

**Minutes of the meeting of Alconbury Parish Council  
held on Tuesday 26<sup>th</sup> March 2019 at Alconbury Memorial Hall.**

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

Also present: Mr I Gardener (County Councillor) and 1 parishioners.

Public Open Forum: A member of the public presented several concerns to the Chairman, the first being the condition of the road surfaces on the A14 spur road and Ermine Street roundabout, and the same at the bottom of the hill at Rusts Lane, being a long deep (4") groove in the road possibly caused by heavy good vehicles. The resident has registered the concerns via the online reporting tool on Cambridgeshire County Councils website, but the report pin has since been changed to green indicating that the works have been completed, but upon inspection this is not the case. The other area of concern relates to a large mass of concrete placed along byway 71, that runs from Alconbury to Stukeley along the side of the A14. The Clerk agreed to contact the Highways Officer in relation to this matter. The member of public was thanked and asked to continue to report their concerns regarding these matters via the County Council.

1. Apologies for absence:  
Councillors Gilbert (previous engagement) and Johnson (previous engagement)
2. Declaration of Interests:  
Councillor Gunney declared an interest in item number 10, being trustee of the Alconbury Recreation Field Charity, and Councillor Tarabella expressing an interest in item number 12, being a trustee of the Memorial Hall.
3. To Approve and Sign the Minutes of Last Meeting 29<sup>th</sup> January 2019 and 26<sup>th</sup> February 2019:  
Councillor Tarabella proposed the minutes be approved and signed by the Chairman as correct with no changes, seconded by Councillor Brawn, unanimously agreed and therefore **resolved** to do so.
4. Electric Vehicle Charging Points presentation from Emily Bolton and colleague of Cambridgeshire County Council. A period of change has begun in how we power our motor vehicles. Government objectives state that by 2050 most cars and vans will be zero-emission. This means a shift in electric vehicles. Many homes across the UK do not have access to off street parking in which they can charge an electric vehicle. The scheme aims to ameliorate this barrier with grant funding available. Parish Councils are being asked to help support the programme by establishing the need for public charge points within the village. The Parish Council voted unanimously are undertaking a survey of the village to establish the requirement for a chargepoint, in their meeting of 29<sup>th</sup> January 2019 (*minute reference 8*). The survey can be completed via the following link <https://www.surveymonkey.co.uk/r/TCTHYT6> The next steps are to undertake the survey, this will run to the end of May 2019 with a second workshop in June 2019 when greater information will be established once the survey results are received.
5. Councillor Vacancy. The Clerk has received the resignation from Councillor Adams, this now brings the total number of vacancies to 5. Councillors will actively seek to fill the vacancies and notices of the vacancy will be placed on the notice board, Parish Pump and other social networks. Councillor Adams has been a long serving member of the Parish Council and will be very much missed by her colleagues. The Clerk requested volunteers to take up Councillor Adams responsibilities; Councillor Gunney will become the fourth bank signatory and will report back to meetings on the Alconbury Recreation Field Charity. Councillor Gunney will also place relevant notices on the noticeboard for the Council. Councillor Bodley will contact Mrs Adams to discuss the requirements for the Youth Group reporting.

6. Reports from District and County Councillors; County Councillor Gardener reported as follows; Alconbury Weald - The Commercial & Investments Committee gave approval for the submission of a Planning Application for the New Civic Hub. A planning application will be submitted in April and it is anticipated approval will be obtained in July, with building works commencing in November of this year. This decision marks a significant and exciting step in the County Councils 2020 programme. The Project remains on time and on budget.

At Full Council last week, the County Council agreed a plastics strategy which is aimed at reducing the Council's use of single use plastic. The strategy covers 4 themes:-

Getting our own house in order – Actions to address the Councils internal use of single use plastics.

Working with suppliers and contractors – As a Council we can influence the supply chain provision of goods and services through setting standards on plastics via procurement. Helping raise awareness across Cambridgeshire – The Council is a member of various partnerships, putting the council in a unique position to use these relationships to influence and encourage action on plastic waste.

