

**Minutes of the meeting of Alconbury Parish Council
held on Tuesday 27th November 2018 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, Mrs T. Gilbert

Also present: Mrs. D. Benham (Clerk), Ms C Copley (new Clerk), Mr J White (District Councillor) and 11 parishioners.

Guests; Sonya Fitt, Neighbourhood Services Manager, Luminus and Mr Jon Collen, Housing Needs Manager, Huntingdonshire District Council

Public Open Forum: Parishioners wishing to address concerns over the repurposing of Crown Gardens were given the opportunity to speak during item number 5 on the agenda. Therefore the Chairman asked for any questions relating to matters other than Crown Gardens. A parishioner present wished to further discuss pollution levels with a member of the Highways England team that attended the last meeting 30th October. It was pointed out that the open forum section of the agenda is not minuted verbatim but the Clerk would put the parishioner in touch with Highways England directly to address the concerns.

1. Apologies for absence: Mr S Tarabella (attending the Council Forum) Mrs. L. Grainger (personal) County Cllr. I. Gardener (personal)

2. Declaration of Interests: Cllr. Gunney and Cllr. Adams declared an interest in items 10 and 19 (payments 4 and 7), being trustees of the Alconbury Recreation Field Charity. Cllr MacLennan declared an interest in item number 18a planning application 18/02289/HHFUL due to being a relative of someone living near the site.

3. Councillor Vacancy and Election of Vice-Chair

a. The statutory period for electors to request an election to fill the vacancy on the Council, due to the resignation of Cllr. Aylott, has now passed without such a request having been made. Therefore, the Council can now make the necessary arrangements to co-opt to fill the vacancy.

b. The Clerk announced the resignation of Cllr. Welsh, therefore the position of Vice Chair has now become available. Cllr. Bodley proposed that Cllr. Gilbert be nominated for the position, which was seconded by Cllr. MacLennan and unanimously resolved to do so. The Clerk requested volunteers to take up Mr Welsh's responsibilities; Cllr. MacLennan will attend the Woolley Hill Wind Farm Committee meetings with Cambs Community Foundation and Cllr. Adams will replace Mr Welsh as a trustee on the Memorial Hall Committee. The Clerk has informed Huntingdonshire District Council (HDC) and a Notice of Vacancy has been placed on the noticeboard. HDC will advise once the statutory 14 days are up and the Parish Council will then be able to co-opt.

4. To approve and sign the minutes of the last meeting held on 30th October 2018: Cllr. Johnson proposed to approve the minutes of the the previous meeting held on the 30th October, seconded by Cllr. Brawn and resolved to do so.

5. Repurposing of Crown Gardens; Sonya Fitt of Luminus and Jon Collen of HDC in attendance. Sonya Fitt and Jon Collen introduced themselves, explained their roles within Luminus and HDC and outlined the plans for repurposing Crown Gardens. Sonya Fitt explained that for some time, Luminus had been unable to attract sufficient numbers of elderly residents to the existing accommodation, in order for it to remain financially viable. The decision had therefore been taken to close the facility and the remaining residents were being offered accommodation elsewhere in the

district. Jon Collen explained that HDC were struggling to provide short term accommodation to local people who had found themselves homeless, most typically because they had lost their private rented accommodation. The plan was therefore to carry out internal alterations to reduce the number of units from 28 to 22 and provide more spacious accommodation suitable for singles, couples and families on 6-12 month lets, whilst HDC sought to provide them with permanent accommodation. Communal areas and a laundry will be provided. In this way, Crown Gardens could be fully occupied and provide sufficient rental income to be financially viable. Luminus have employed a planning consultant to draw up final plans and ascertain whether planning permission is required for the internal alterations. Luminus will provide an on-site Support Officer from 9am to 5pm who will also be able to address any concerns from local residents, and an overnight "concierge" from 9pm to 6am.

Councillors asked Luminus to explain why the repurposing, which would cost a considerable amount of money that would need to be recovered, would be financially better than it remaining as is. Sonya Fitt explained that once converted, the units would be occupied and they would be able to charge a higher rent, although still less than market rates, and that they expected to be able to recover the costs of the building work in the short/medium term. The lets were intended to be for 6 months and then residents would either move to permanent social housing or able to support themselves in private rental properties. Cllr. MacLennen asked about transport and schooling. Jon Collen advised that potential residents would have their needs assessed before being placed at Crown Gardens. Some residents may be working, others may be on benefits. Some may have their own transport, others may use the Community bus or the Guided Bus which stops at the top of Rusts Lane. Some children may continue to go to the school they were attending before becoming homeless, others may wish to go to Alconbury School, which currently has places available.

