

**Minutes of the meeting of Alconbury Parish Council
held on Tuesday 29th January 2019 at Alconbury Memorial Hall.**

Parish Councillors present: Mr. C. Bodley (Chairman), Mr. M. Gunney, Mrs. S. Brawn, Mr. R. Johnson, Mr. T. MacLennan, Mrs L. Adams, Mr S Tarabella

Also present: Ms C Copley (Clerk), Mr I Gardener (County Councillor) and 0 parishioners.
Guests; David Lock Associates; Mr P Kessler-Lyne, Mr W Riley, Mr A Gayle, Project Manager supported by representatives from Carters and the County Council

Public Open Forum: No members of the public present this evening.

1. Apologies for absence: Mrs T Gilbert, personal
2. Declaration of Interests: Cllr. Gunney and Cllr. Adams declared an interest in item number 11, being trustees of the Alconbury Recreation Field Charity, and Cllr. Tarabella expressing an interest in item number 13, being a trustee of the Memorial Hall.
3. To Approve and Sign the Minutes of Last Meeting 27th November 2018. Cllr. Johnson proposed the minutes be approved and signed as correct with no changes, seconded by Cllr. Tarabella and unanimously agreed to do so.
4. Presentation from David Lock Associates, by Paul Kessler-Lyne, Will Riley, Andy Gayle and associates who are currently supporting Cambridgeshire County Council in the delivery of their new Headquarters at Alconbury Weald. A short presentation was made to the Council showing the plans for the design and layout of the build and then a question and answer session followed. The question was raised of how many members of staff from Shire Hall are expected to transfer to the new site? The site is expected to hold 350 spaces for hot desking, the plans are still in the early stages with consultations and studies ongoing but the County Council are looking in to putting more of their services into the community. Cllr. Johnson asked if provision has been made for catering services within the building or would these needs be met by the nearby Cafe? The answer came that community room cafes, vending machines along with other options are being considered. Cllr Johnson then asked if provision for electric vehicle charging has been included in the design of the car parking? The reply was that ducting will be installed across the car park, to allow for initially 10-20 charging points, with scope for more if required. It is estimated that up to 120 vehicles per day will be parking on the site with provision for 10% of that figure being electronic vehicles. Cllr Bodley asked if consideration had been made regarding a possible increase of traffic travelling to the new headquarters coming through the village of Alconbury. Mr Riley was able to confirm all triggers for Rusts Lane East are to stay as they are, but the situation will be looked at and considered with any relevant action being taken. Conversations are being had with Stagecoach regarding the public transport to the site which will, of course, offer an alternative mode of transport. Cllr Brawn asked what the expected completion date would be; the initial build end is expected towards the end of 2020, with Shire Hall being sold 2021 (no fixed date yet) once transition is completed. The planning application for works is expected in March 2019, being on site by the end of the year with the build. A public consultation is being arranged for the end of February at The Club, Alconbury Weald, further details to follow.
5. Councillor Vacancy; Due to the resignation of Cllr Grainger the Parish Council now has another vacancy, bringing the total number of vacancies to 3. Councillors agreed to actively seek to recruit to the vacancies. Cllr Bodley agreed to include the vacancies in the next write up for the Village Pump magazine.

6. Reports from County and District Councillors. C/Cllr. Gardener reported that Jo Challis, Highways Manager, is no longer with Cambridgeshire County Council, therefore, for any highways issues could the Parish Council contact Joe Hudson, Highways Engineer. The County Council have agreed to fund an additional 2 mobile libraries at a cost of £275k, which secures the future of the service and will be provide a opportunity for outreach services to rural areas. Cllr Gardener will forward an advert for dates and times of the mobile library for placing in the Parish Pump and village noticeboards.

The Huntingdon Register Office is re-locating to the Library during February/March 2019. Ceremonies will remain at Lawrence Court. It is hoped that the move to the Library will encourage more visitors/footfall.

Archive Records are moving to the new archives building in Ely, the move should be completed by Summer 2019.