Enabling Cambridgeshire to take action – As a waste disposal authority, the council works closely with waste collection authorities to enable households to manage their waste sustainably. The County Council has agreed to pay as a minimum the Real Living Wage of £9 per hour as recommended by The Living Wage Foundation to everyone.

Councillor Gardener attend the East- West Rail exhibition at the Priory Centre in St Neots , there are 5 proposed routes, for the line between Bedford & Cambridge. The County Council's Economy & Environment Committee supported Route A which is via Sandy & Bassingbourn. This is also East-West Rails preferred route so that it does not conflict with the Mayor (Combined Authority's) Cam Metro which is coming out to Cambourne & St Neots.

Highways England have announced that the preferred route for the A428 between the Black Cat and the Caxton Gibbet is the Orange Route, which has an access into St Neots near Wintringham Park and Option C is the preferred junction arrangement at the Black Cat, with a continuous flow of traffic in each direction ie the A1 & A428.

District Councillor White was unable to attend the meeting this evening and forwarded the following report;

Crown Gardens - This is proceeding. I've registered my disappointment at the dire lack of communication and willingness to engage by Luminus.

A1 Northbound - Now open with no speed restrictions.

East West Rail Link - This project, to link Oxford with Cambridge, is at the route consultation stage. HDC have recommended a route that takes in Bedford North, St Neots and follows the A428. This will unlock millions of pounds of investment in the south of the District. Notably, if approved, this will accelerate the Alconbury Weald Station option and make it easy and quick to access locations east/west from Alconbury.

Third River Crossing - The Mayor of Peterborough and Cambridgeshire has put the A141 improvement and a river crossing (most likely near the Harford BP roundabout) on his list of priorities to deliver. The bridge alone is expected to cost £200-250M. Again, likely to unlock millions of pounds of future investment, not just in Huntingdon but in neighbouring eastern Districts. The 3rd river crossing was a key requirement of the RAF Wyton site and other site developments.

Local Plan - The Inspectors amendments will be discussed at a Council meeting in May. There is every likelihood that the Local Plan will receive approval in the next few months. This is good news, as the proposed Alconbury development is unlikely to be considered in the period of 'tilted balance' before the LP is approved.

7. Update on Repurposing of Crown Gardens; A letter from Simon Leher, Communications Manager of Luminus Group has been hand delivered to residents, and forwarded to the Clerk, who live in the vicinity of Crown Gardens informing them of their plans for the building. Councillor Bodley has written to both Sonya Fitt of Luminus requesting an explanation as to why they believe planning permission is not required for the external works to Crown Gardens. Councillor Bodley engaged District Councillor White to look in to the rationale behind the planning decision, no further update has been received, see Councillor Whites report above, (*minute point 6b*). To this end Councillor

Bodley has written to local MP Jonathan Djanogly stating the concerns regarding the site, Mr Djanogly has replied that he is awaiting a meeting with the Managing Director of Luminus. The Clerk has received entry details for the grass cutting company to enable access to the gardens and has forwarded these to Four Seasons for their attention.

