

## ORWELL PARISH COUNCIL

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**unAPPROVED MINUTES OF THE PARISH MEETING**

A meeting of Orwell Parish Council was held in the Village Hall on  
 20<sup>th</sup> September 2017 at 7.30pm (19.30hrs)

**Present:** Cllr N Szembel – Chairman (**NS**), Cllr A Pulham – Vice Chairman (**AP**), Cllr G Bunnett (**GB**),  
 Cllr M Clarke (**MC**), Cllr N Hamillton (**NH**), Cllr C Hoptroff (**CH**) and Cllr T Tyndall (**TT**)

**In Attendance:** Mrs J Damant – Clerk and Cllr A Van de Weyer (SCDC) (**AvdW**)

**Guest Speakers:** Mike Read (Hertfordshire CCTV Partnership)

- 141/09/17**      **Apologies for Absence:** LGA 1972 sch12 para 40 – Quorate is one third but no less than 3 members LGA 1972 sch12, para 45  
 Apologies were received from Cllrs Lawton and Kennedy (personal reasons) and Cllr Kindersley (CCC)
- 142/09/17**      **Councillors to disclose any Pecuniary Interests** (*disclosable pecuniary interests (DPIs) include interests held by a member's spouse, civil partner or similar*) listed on the Agenda:  
 There were no interests declared by any of the Councillors.
- 143/09/17**      **Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**  
 There were 5 members of the public in attendance.  
 Mrs Miller reported on Chapel Orchard.  
 The right hand bridge has had to be closed due to urgent repairs needed. The repairs will begin next week and both bridges will undergo repairs. Mrs Miller stated that grant aid has been applied for and they have already been successful with a grant from Cemex. It is estimated that the full cost of repairing the bridges will be £4000.00, presently they have £3000.00.  
 Warden Scheme: The question of the Warden Scheme was raised by a member of the public as a flyer was distributed with the Orwell Magazine asking for contributions to help run the scheme. Clerk informed the meeting that the Parish Council do contribute to the scheme and this year donated £600. The Warden Scheme have not approached the Parish Council stating they needed further funding – Agenda item for October.
- Mr Read from Hertfordshire CCTV Partnership addressed the meeting. He reported that the company work with many local authorities and presently look after 14 towns. They also manage mobile cameras which is the type of set up Orwell are looking at, these are digital mobile cameras and the image can be transmitted back to a control room. All information is recorded and made available to certain parties who are allowed to see the images (police, lawyers) along with individuals who are entitled within the Data Protection requirements. Cameras also use infra red so are able to take images 24 hours and provide rolling recording for 28 days. The clarity of the images is very good, the standard is 8 pixels, they use 28 pixels.  
 Q. It has been stated that the police resources may be reduced even further, is this a problem?  
 A. Can not speak on behalf of the police, however they provide the police with the evidence and it is up to the police to follow through. Insurance companies, legal services and individuals can request an image, they do need to complete relevant documents and if all requirements are met by Data Protection they will be allowed to see a requested image.  
 Q. Do you get any feedback from the police?  
 A. No, not as a general rule.  
 Cllr Szembel thanked Mr Read for attending the meeting.
- 144/09/17**      **Minutes of the last meeting 19<sup>th</sup> July 2017:**  
 The minutes were proposed by Cllr Hoptroff that they were a true record, this was seconded by Cllr Tyndall, all agreed. The Chairman then signed the minutes.

145/09/17

**CCC Report:**

Cllr Kindersely's report had been circulated and there were no questions raised.

Cllr Van de Weyer reported in Cllr Kindersley's absence.

**Transport:** The combined authorities of Cambridge City and Cambridge County Council are presently doing a study on the transport issues into Cambridge.

**Budgets:** The County Council are beginning their budgeting process.

146/09/17

**SCDC Report:**

**Refuse Bins:** Cllr Van de Weyer reported that there will no longer be a separate paper caddy within the blue bin, it is hoped that this will save money for SCDC.

**Rural Transport Hubs:** There have been meetings regarding the idea of placing Rural Transport Hubs in certain villages, further discussions will be taking place.