The Public Health Team is running a Stay Well Campaign this winter to provide vulnerable groups with the appropriate information on how they can minimise the effects of the cold, along with where they can find the support and services provided by voluntary organisations and District Councils that are vital in cold weather such as heating grants and boiler repairs. For more information please go to the Cambridgeshire County Council website

<https://www.cambridgeshire.gov.uk/>

The Winter Health Pack part of the Stay Well Campaign includes tips, information and useful contacts on Staying warm and well during the Winter months. These packs will be available from all libraries and mobile libraries from the beginning of December.

Swaffham Prior is one step closer to a Community Heat Scheme, to move away from relying on the use of heating oil in houses through heat extracted from ground water. The proposed project will be one of the first of its kind in the country and as such will act as a pilot project for both Government and similar villages looking to convert to sustainable heat systems. Monies for progressing the scheme are being provided by government and the Combined Authority (Mayor). Cambridgeshire County Council (CCC) will be providing land for the proposed energy centre.

Monies from the CCC are also available for villages to install electric vehicle charging points in public areas.

The CCC notes the Governments increase in funding for Cambridgeshire of £2.3m for winter pressures, £6.3m for Adult Social Care and £6.65m has been allocated for highways and footpaths. Cllr Gardener asked the Parish Council to inform him of any footpaths or highways schemes that need attention within the village. Cllr Brawn will look in to this and report to Cllr Gardener. It was suggested that resurfacing of Polecat Lane be looked in to along with possible traffic calming schemes within the village. These schemes can also be funded by LHI (Local Highways Initiative) and topped up if needbe by the A14 Legacy Fund. This item will be placed on Februarys agenda for further discussion.

The Fire and Rescue service reported within 2018 that 7000 plus incidents were attended including fires, rescues and road traffic collisions as well as supporting other services in neighbouring counties. 13% of these incidents being completed by the “roaming” crews, introduced in January 2018, providing additional services. These fire engines are crewed during daytime hours and based in rural locations, providing additional fire cover for emergency calls. During the year they attended more than 400 incidents as well as delivering community safety activity. At the end of 2018 CFRS was named as one of the two best performing fire & rescue services of the 14 inspected by Her Majesty’s Inspectorate of Constabularies and Fire & Rescue Services. The Inspectorate found that the Service was GOOD across the entire inspection process. The Fire Service merger is still ongoing and has now gone to judicial review.

Cllr Johnson asked Cllr. Gardener if the mobile library would have a provision for providing the elderly and vulnerable people with information on scams such as internet fraud etc, Cllr. Gardener agreed to look in to the possibility. The Winter Health Packs are also available through the mobile library service.

7. Update on Alconbury Weald The Clerk and Cllr Gunney recently attended the Joint Parish Councils meeting with Urban and Civic at Alconbury Weald.

A tour and Alconbury Weald introduction session was offered to new members of Alconbury Parish Council, the Clerk will contact U&C (Urban and Civic) to arrange a tour for the Parish Councillors who expressed an interest.

Housing occupations and housebuilder progress; Civic Living launched in November, offering further diversity to the range of homes on offer. Crest Nicholson applications are being finalised, followed by Hopkins who are coming onto another parcel when they are finished on their existing parcel. The first resident allotments coming forward, hopefully Spring 2019, the water supply connection is expected shortly. The Watch Office is under renovation, to be ready for use early Summer. It will provide further community space and office space for Groundwork. The multi-use pavilion which will sit alongside the cricket pitch is at the design stage. Starting on 9th Feb, the café will be opening 9am -1 on Saturdays, serving a brunch menu – All welcome. Following successful Christmas and pop-up events, the café will also be opening once a month for food and drinks in the evening. Next date – Feb 22nd – All welcome. A creative arts group will hold a performance at Alconbury Weald, which has a focus on the heritage of the Airfield. External sessions with David Lock and Associates are booked with each PC, to share current designs for new CCC office building at Alconbury Weald

The Incubator 2 has launched, offering grow on space for businesses – some businesses from Incubator 1 have moved across into bigger offices. The next focus will be around further office space and space for creative industry. Ongoing conversations with Stagecoach around future guided/prioritised bus routes which will progress, with the Southern Access. Exploring options with providers on increasing the frequency of bus service for Alconbury, Alconbury Weston and Stukeleys, in line with S106 commitments.