8. Flood Management Updates; Unable to receive any updates due to Councillors Gilbert and Johnsons absence. The Clerk requested a figure for the Flood Store and equipment to be agreed to enable the insurance of the items. Councillor Bodley proposed the store itself be insured along with the contents for the purchase price of both, this was seconded by Councillor Tarabella, with all in favour and **resolved** to do so. The Clerk will arrange the relevant cover.
9. Alconbury Sports & Social Club: Councillor Gunney reported the last 3 months following Christmas, have been quiet but from the Trustees point of view they have been busy with the installation of a new electric, 6 ring electric cooker, which is being used already. Two trustees have recently attended a course run by the Woolley Hill Wind Farm on how to complete grant applications.
10. Alconbury Recreation Field Charity: Councillor Gunney reported nothing new from the Charity and that all was well.
11. Community Orchard/Trees: Councillor Tarabella reported no tree works required this month
12. Memorial Hall: No meeting has been held since the previous Parish Council meeting. A new website is currently under development to combine hall bookings with general hall information.
13. Bramble End Playground; Councillor MacLennan reported all is well at the play park and the helicopter could benefit from a coat of paint. Councillor MacLennan proposed that Councillor Gunney approach the Recreation Field Charity for any surplus supplies of red paint that could be made available, with the Parish Council making a contribution towards the costs, this was seconded by Councillor Bodley, with all in favour it was **resolved** to do so.
14. Youth Group: No report due to absence of Councillor Adams.
15. Urban and Civic Joint Meeting Update; The Clerk and Councillor Gunney attended the latest meeting of the Urban and Civic Joint meeting on Tuesday 19<sup>th</sup> March 2019. The main focus since the last meeting is looking in to areas for further development to meet the need for a further 1.5k houses. Key Phase 1 expanding from 879 homes to 1900 homes. We will see planning extension applications being tweaked to pick up new areas that need to be added to.  
Housing – 200 households have moved in to their properties. Householders are meeting expectations. Morris and Redrow homes shared housing element hoped for later this year.  
School – 112 pupils have registered, some classes are now full.  
House Builds - Hopkins – 6 units remaining, with sales going slowly. Morris are 50% through their focus. Civic Living First homeowners expected to move in early April. It is expected the type of residents to be first time buyers, professional couples and an element of people downsizing. Next Phase, Parcel 6 – Crest Nicholson – mobilising infrastructure before starting. Parcel 7 – House builders coming in to the area, discussions are ongoing.  
Community Building – The cricket pavilion and community building are at the 3<sup>rd</sup> phase of planning. An inaugural cricket match is planned this summer followed by some ladies cricket.  
Incubator 2 – Almost full. Incubator - Working well and looking at an incubator 3 along with marketing creative cluster.  
Key Phase 1 - Expansion area, Enterprise Zone mixed use parcel of small scale office creative, smaller office space such as digital imagery. Currently working on a retail strategy such as where in the market that unit will be required (no chip shop next to the school) and where it fits in with Huntingdon town centre. The units expected to be small stores, local names, of around 200 sqm

each, the site totals 1600 sqm of retail in a number of locations across Key Phase 1, such as soft play, family services related. A community group is being set up between the Police/Fire and emergency services, considering the addition of local parish councillors. Stay and play groups are being organised, community support groups and outreach family work also. Bus Access – Discussions with the combined authority regarding a Mayors Metro, meeting was held to discuss how the carriages would work (guided bus but with rubber wheels and additional carriages to enable it to run on road). The original plan was to have a guided bus station hub linked in to the local bus service and the opportunity to feed in to other bus routes to come up to the “hub”. Stagecoach and metro has changed and looking at how that applies, discussions are ongoing.

A meeting will be held with the Public Transport Manager of Cambridgeshire County Council to look at timetables to see if they will work and linking services. The point was raised regarding the limited bus services in the villages and what remains to fit in. Ongoing discussions with Stagecoach regarding the busway and the Combined Authority on the Metro. Bus stops will be placed at Swinford Road (near Primary School) and Boulevard. Railway Station – no news yet but hoping to have completion for May 2021.

Secondary and Special Needs Schools - Urban and Civic are working with Educational partners to highlight a site to enable capacity (from increased house builds). At the moment the plan is for an 8 form entry, 9 hectares are provisionally reserved but potential additional land is required should the school need to be bigger.

Infrastructure - An application has been made to the Planning Authority for the 3<sup>rd</sup> in a series of 3 applications regarding the A141 roundabout, Key Phase 1 expansion connection, to move traffic off Ermine Street, there are ongoing technical issues such as line of vision, gas main, sways and linking to the A141. Link road and A141 application are in, funded studies, just waiting.

2036 Local Plan – The modifications are being consulted on and waiting for the final letter from the Inspector, depending on when that letter arrives, but it is hopeful the Plan will be ready to adopt on May.

Country Park - Conversations are ongoing with the Stukeleys regarding the Country Park. More workshops are being held and discussions around how the additional 1500 homes will sit within the Weald, there is potential for some homes to be built on one green area. Further exhibitions are being held at the Weald in May, dates to be confirmed, with the invitation to visit the Parish Councils, or the Parish Councils visit the Weald, along with parishioners. Councillor Bodley proposed the Clerk initially arrange a visit of the Weald for the Councillors along with a Q&A session afterwards, this was seconded by Councillor MacLennan with all in favour and **resolved** to do so.