**Local Plan:** The Inspector will be sending in their report soon but further meetings will be taking place.

**Traveller Issues:** There have been reports of travellers stopping on land around Cambridge. SCDC do have a written guidance for any landowner that this may affect.

Q. If the Inspector does not raise any concerns over the 5 year land supply will it be approved?

A. No. but is close to being approved, if the 5 year land section is approved it will give SCDC planning more control.

Q. The proposed new Park and Ride at Bourne Airfield, is this in addition to the Park and Ride at Maddingley.

A. Yes this will be in addition.

Q. Is there any progress on the Local Green Space for the Glebe Field?

A. Cllr Van de Weyer reported that he had not heard anything yet on the Local Green Space allocation, but he hopes that he will be able to report something at the next meeting.

147/09/17

**Planning: NS, MC, CH, DK and ML (Town and Country Planning Act 1990 schedule 1, paragraph 8) Full planning minutes are available on line or from the Clerk).**

**Planning meeting held on Wednesday 3<sup>rd</sup> August 2017 – written report**

Land adj to nos. 28,32 & 34 Meadowcroft Way, S/2554/17/FL - Construction of hard surfaced driveway. On a proposal by Cllr Clarke, seconded by Cllr Lawton, a recommendation that 'No Recommendation' be made with comment that no car should be allowed to park in the access track blocking the track. All in favour.

25 High Street, S/2608/17/TC - Cherry Tree –reduce to previous pruning points, Apple –reduce to 2m. Yews –reduce by 3m to clear outbuilding, Leylandii –reduce height by 30%. There were no objections raised.

**Planning meeting held on Wednesday 16<sup>th</sup> August – No meeting****Planning meeting held on Wednesday 6<sup>th</sup> September – written report**

**13 High Street, S/2880/17/FL & S/2881/17/LB** - Two storey linked extension. The Planning Committee recommend 'Refusal' on both applications with comments. 'The visual impact is not in keeping with the street scene especially within a conservation area'.

**23 Brookside, S/2789/17/LD** - Lawful development certificate for proposed part single and part two storey rear extension. Noted with no comment.

**1 Greenford Close, S/2906/17/LD** - Lawful development certificate for existing single storey mono pitched rear extension to a two storey detached house to form an extended kitchen and a new utility room. Noted with no comment.

**35 High Street, S/2759/17/TC** - Wild Cherry Tree 15m from front boundary and close to boundary with No, 37 High Street - crown reduction to 7.5m x 3.5m wide. No comment from the Planning Committee.

**Planning meeting held on Wednesday 20<sup>th</sup> September – verbal report**

**59 High Street, S/3043/17/FL** - Change of use of existing detached garage to a one bedroom B&B. Internal and external alterations with two new roof lights and removing an existing tree. The Planning Committee recommended 'No Recommendation' with no comments.

**Planning mid-month meeting venue:** The bootcamp have booked Wednesday evenings so the pavilion is no longer available. The Methodist School Room is available for the first Wednesday of each month, Mr Chapman has reported that for the months Oct-March it would be £10 per session, this is for heating and lighting, for the months April-Sept there would be no charge. The village hall may be available but timings of meetings may have to be changed in order to hold the meeting prior to rehearsals taking place, but this needs to be confirmed.

The Clerk reported that they had spoken to Mr Haskell from the Orwell Players as they also use the back room of the village hall for their rehearsals on Wednesday evenings, but he stated that it should be fine for both organisations to use the back room as the Orwell Players do not start until 7.30 when the planning meeting has normally finished.

The Parish Council discussed both options. It was proposed by Cllr Szembel that the Council use the Village Hall for the mid month planning meetings, seconded by Cllr Pulham, all agreed.

148/09/17

**Councillor Resignation:**

Cllr Pulham due to work commitments has decided to step down from the Council following this meeting. Due to Cllr Pulham's resignation there is now a vacancy for a new Vice Chairman. Clerk will put up notices following this meeting in accordance with the rules. SCDC will then notify the Clerk if they can proceed with a cooption or whether an election has been called. **Action: Clerk**  
Due to Cllr Pulham's resignation Cllr Szembel will become a signatory for the bank accounts.

