred to the next meeting.
2. **Witchford Colts FC – request use of three pitches at Lt Downham Rec during 2017/18 season (Min.23/17.1)** – The Clerk had received no reply from Mike Hampshire, Manager of Lt Downham United. This matter was deferred to the next meeting.

40/17 HIGHWAYS, PARISH PATHS & BYWAYS

1. **Replies re matters reported from previous meetings** – No reports.
2. **To report current matters of concern:**
- 2.1 **B1411 Downham Road, Ely** – Request Brambles cut back on footway near the Leisure Village.
- 2.2 **Pond Lane, Lt Downham** – Concern regarding a dip and crack in the road.

41/17 REQUEST OF ITEMS FOR FUTURE CONSIDERATION – None.

There being no further business, the meeting was closed at 9.16 pm.

Signed (Chairman) Date