16. Police crime report; The January 2019 crime report showed 6 reports of crime within Alconbury
17. Alconbury Allotment Lease; The Tenancy Agreement between Alconbury Parish Council and Alconbury Allotment and Gardeners Association has been prepared and was duly signed by Councillor Bodley and witness by the Clerk. The Clerk will arrange for the signed agreement to be forwarded to the Chairman of the Allotment Association for signature. Once the agreement is signed and returned back to the Clerk for storage and the remaining £200 rent is paid to the Parish Council the matter should be completed.
18. To discuss installation of defibrillator/s; Councillor Bodley will contact the pharmacy to establish if a defibrillator is to be installed there.
19. Infrastructure Report
  - a) Churchyard. A Churchyard tidy has been arranged for the 6<sup>th</sup> April 2019 and a request has been made from the Churchwarden for the Parish Council to assist with the costs of a skip. Councillor MacLennan proposed the Parish Council contribute £200 towards this item which was seconded by Councillor Brawn, with all in favour it was **resolved** to do so. The Clerk will liaise with the Churchwarden to arrange the payment.

- b) Village Green. Councillor Brawn proposed a village litter pick be arranged with the kind offer of help from Councillor MacLennan and the Duke of Edinburgh pupils, this was seconded by Councillor MacLennan and with all in favour **resolved** to do so. The Clerk will liaise with Councillor MacLennan over suitable dates.
- c) Roads and footpaths. The Clerk recently met with the Rights of Way Officer regarding the correct route of the footpath around the allotments. It was established, and is clearly marked, the route is taken around the perimeter of the allotments and along the tree line, as shown on the public rights of way. The Rights of Way Officer confirmed they will instruct necessary clean up works to the footpath, as it is currently overgrown, once any historical issues are explored as to why the footpath is not being used. The Clerk confirmed a clean up team has been requested to attend the footpath at Rusts Lane. Councillor Gunney confirmed this has not been carried out yet, it is thought that this might be because recent gas mains works had been carried out at the Elm End section of the footpath. These works have resulted in vehicle damage to the pathway, a bollard is in place. Councillor Gunney has been in conversation with the gas company who have assured him the repairs to the damage caused by themselves will be carried out. An invitation to attend a meeting with Highways England regarding the A14 Legacy Fund and discuss possible funding for traffic calming projects within the village, Councillor Bodley proposed the meeting should be attended and sought a volunteer, Councillor Brawn seconded the proposal and agreed to attend the meeting, with all in favour and **resolved** to do so, Councillor Brawn will report back at the next meeting.
- d) General. Following discussions Councillor Tarabella proposed the Clerk is to establish costs for the installation of, and regular collection by, Huntingdonshire District Council, of a new litter bin at the end of Polecat Lane where it meets the footpath, this was seconded by Councillor Brawn, with all in favour and therefore **resolved** to do so. The Clerk will report back in due course.

#### 20. Parish Council Meeting Schedule

Following discussions Councillor MacLennan proposed the Parish Council no longer hold a meeting in August and reinstate a meeting mid-December. The proposal was seconded by Councillor Bodley, with all in favour and therefore **resolved** to do so. To ensure parishioners are aware of the changes the updated list of meetings will be decided in the Annual Meeting of the Parish Council, following the meeting they will be placed on the website and noticeboard. Councillor Bodley proposed the Annual Parish Meeting and Annual Meeting of the Parish Council both be held on the evening of the 21<sup>st</sup> May 2019, from 7pm in the Memorial Hall, seconded by Councillor MacLennan and with all in favour it was **resolved** to do so. The Clerk will liaise with all relevant parties to gather their attendance, or reports should they not be available on the night to attend in person.

#### 21. Planning applications:

18/02223/REM Application for approval of appearance, layout, landscaping and scale – 189 homes, pocket park, associated highways, landscaping and ancillary works – Parcel 5 Senliz Rd, Alconbury Weald. Councillor MacLennan proposed no observations be made regarding the application, seconded by Councillor Tarabella, with all in favour and **resolved** to do so.