149/10/17

**Position of Vice Chairman:**

Following the resignation of Cllr Pulham the vacancy of Vice Chairman will be available. This to be considered at the next meeting. **Action: All Cllrs**

150/09/17

**Local Green Space: Appendix 1**

Cllr Hoptroff reported on the document (Appendix 1)

25. Chapel Orchard – this site was previously amended (March 2014) to exclude farmland.

126. Allotments at Fishers Lane – this site was previously amended (in March 2014) to exclude farmland.

127. Chapel Orchard Allotments – not designated

128. Glebe Field, behind St Andrew's Church – not designated

129. Recreation Ground

Decision on how to respond to the Glebe Field and Chapel Orchard being described as 'Not Designated Status'. The allotments on Fishers Lane have been designated a PVAA (Protected Village Amenity Area).

Cllr Hoptroff reiterated his concerns over the Glebe Field, Cllr Van de Weyer will investigate. Cllr Van de Weyer also stated that it would be a good idea for the Parish Council to look into doing a Neighbourhood Plan. **Action: AvdW**

151/09/17

**Development Proposal on Hurdleditch Road (next to the primary school)**

Update on meeting with James Fisher (S106 Officer) and Rebecca Ward (Planning Officer) with Cllrs' Szembel and Pulham. Cllr Szembel reported that a meeting had taken place with SCDC. It has been advised by SCDC that planning applications be done in stages and not to wait for a grand plan.

- Change of Use for the Land
- Lighting for the MUGA
- New Tennis Courts
- New pavilion – outline application

Clerk to speak with Ms Ward to start the process. **Action: Clerk**

A meeting with the land owner is still being arranged to discuss the possibility of purchasing further land which would be used to ensure the additional land coming as part of the S106 would provide for optimal facilities for the village. **Action: NS**

Cllr Szembel also reported that he is still trying to find out why the school did not get the extra parking spaces, and was waiting for SCDC to prove the correspondence pack from the original application process which would include the CCC representation letter which prevented the school having additional parking. **Action: NS**

152/09/17

**CCTV: This item was moved up the agenda.**

Update from Cllr Pulham.

Following on from Mr Read's introduction the Parish Council discussed the matter further.

Cllr Pulham gave a brief report.

The reason the Parish Council looked into this was due to the increase in crime that Orwell had been experiencing, and it was thought that CCTV would bring two principle benefits:

- a) that the police may be able to use the footage to assist in investigations.
- b) to act as a deterrent.

Herts (CCTV) Partnership work with North Herts District Council as well as many other local authorities. On the results of the village survey where the Parish Council put the question to residents to establish the appetite for CCTV in the village, the response was 85% in favour. The proposal is to place three cameras along the main travel routes into the village and a possibly 4<sup>th</sup> camera along Malton Lane.

'Cambridge & Peterborough Association of Local Councils (CAPALC) have stated that as the project involves Highways and the company is a specialist then there should be no reason to go out to tender as long as the Parish Council feel that it represents good value and that there is a need'.

The cameras will be placed on posts (lamp posts) with clear signage, installation is by (Herts (CCTV) Partnership who also provide all required policies. The cameras are able to be moved if there was ever a need.

Cllr Pulham also reported that he attended the Police Commissioners meeting and enquired about how the police use CCTV. It was stated that the police do not look at CCTV footage for what is referred to as 'low level crime'. However it was also stated that crime does move from area to area and CCTV can act as a good deterrent.

It was also enquired about the 3G and 4G which these cameras use and that the reception in Orwell is not good. Mr Read stated that the cameras are still working it is just not possible for the control room to be able to see them. Cllr Szembel also reported that a new antennae is being placed at the church so this should help improve reception for the village.

Mr Read reported that they will work with the relevant contractor to get permission to place the cameras on the lamp posts, this is usually Balfour Beatty.

Q. Is the field of view adjustable?

A. Yes,

Further images can be pixilated to protect public and the company is in control of Data Protection and all legal aspects are also covered by the company.

Close the meeting 8.20pm

Q. How many cameras?

A. When the village was surveyed it was decided that three cameras would be used, however there was also concern along Malton Way and properties which can be approached from the fields so there could be the possibility of placing a fourth camera in this area.