Parishioners raised concerns about potential public safety issues, increased noise levels and anti-social behaviour. Sonya Fitt gave assurances that Luminus had robust management systems in place and that the Support Officer on site would deal with any incidences firmly and quickly. Parishioners will be able to approach the Support Officer directly regarding any issues that arise. A parishioner asked about plans to convert a grass verge near to 7 High Street into additional parking. Sonya Fitt advised that this work would probably require planning permission and if so, residents living in adjacent properties would receive notification from HDC and be able to comment in the usual way. The same parishioner raised concerns about the effect that the changes will make to the value of his home and to his ability to sell his property in the future.

District Cllr. White asked Sonya Fitt and Jon Collen for a commitment to hold a public consultation before the final decision is made. Sonya Fitt said she was unable to make that commitment but that she would pass the request on to her Director. Parish Council Chairman to follow this up.

6. Reports from District and County Councillors; no reports received from County Councillor Gardener (apologies). Cllr. White updated the Council on the status of the Local Plan 2036. The result of the inspectors report removing Alconbury as a service centre as the Inspector says it is not necessary. The Local Plan will be amended and put out for consultation in January 2019 with the hope that the Plan will be in place for May 2019.

7. Alconbury Brook Flood Management Partnership Group and Community Emergency Plan;

a) Cllr. Gilbert confirmed the plan is in draft format. Cllr. Johnson attended the Cambs. Local Councils Conference on the 23rd November to present the Flood Plan. Reports of flooding at Rusts Lane due to one of the pumps being down and UK Power Networks have been in contact with the local land owner to arrange cleaning of the drains, due to them being silted up, the works are due to be carried out on Friday 30th November. The Environment Agency have been seen around the village clearing overhanging trees along the brook. Cllr. Johnson will be meeting with Lorelie Hunt from the Environment Agency to discuss the placing of a CCTV camera on Mill Road

b) The storage unit has not been received yet. Once the unit is in place, and the items secured inside the unit, the Clerk will arrange for the items to be added to the Council insurance policy.

8. Update on Alconbury Weald; No updates for this month. The Clerk and Cllr. Gunney are due to attend the joint meeting with Urban and Civic on the 22nd January 2019.

9. Alconbury Sports and Social Club: Cllr. Bodley reported the Glynn's Fund are considering moving the defibrillator. The Club continues to have a good month from events organised with lots more to come

10. Alconbury Recreation Field Charity: Cllr. Adams reported the fireworks event was a great success and well attended. The official opening of the gym equipment installed in memory of Professor Bob Berrington was held on the afternoon of the 11th November and was attended by members of Prof. Berrington's family. A new cooker is being purchased using a grant received from the Woolley Hill Wind Farm Trust. Future fundraising events include :Childrens Christmas Party on 15th December and a Family Christmas Party on the 22nd December, New Years Eve Party on the 31st December and Live Music on the 26th January at 8pm. Cllr. Gunney was pleased to report that the lounge area will be refurbished, from an advance of money received from the new brewery, Marsden. The next Committee meeting is Monday 3rd December 7.30pm.

11. Community Orchard – Nothing to report in Cllr. Tarabellas absence

12. Memorial Hall –Nothing to report in Cllr. Tarabellas absence

13. Bramble End Playground; Cllr. MacLennan inspected the playground and reported that the Monkey Bars are slightly loose at one end, but still operational with no works required.

14. Youth Group; Cllr. Adams reported at the last club night decorations for the entry in the Christmas Tree Festival were made . On Friday 7th December there will be a Christmas party night with a magician. Cllr. Gilbert suggested a CPR talk/demonstration for the children at a future club night.

15. Police Crime Report; The Clerk reported 5 crimes around the village in the month of September

16. Infrastructure Report;

a) The Clerk confirmed the Church will contact the Clerk when it is necessary to carry out a clean up, the Clerk will request a volunteer to source a skip and working party to carry out the works.

b) Village Green; The Clerk received confirmation from Karen Lunn of HDC that the HGV signs should be in place by the end of this year.

c) Roads and Footpaths; An application to extinguish part of public footpath number 2 was received from Cambridgeshire County Council, Definitive Map Officer James Stringer. The County Council is proposing to make a Definitive Map Modification Order to record a public footpath between public footpath number 2 Alconbury and Rusts Lane. The application is intended on the basis that there is an alternative urban footpath available nearby which is currently being used. The Clerk did not receive any comments from the Parish Council and therefore no representation will be made. Joe Hudson of HDC, Local Highways Officer, has been out and cut back the vegetation on Footpath No.2. He has also sent out letters to homeowners informing them of their responsibilities to cut back vegetation, but it has come to light that some residents along Elm End have received letters by mistake and in fact the letters should only have gone to the Coulson Way residents. The Clerk will contact Mr Hudson and inform him of this error.