Discussions continue with DFT and Network Rail on rail service and station – no further updates at present. Job and Skills; Following a successful CITB funding application with partners, an onsite training hub will be in place March 2019. There will be a series of workshops for employers, trainers and community groups in order to get the scheme up and running. The training scheme aims to reduce the skills gap in construction and will engage long-term unemployed, ex-offenders and ex-forces but will be flexible to suit local interests.

Wider Planning, drop in sessions took place across December to share ideas and gather feedback on the next steps for Alconbury Weald, including Key Phase 1 Extension

The KP1 Extension will deliver sports pitches, secondary school, approx. 1000 homes and enterprise zone space. The secondary school is projected to open for 2022. The next stages also include the delivery of the Southern Access to the A141, and open up a new area of the site. This will also enable us to bring forward the Country Park. The Park is part of the Grange Farm area of the site and will potentially be almost as big as Hinchingsbrooke Country Park. The local plan includes an additional 1500 homes and we are exploring scenarios around this at Alconbury Weald. These scenarios were tested at public consultations and with Stukeleys Parish Council, and more sessions on this will be arranged in the future. Options include denser delivery of homes across the site, or in specific areas; turning some of the commercial space planned in future into more mixed use areas to enable housing to be included; and looking at areas of Grange Farm where homes could be bought forward adjacent to the infrastructure going in, but ensuring preservation in perpetuity of the Country Park area.

U&C are working through the feedback, and in discussion with statutory partners, and will bring back more developed plans to further exhibitions later in the Spring.

In response to questions about the health provision: The NHS decided not to put an early onsite provision in place. U&C made a financial contribution to local practice to provide for new residents in phase 1, with large health centre provision coming in in phase 2. U&C are revisiting conversation due to shared concerns around demand and capacity, and new timing is likely to be agreed.

8. Update on the Electric Vehicle Charging Workshop Councillors Johnson and Brawn attended the recent Electric Vehicle Workshops run by Cambridgeshire County Council. Cambridgeshire County Council are asking Parish Councils to assess the need for an electronic

vehicle charging point within their parish. The County Council is wanting to put a single planning application in for all the parish councils in the area to each have a public access charging point. The Government is providing a supplement with the Parish contribution to a "typical" illustration of a community EV chargepoint being around £512. This figure is comprised of 3 parts: 25% component of both the charger costs themselves (£187) and the installation costs (£125), together with a £200 component which is eligible for the grant support. These costs may vary depending on site circumstances. The next steps would be for the Parish Council to assess the need, this could be via the Parish Pump magazine, as the Pump deadline is close this would be in the format of a flyer being placed inside the magazine at distribution. An alternative method would be via a Survey Monkey questionnaire. The questionnaire link could be posted up on the village noticeboards and via "Next Door". Cllr Johnson will put together the 3-4 questions to be put to the public and forward to the Clerk. The Clerk will look in to the implications of a Survey Monkey. A deadline for requirements from the Parish Council to be with the County Council by May 2019.

9. Flood Management Updates. Cllr. Johnson has been in contact with the Atkins Flood Manager and will pass their contact details to Cllr Bodley who will in turn put them in touch with the village school to present the lego model for flood kit which demonstrates how flooding works. The next Alconbury Brook Flood Management Committee meeting is being held on Monday 4th February. With regards to the additional CCTV unit Cllr Johnson reported that he had met with Lorelie Hunt from the Environment Agency and set out our proposals. Lorelie undertook to raise with her team and will report back at the Flood Partnership meeting on 4 Feb. Cllr Johnson will be attending and will report back at the next meeting.

b) Installation of Flood Kit Store; the store will hopefully be installed this Saturday, 2nd February 2019, Cllrs. MacLennan, Tarabella and Johnson will be on site to install it.