Q. Will there be adequate signage?

A. Yes, the company supply all signage which is required by law.

Open the meeting 8:30pm

Cllr Szembel summarised the talks: Following the increase in crime in the village the Parish Council considered what could be done by the village to respond to the increase in crime, the central premise being if the community could not help itself then no one else would. The Parish Council had been, and continues to be, a great supporter of Neighbourhood Watch, but felt there could be more that the community could do to protect itself from crime. Accordingly, the Parish Council evaluated the option of installing CCTV and has been investigating this for 6 months, the public consultation was part of this process of which the majority who responded were in favour. The cameras cost £4000 each and there will be an annual running cost of £1600.

Cllr Pulham stated that the set up fees for placing the cameras can come from the Community Fund and the annual maintenance/management fees would come from the precept.

It was proposed by Cllr Pulham to procure the system with Hertfordshire CCTV Partnership for 3 cameras and if it was felt a fourth camera was needed to procure that as well, following a survey from the company in that area. This was seconded by Cllr Clarke. A vote was then taken with Cllr Hoptroff voting to refuse on the grounds that he felt the project was inappropriate for the type of village Orwell is and that it would not fully fill residents' expectations nor act as a deterrent.

Vote was: 6 in favour, 1 against – 2 absent - motion carried.

**CCTV Policy:** All policies including data protection and signage will be carried out by Hertfordshire CCTV Partnership.

153/09/17

#### **Use of Recreation Ground:**

(Policy amendment to provide for commercial and non commercial users)

Bootcamps and other business organisations with regards to payment. Clerk has had a response from SLCC (Society of Local Council Clerks) which states that 'The Council can charge a business to use the park/recreation area but they will need to arrange a cost then invoice the business as you would if using a community centre or any other Council facility. There will be no VAT charges on this'. The Clerk also made enquires with Cambridge City Council and the National Trust, all of which stated that they have a charging policy.

There is no formal policy in place regarding the use of the recreation ground and charges. It was suggested by Cllr Pulham that this should be looked into by the Recreation Working Group. The bootcamps are paying for the use of the pavilion however there may need to be a charge for wear and tear to the grounds.

The policy will need to be fair to all users and charges should reflect this. Cllr Bunnett reported that in his experience commercial users of parks do pay a fee for the use of the area.

It was proposed by Cllr Pulham to continue the current arrangement (pending further consideration by the Recreation Ground Working Party) whereby the Caretaker takes the bookings at £3 hour. This was seconded by NS all agreed.

- 154/09/17 Recreational Ground Working Group: (RGWG)**  
Cllr Tyndall and Cllr Bunnett will lead the working group. Clerk to be notified as to which groups should be invited to join the RGWG the group. **Action: TT/GB**
- 155/09/17 Recreation Ground:**  
- Play equipment weekly inspection. All equipment appears to be in good working order. Clerk to write to Mrs Reid to enquire if she would be prepared to take on the role of inspecting the play equipment and undergo training with Rospa, and to report back at the next meeting. Next session will be in 2018. **Action: Clerk**
- 156/09/17 Orwell Football Club :**  
Agreement to be agreed and signed by the Parish Council and Football Club, the agreement was agreed under item 021/04/17, but final figures and signing was not done. Until a figure for hiring has been agreed the agreement can not be signed. The charges to the football club have been questioned. At the moment they pay £20 per home game, this is for the use of the pavilion as at the time it was not known about charging for the use of the recreation ground. Cllr Pulham stated that these charges were put together by ORCA many years ago. The clerk has been putting together a summary of what other parishes charge for football games and what is provided, these are all very different and will be passed onto the new RGWG. It was suggested that this matter be forwarded to the RGWG so that they can put a recommendation to the Parish Council as to what the charges for the football club should be. **Action: RGWG**
- 157/09/17 Tennis Club Request:**  
**1. Opportunity for Tennis Club's new on-line system to be used for booking the pavilion and the recreation ground.** Cllr Pulham reported that there had been no further contact from the Tennis Club in regards to the booking system. It was suggested that the Clerk write to the Tennis Club stating that no further action will be taken on this and that the matter will be referred to the RGWG if it needs further investigation. **Action: Clerk**  
**2. Lighting on the MUGA** – enquiries regarding whether planning permission is needed? Report from Cllr Pulham. Planning permission will be needed see item 151/09/17. Clerk to look into contractors who can supply down lighting, and to begin the process to apply for planning permission. **Action: Clerk**
- 158/09/17 Grass Cutting Contract:**  
The Parish Council were concerned that the grass was not being removed from the recreation ground when cut. The current grass cutter has sent in a tender for cutting and removing the grass at £170 per cut, at the present time it is £66 per cut. There are approximately four cuts left under the current contract. It was proposed by Cllr Szembel that the Parish Council accept this quote of £170 for the remaining contract, this was seconded by Cllr Tyndall all agreed. It was also suggested that the collected grass be left behind the mound, Clerk to enquire if this would be possible and if there would be a reduction in the cost. **Action: Clerk**
- 159/09/17 Community Gritting:**  
Community gritting scheme 2017/18. Under this scheme the parish agreed specific routes in their area which are important to the local community and agrees them with the County Council. Volunteers can then sign up to grit these routes using equipment provided by County Council. Clerk to enquire what equipment would be provided under the scheme, and what roads will be covered by CCC. **Action: Clerk**  
Clerk to enquire with Sheltered Housing (SCDC) if Lordship Close and Meadowcroft Way are gritted. **Action: Clerk**
- 160/09/17 Hurdleditch Development - Artist**  
Cllr Pulham reported that both artists had been contracted to do painting of the area prior to development. Mrs Gammans will do a summer scene and Mrs Harvey will do a winter scene. Cllr Clarke will liaise with the artists. **Action: MC**