The Clerk has sought to confirm the footpaths adjacent to the allotments as requested in the meeting of 30th October. Some confusion remains around the exact path of the public right of way, therefore the Clerk will arrange a site visit with the Public Rights of Way Officer at the County Council, to attempt to resolve the matter.

d) General; A request from Mr Welsh to discuss concerns that trucks are parking overnight in the Memorial Hall car park and one parked at the end of Manor Lane. Mr Welsh has reported the matter to PCSO Emma Clark. Whilst this is not a Parish Council matter, Cllr. Adams will raise the issue at the next Memorial Hall Committee meeting. Cllr. Bodley confirmed the matter has also been included in the Parish Pump encouraging residents to report any such matters to the Police. Funds of £288 have been received from the Parish Council insurers against the claim to the damaged Village sign and salt bin. Once the salt bin is empty, hopefully after the winter, the Clerk will arrange to purchase the replacement.

17. Traffic Calming Measures; Cllr Bodley raised the question of the possibility of installing traffic calming measures up the slip road from the A14, the roundabout and then entrance into Alconbury down the Great North Road. Highways England hinted at the possibility of funds being made available after the A14 works are completed circa 2020, should any traffic calming works be deemed necessary. In the meantime evidence will need to be collated in order to support any claim for funds. Whilst in the short term, an application can be made to the Local Highways Initiative scheme, the grant funding is capped at £10,000 which may not be enough to fund the required works. It was therefore agreed to defer the item to the New Year for further consideration.

18. Planning

a) Planning applications:

18/02289/HHFUL, Two storey front to rear side extension, 40b School Lane, Alconbury. Cllr MacLennan declared an interest in this application due to being a relative of someone living near the site.

Cllr Brawn proposed the decision to make no observations either in favour or against the proposal which was seconded by Cllr Johnson and therefore resolved to do so

18/02499/REM, Reserved matters (appearance, access, landscaping, layout and scale) in respect of the construction of a new highway and re-use of existing runway/taxiway to form part of a link from the A141 to key phase 1 and all associated works

Site Address: Alconbury Weald Ermine Street Little Stukeley

Cllr Brawn proposed the decision to make no observations either in favour or against the proposal which was seconded by Cllr Johnson and therefore resolved to do so.

b) Update on previous applications.

18/01928/FUL Installation of rainwater soakaway system. St Peter and St Pauls Church, Church Way, Alconbury. In progress

18/01536/REM Reserved matters application for 192 dwellings for appearance, layout, scale, landscape and access in respect of Key Phase 1 pursuant to outline planning application

1201158OUT, Alconbury Airfield. 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 (submitted under condition 15/18 of outline planning permission 1201158OUT) Parcel 5 Senliz Road, Alconbury Weald. In progress

18/02275/REM Reserved matters (appearance, layout landscaping and scale) 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 north of Spittals Way Huntingdon. 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. Building 252 RAF Alconbury, Ermine Street. In progress

18/01536/REM Reserved matters application for 192 dwellings for appearance, layout, scale, landscape and access in respect of Key Phase 1 pursuant to outline planning permission 201158OUT. 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 additional works. Land west of the East Coast Mainline Railway and north of Spittals Way, Huntingdon. In progress.

18/00707/FUL Alconbury Services 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 Proposed new dwelling. Land adj. to 9 Rusts Lane, Alconbury. In progress. Application offering to meet an identified current need at Alconbury Surgery to open a new pharmacy – letter received from NHS Resolution asking for any final comments before the appeal is determined.

c) Update on the Huntingdonshire Local Plan.

The result of the inspectors report is that 3 villages labelled as Local Service Centres (included Alconbury) will be removed from the Local Plan as the inspector says not necessary. The Local Plan will be amended and put out for consultation in January and hope that it be put in place by May 2019.