10. Alconbury Sports & Social Club – Cllr. Bodley was unable to attend the recent committee meeting but Cllr Adams was able to report back under item number 11 below.

11. Alconbury Recreation Field Charity – Cllr Adams reported the ASSC committee met recently and reviewed its functions. The Christmas events including the children's Christmas party and New Year events had gone well and takings are steady. The funds from the Woolley Hill Wind Farm have not yet been spent due to more work required than expected to fit the cooker and hood. A second application is planned in order to complete this work. The Trustees are meeting next week to discuss a way forward. The state of Polecat Lane was also raised as this is responsible for treading quite a lot of dirt into the building

12. Community Orchard/Trees; Cllr Tarabella reported nothing pressing is required and the orchard is tidy. Pruning will be carried out before the next Council meeting.

13. Memorial Hall Cllr. Tarabella reported the latest meeting of the Hall Committee did not go ahead and is waiting to be re-scheduled. Cllr. Brawn proposed that she would be happy to be a 2nd representative for the Parish Council on the Memorial Hall Committee, this was seconded by Cllr MacLennan and therefore resolved to do so.

14. Bramble End Playground Cllr. MacLennan reported that the park is in good order with no immediate works required.

15. Youth Group; Cllr Adams reported the Group has had a good Christmas, at the recent Committee meeting all was well. Another Club Night will be going ahead this Friday 1st February.

16. What can the village do to provide support to the vulnerable and elderly; This item was covered under County Councillor reports, item number 6.

17. Police crime report The Clerk reported the following crime statistics from November;

1 x report of theft, on or near School Lane

1 x report of anti social behaviour – on or near Frummety Lane

1 x report of vehicle crime – on or near Sharps Lane

18. Alconbury Allotment Lease; The Deed of Variation has been received from the Solicitors dealing with the new Allotment lease. The Deed was signed by Cllrs. Bodley and MacLennan and witnessed by the Clerk, during the Council meeting. Cllr Brawn kindly offered to deliver the Deed back to the Solicitors the next day, on Wednesday 30th January.

19. Infrastructure report: (a) Churchyard. The Clerk received a request to install an additional litter bin by the Church. This item has been discussed at length at previous Parish Council meetings. It was decided that a litter bin will not be provided at this time as a suitable location cannot be found.

(b) Village Green. Unfortunately the HGV signs have not been installed by the New Year, as previously advised by Karen Lunn, being due to Karen awaiting the price from the contractor, Cambridgeshire County Council hopes to have the signs installed by the end of this financial year and apologised for the delay. The Clerk will agenda this item for the next meeting for ongoing discussions.

(c) Roads & footpaths. The Clerk received correspondence from Cambridgeshire County Council, that a small triangle of land at the end of Willow End is the responsibility of the Parish Council to maintain. Antony Abbs of Four Seasons, has agreed to maintain this area, for no extra charge to be included in his quotation of 18th January 2019. Whilst discussing the footpaths with Antony, he forwarded his quotation for the new year, (sent to Cllrs 21.01.19). The prices have remained the same and will continue to do so until 2021 as stated in Antonys quotations of 18th January 2019. Cllr. Bodley proposed the Council continue with the services of Four Seasons as per the existing contract for the areas- Village Green, Churchyard, Memorial Hall and Bramble End Playground, the village HDC cutting and CCC verge cutting, seconded by Cllr. MacLennan and unanimously agreed to do so. Before a decision can be made regarding the maintenance of the village footpaths, the Clerk will seek out a map containing the village footpaths and their numbering along with a village boundary map for discussion at the next meeting.

(d) General. The Clerk received a request from a villager for a salt bin to be placed near the school. After discussion the Clerk will look in to the necessary requirements for installing a salt bin and who can be responsible for carrying out the gritting of pathways and will report back.

20. To discuss installation of defibrillator/s; it was decided to defer this item until the next meeting, 26th February 2019.