19/00528/FUL Construction of a 3 bed chalet bungalow, Land south of 22 and 24 School Lane. Councillor Bodley proposed no observations either in favour or against the application be made, seconded by Councillor Tarabella with all in favour and therefore **resolved** to do so.

19/00569/REM Submission of reserved matter in respect of construction of surface water drainage and attenuation infrastructure, a new highway section, re-use of existing runway/taxiway and all associated works, Alconbury Weald/Ermine St, Little Stukeley

Conditional information for 12/01158/OUT Amended key phase 1 condition 10. Amended key phase framework a) design code b) Indicative Sequencing Plan c) Archaeological Investigation d) School Site Plan e) Key Phase Transport Assessment f) Key Phase Travel Plan and Mitigation Strategy g) Delivery Plan h) Site Wide Strategy Supplements (Water, Ecology and Code of Construction Practice and i) Sustainability Statement. Councillor MacLennan proposed no

observations for or against the application be made, seconded by Councillor Tarabella with all in favour and **resolved** to do so.

b) Update on previous applications.

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

## 22. Financial Report

a) The Clerk presented the following 4 payment of outstanding debts. Councillor Bodley proposed approval of payment of items 1 to 5 seconded by Councillor MacLennan and unanimously **resolved** to do so.

1. Ms C Copley,	Clerks wages and expenses for February	£673.14
2. Ms C Copley,	Clerks wages and expenses for March	£631.10
3. SR Howell & Co	Charges relating to supply of monthly payroll	£ 60.00
4. Roythornes	Works relating to extension of Alconbury Allotment lease	£595.00

b) Current position - 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. The Clerk confirmed receipt of VAT Reclaim totalling £878.46 was received in to the bank on the 28<sup>th</sup> February 2019.

c) Internal audit arrangements – Councillor Bodley proposed that the internal audit should be carried out by Brian Cox & Co. Seconded by Councillor Brawn and unanimously **resolved** to do so.

d) The Clerk requested that S R Howell, the payroll provider for the Parish Council, complete the Councils pension re-declaration requirements for the sum of £50 + VAT. Councillor Bodley proposed this arrangement be agreed, seconded by Councillor Brawn with all in favour and **resolved** to do so.

e) The Clerk informed the Council that she had received from Huntingdonshire District Council, confirmation of the Precept requirements 2019/20

## 23. Correspondence

a) 04.03.19 Cambs County Council - Please tell us about local initiatives that support older people to socialise with others questionnaire

b) 04.03.19 Cambs County Council - Local Validation List Consultation 2019

- c) 05.03.19 Calor Rural Community Fund - Win £5,000 for your community
- d) 06.03.19 Ebenezer Scroodge - A Christmas Carol on Tour (looking for donations of circa £300 from PCs to host the event)
- e) 07.03.19 Neighbourhood Alert - PcsO Blog - Alconbury Ward 07/03/2019
- f) 08.03.19 Alconbury Parish Council Website Request – Request for calendar of events in the village
- g) 08.03.19 Neighbourhood Watch – Confirmation of Village Fete 13.07.19 2pm on the Village Green and request to close Brookside to traffic (copies of relevant insurances will be forwarded to the Clerk)
- h) 09.03.19 Alconbury Parish Council Website Request – Request for Parish Pump contact details
- i) 12.03.19 Passenger Transport – Changes to bus service number 32
- j) 14.03.19 Huntingdonshire District Council - Town/Parish Forum 26th March 2019
- k) 14.03.19 Amey - Alconbury Local Liaison Forum Monday 18th March @6pm Upton Village Hall – A Welsh attended previously (request for future dates)
- l) 14.03.19 Peterborough City and Cambridgeshire CC - Cambridgeshire and Peterborough Minerals and Waste Local Plan  
Further Draft Consultation - 15 March 2019 to 25 April 2019
- m) 18.03.19 Cambridgeshire CC - Cambridgeshire Matters - March 2019  
Various regular updates and newsletters from SLCC, NALC, CAPALC, IHMC and Highways England

Date of the next meeting – Tuesday 30<sup>th</sup> April 2019, 7.30pm, Alconbury Memorial Hall

Meeting closed at 22.40

Signed.....

Date.....