**161/09/17 Beacon at the Clunch Pit:**  
Cllr Hoptroff reported that according to the Clunch Pit Committee SCDC have not yet approached Natural England in regards to the repairs needed for the beacon. Cllr Van de Weyer will chase this up with SCDC as to why this has not been done yet. **Action: AvdW**

**162/09/17 Chapel Orchard:**  
See item 143/09/17. It was suggested by Cllr Pulham that the remaining amount needed to repair the bridges be taken from the Community Benefit fund. Clerk reported that they will check with James Fisher (S106 officer) to ask if the Parish Council can get these bridges repaired now, reason being is that this was part of the S106 allocation from the Hurdleditch development and there can be time constraints on when the money will be received, however as this a Health and Safety issue it is hoped that the funds can be used now and the Community Benefit account can be reinstated once the funds from the S106 have been received. There was £4700 allocated to this project from the S106 allocation. **Action: Clerk**  
Funds from Chapel Orchard will be transferred to the Parish Council once all documentation had been investigated in accordance with the Chapel Orchard Constitution. Cllr Tyndall will look through the documentation and report back at the next meeting with regards to the Parish Council taking over the running of Chapel Orchard, and advise if the Council needs to take legal advice on the matter. The maintenance of the Orchard will still be covered by a working group which will consist of two Councillors (Cllr Hamilton and Cllr Lawton) along with three or four other members who are not on the Parish Council. This will form a working group which will report back to the Parish Council each month. The general maintenance of the Orchard, it is hoped will still be maintained by the volunteers, who do a fantastic job, however the larger issues will be covered by the Parish Council. Chapel Orchard is land owned by SCDC but leased to the Parish Council in accordance to the Constitution with the Chapel Orchard Management Committee. **Action: TT**

**163/09/17 Chapel Orchard Working Party:**  
Cllr Hamilton reported that a site meeting had taken place with Mrs Sue Miller, Mr David Miller, Cllr Lawton and himself to walk around the orchard. The group will be appointing another member and they will meet every two months and report back to the Parish Council.  
Cllr Bunnett reported that he still thought areas of the path were not accessible to some as the stones were still fairly large though it was hoped that by now they would have bedded in. Cllr Hamilton reported that most have bedded in but there are still some areas which have not and that the contractor has been out on many occasions monitoring the path.  
The footpath which leads from the bridges to the back of the orchard still needs to be done.