21. Planning; Planning applications:

18/02658/HHFUL Single storey rear extension, 40 Field Close, Alconbury

Councillor Bodley proposed to make no observations either in favour or against the application, this proposal was seconded by Councillor Johnson, with all in agreement and therefore resolved to do so.

b) Update on previous applications.

18/0229/HHFUL – 2 storey front and rear extension, 40b School Lane, Alconbury – APPROVED

18/01536/REM – Reserved matters for 192 dwellings, Key phase 1 Alconbury Airfield – APPROVED

18/02499/REM – Reserved matters in respect of construction of new highway and re-use of existing runway/taxi way to form part of a link from the A141, Alconbury Weald – IN PROGRESS

18/01928/FUL – Installation of rainwater soakway, St Peters and St Pauls Church – IN PROGRESS

18/02223/REM – Application for approval of appearance, layout, landscaping and scale in respect of the construction of 189 homes, pocket park, associated highways, landscaping and ancillary works, parcel 5 Alconbury Weald – IN PROGRESS

18/02275/REM – Reserved matters in respect of the construction of a new highway to form a link from the A141 to Key Phase 1 and all associated works. Land west of the East Coast Mainline Railway and work of Spittals Way - IN PROGRESS

18/01217/FUL - The erection of a building to accommodate the HQ and Air Ambulance Station for Magpas, including hangar and garaging space for a helicopter and emergency vehicles. With associated landscaping, car parking and boundary treatment with access from Ermine Street – IN PROGRESS

18/01577/REM - Submission of reserved matters (appearance, access, landscaping, layout and scale) in respect of the construction of a new roundabout from the A141 including drainage, landscaping and associated works.- IN PROGRESS

18/00707/FUL - Alconbury Services Rusts Lane Alconbury Huntingdon PE28 4WD Demolition of motel, services and petrol filling station and change of use from lorry park, motel, services and petrol filling station, to lorry park, incorporating container transshipment storage (within the existing lorry park) and erection of office building with associated car parking and replacement lighting – IN PROGRESS

17/02343/FUL - Land Adjacent 9 Rusts Lane Alconbury AMENDED PROPOSAL/PLANS Retention of access/driveway to 9 Rusts Lane and erection of a 2-bed bungalow – IN PROGRESS

c)Update on the Huntingdonshire Local Plan

The latest consultation with modifications went out before Christmas with a deadline for comments the 31st December, this was forwarded to the Councillors for comments. This consultation will run from 10th December 2018 to the 29th January 2019.

22. Financial report.

a) The Clerk presented 4 payments, one being the Clerks wages and expenses for December 2018, leaving 3 cheques for signature. Cllr Bodley proposed retrospective approval of item (1) and approval of payment of items (2) to (4). Seconded by Cllr. Adams and unanimously agreed.

1) Ms.C.Copley, wages and expenses for December 2018	£775.50
2) Mr. & Mrs. D. Ayres, allotment annual rent.	£1200.00
3) Ms C Copley, wages and expenses for January 2019	£692.80
4) AskIT, 2 year Domain renewal for Alconbury PC	£240.00

b) A copy of the receipts and payments and bank reconciliation was handed to each councillor. Cllr. Bodley confirmed that the balance in the bank account was correct as shown on the reconciliation.

c) Monies received in the sum of £1000 from the Alconbury Allotment and Gardens Association

23. Correspondence; forwarded to Councillors

a) IHMC – Various Roadworks and Events Bulletins – November – January 2019

b) A14 – Various Road Closure announcements November – January 2019

c) CAPALC – Various updates and announcements

d) NALC – Various updates and announcements

e) 29.11.18 - Cambridgeshire Local Councils Conference 2018 – Links and Presentation slides

f) 29.11.18 – CAPALC – NALC Funding and Grants Bulletin

g) 30.11.18 – Hunts DC, slides from Town and Parish Forum

h) 03.12.18 - NALC Spring Conference invitation

i) 03.12.18 – Highways Events Diary

j) 04.12.18 – Introduction email from Troy Planning, Neighbourhood Planning Support services

k) 07.12.18 – Reunite Foundation, recruiting executive board members

l) December – Various NALC and CAPALC bulletins and updates

m) 07.12.18 – Anglian Water, notice of road closures for connection works to Alconbury Weald