19. Financial report; the Clerk presented 7 payments of outstanding debts:

1) Ms.C.Copley, wages and expenses for 30/10 to 30/11	£552.57
2) Mrs.D. Benham, wages and expenses for November	£734.10
3) HMRC PAYE/NI for November	£132.00
4) Alconbury Recreation Field Charity, donation towards grounds maintenance	£1000.00
5) Savills – Alconbury & District Community Hall, Ground Rent	£91.20
6) askIT Services Ltd, 8 Councillor mail boxes from 15/11/18 – 14/11/19	£108.00
7) Alconbury Recreation Field Charity, donation towards AED maintenance fee	£29.40

Cllr. Bodley proposed approval of payment of items (1) to (7), seconded by Cllr. Gilbert and unanimously agreed.

It was agreed at the 30th October meeting that the Parish Council would pay the full amount for the Heartsafe Smart Tag Defibrillator service. Since then Alconbury Weston have contributed towards these costs, which brings the donation to the Alconbury Recreation Field Charity down to half of the initial fee of £58.80.

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

c) To discuss and agree the budget and precept for 2019/20; The Clerk provided councillors with a draft budget prior to the meeting. Cllr. Adams proposed Alconbury Parish Council set a budget and precept of £30,000 for 2019/20, seconded by Cllr. Brawn and unanimously agreed to do so.

A copy of the agreed budget will be attached to the minute book and will be available on the website.

d) The Clerk presented the bank signatory forms for signature. The forms are to add Cllr MacLennan as a signatory and removing Cllr Aylott and Welsh. The Clerk will arrange for a further set of forms to add Cllr Gilbert as a signatory.

20. Correspondence

- a) IHMC Events calendar 11 November
- b) CAPALC CEO Bulletin 2nd November
- c) Highways England A14 monthly Parish newsletter, November
- d) HDC Street numbering notification allocation for the conversion of the Georgian House to Red House, Great North Road, Alconbury
- e) Passenger Transport Services re-registration of Whippet Coaches service X3
- f) IHMC Incident report for October 2018
- g) Highways England planned road closures for w.c 12th November
- h) Website request from Cambs Acre requesting contact details for councillors attending the Local Conference on 23rd November
- i) Website request from member of public asking for details of who to report flooding to on Rusts Lane, the Clerk forwarded the relevant details
- j) NALC Spring Conference invite
- k) NALC CEO Bulletin 13th November
- l) Website request from new Chairman of the Allotment Committee introducing himself and requesting updates on the Allotment lease renewal
- m) IHMC Roadworks and Events Report 16th – 30th November
- n) NALC Newsletter 14th November
- o) CAPALC Pop Up Café invitation 20th November
- p) Electric Vehicle Charging Workshop invite from Cambridgeshire County Council, on the 11th December 1-3pm, Cambourne (Cllrs Brawn and Johnson attending)
- q) CAPALC re LTN 87 – Procurement
- r) Cambridgeshire County, Council Cambridgeshire Matters Newsletter
- s) IHMC A14 Road closure for removal of the Swavesey bridge, weekend of 17th/18th November
- t) Highways England planned road closures week commencing 19th November
- u) NALC CEO Bulletin 16th November
- v) Huntingdonshire District Council Town and Planning Forum Agenda for 27th November
- w) CAPALC Training Survey request 20th November
- x) NALC Chief Executive Bulletin – 16th November
- aa) Thank you letter for the £50 donation for a poppy wreath
- bb) NALC Spring Conference 2019 – circulated 20th November
- cc) Passenger Transport Services – changes to X5 service – circulated 22nd November
- dd) NALC Newsletter 23rd November
- ee) IHMC A1 Closure – weekend – 24th November
- ff) NALC LCR Winter Survey
- gg) CAPALC E-Bulletin November
- hh) Bikeability Donation request from CCC
- ii) NALC CEOs Bulletin – w.c. 26th November
- jj) Highways England - Planned road closures w/c 26 November - A14 Cambridge to Huntingdon Improvement Scheme

21. New agenda items for the next meeting:

Explore the purchase of a defibrillator

Litter bins (additional one by Church)

What can the Parish Council do to provide support to the vulnerable and elderly people around the village in relation to fraud and spam emails.

22. Thank yous: As Denise has now retired from the Parish Council as Clerk the Council thanked Denise for all of her efforts over the last 5 years and for making it the success it is now. Sadly both Alan Welsh and Judith Aylott have also stepped down as Parish Councillors; Mr Welsh after 5 years

of service and Mrs Aylott after a grand 13 years of service. The Parish Council would like to wish Denise, Alan and Judith all the best and a big thank you for all their efforts whilst being part of Alconbury Parish Council.

23 Date of the next meeting: 29th January 2019 starting at 7.30pm at Alconbury Memorial Hall.

Signed.....

Date.....