n) 11.12.18 – CAPALC AGM minutes

o) 14.12.18 – NALC – CEO Bulletin and payscales 2019

- p) 14.12.18 – Highways England, Annual Communications Survey
- q) 14.12.18 – Cambs CC, Winter Health Packs now available
- r) 14.12.18 - NALC Spring Conference 2019, National Awards Ceremony, London 11th February 2019
- s) 17.12.18 – Passenger Transport, Changes to Bus service
- t) 19.12.18 – Webmaster enquiry from a previous village resident offering old photographs of the village
- u) January – Various NALC and CAPALC bulletins and updates
- v) 03.01.19 – Introduction email from Pro Edge Engineering (privately funded highway improvements)
- w) 03.01.18 – Cambs CC information from recent Electric Vehicle Charging Units workshop
- x) 08.01.19 – NALC, Invitation to Buckingham Palace Garden Party, May 2019, and criteria
- y) 08.01.19 – CCC, seeking views on County Council Business Planning, questionnaire
- z) 10.01.19 – Woolley Hill Wind Farm, reminder of deadlines for applications for funding as 1st February and 1st August 2019.
- aa) 10.01.19 – Hunts Forum Annual Conference and AGM (anyone going?) , 26th February 2019, Woodgreen Animal Shelter from 1.30pm
- bb) 18.12.19 – Tour of Cambridge, Community Pack
- cc) 21.01.19 – Selectra UK, rolling out of free smart meters to all households, request to put information on to the Parish website etc (Parish Pump)?
- dd) 21.01.19 – NALC Study Tour, 10th – 11th June 2019, Bishops Stortford
- ee) 21.01.19 – Curtin and Co – on behalf of HDC, Hold the Date – 5th March 2019 – Free Future Mobility and Energy Seminar
- ff) 22.01.19 – CCC - (Reminder) Views sought on County Council business planning
- gg) 22.01.19 – Request from a member of the village for an update on Crown Gardens
- hh) 25.01.19 - Outreach Code of Conduct Training - Somersham Parish Council
- ii) 24.01.19 – IHMC - A1(M) J17, A605 and B1514 closures this weekend
- jj) 25.01.19 – Highways England - A14 Cambridge to Huntingdon improvement scheme – update
- kk) 28.01.19 – Highways England - Planned road closures w/c 28 January - A14 Cambridge to Huntingdon improvement scheme

ll) 29.01.19 – Sonya Fitt, Luminus. Provided a short update on the position of Crown Gardens. Due to the short notice of this item the Clerk was unable to table the update in to the agenda but due to the importance of this matter it was decided to place the item under correspondence. The update was received on the 29th January, the day of the Parish Council meeting despite the Clerks requests for information sooner. The email from Sonya was read out to Councillors and Cllr Bodley will be responding to Sonya accordingly. The email from Sonya Fitt of Luminus reads as follows;

“Following on from the Parish Council Meeting we attended to discuss plans for Crown Gardens, I confirm that the five residents of Crown Gardens have now moved into their new homes. Luminus staff worked closely with the residents to help them select a new home and arrange the removals. Luminus paid for the removals and each resident received a Homeless payment. We will continue to support these residents and check that they are settled in their new homes.

Huntingdonshire District Council has confirmed that our redevelopment proposal does not need full planning permission because there will be no material change in the use of the building, and no external alterations. Luminus will submit some additional papers to the Local Planning Authority, before the project commences.

Decommissioning of the building has begun and residents nearby may see contractors on site over the next few weeks.

To ensure the local community is kept up to speed, we would like to take you up on your kind offer to place an article in the next local newsletter and will be in touch with the Editor in due course.

24. New agenda items for the next meeting; Village litter pick carried out as part of the Duke of Edinburgh Scheme

25. Date of the next meeting – Tuesday 26th February 2019, 7.30pm, Alconbury Memorial Hall

Meeting closed at 10.45pm

Signed.....

Date.....