**164/09/17 Clunch Pit:**  
Cllr Hoptroff reported that the next meeting will be in November where the Terms of Reference will be reviewed. Cllr Bunnett is currently looking through the documentation.  
Update of setting up a working group report from Cllr Hoptroff and Cllr Bunnett. Still to be done.  
Clerk has received the £500 for improvements to the steps and the CPMT are discussing with a footpath steps contractor methods to improve the steps on FP No6. Hopefully they will have and update within 2 months

**165/09/17 Community Benefit:**  
There have been no applications.

**166/09/17 Financial Matters:**  
1. Financial Statements for August/September  
2. Payments and Additional payments for September (Additional payments are shaded, these costs have already been agreed but may not have appeared on the agenda.  
*Local Government Act (LGA); Public Health Act (PHA); Open Space Act (OSA)*

**Payments awaiting authorisation**

Payee	Amount £	Vat £	Description	Power
Salaries	Confidential	0	September Salaries	LGA 1972 s112
Salaries	Confidential	0	September Salaries	LGA 1972 s112
Inland Revenue	Confidential	0	September PAYE/NI	LGA 1972 s112
SMART	Confidential	0	September Pension	LGA 1972 s112
MPC	90	0	September office rent	LGA 1972 s133

Herts & Cambs 3311	108	18	Grass cutting (rec, meadowcroft and millenium)	OSA 1906 s9/10
Herts & Cambs 3320	108	18	Grass cutting (rec, meadowcroft and millenium)	OSA 1906 s9/10
Herts & Cambs 3332	132	22	Grass cutting church	OSA 1906 s9/10
Herts & Cambs 3350	72	12	Grass cutting Rec	OSA 1906 s9/10
BT	1	0	Adoption of telephone box	TCA 1986
Stationery Cupboard	21.88		printing	LGA 1972 s
Carter Jonas	187.5	0	Glebe field rent	OSA 1906 s9/10
Eon	28.96	1.38	Electric for pavilion (Aug)	LGA 1972 s133
Community Sites	360	60	Hosting for orwellhistory	LGA 1972 s142
NALC	142.42	0	Council publication for Cllrs	LGA 1972 s133
DC Windows	24	0	Bus shelter cleaning	OSA 1906 s9/10
Eon	0.68	0.89	Electric for pavilion (July)	LGA 1972 s133
Anglian Business	94.23	0	Sewage for pavilion	PHA 1875 s164
Hales Printers	1064	0	Bulletin printing	LGA 1972 s142
Herts & Cambs 3385,3386, 3387	240	40	Grass cutting, Rec, BG, Memorial stone, Meadowcroft Way	OSA 1906 s9/10
ICO	35	0	Data Protection	LGA 1976 s133
D Kennedy	52	0	Expenses for tree management training	LGA 1972 s133

Pavilion bookings	108
Bulletin	45
UK Power	50
Cambridge Building Society (Bulletin)	400

All payments were proposed to be correct by Cllr Hoptroff, seconded by Cllr Pulham all agreed.

- 167/09/17 Village Maintenance Programme:**  
Cllr Kennedy presently looking at the tree policy. **Action: DK**
- 168/09/17 Village Hall Committee:**  
The refurbishment of the Village Hall frontage is underway.  
Charitable Status – Cllr Tyndall still working on this and is presently waiting to hear from the Village Hall. **Action: TT**
- 169/09/17 Policies and Procedures:**  
Clerk has circulated the updated Standing Orders, to be agreed at the next meeting along with the Chairman's section of the Standing Orders. **Action: All Cllrs**
- 170/09/17 Village Environment Policy:**  
An email was circulated regarding the proposition that the village develop an environment policy. This was discussed by the Parish Council who felt that this idea though it had merit was not a matter that the Council could currently consider, if indeed it was a proper matter for a Parish Council to pursue. It was felt that if any residents wished to look at developing such an initiative that the Parish Council would not object.
- 171/09/17 Defibrillator/Red Telephone Box: (PHA 1936 s234)**  
Clerk has received the contract from BT. This is to purchase the telephone box from BT, this does not alter its Listed status but that the Parish Council would now be responsible for its upkeep. Payment of £1.00 is also required.

In order for the Parish Council to place a defibrillator within the telephone box it had to be adopted by the Parish Council.

It was proposed by Cllr Pulham that the Chairman sign the contract and pay the £1.00, seconded by Cllr Clarke, all agreed. The Chairman then signed the contract.

Once the contract has been signed and sent back to BT, the Parish Council now have to apply for Change of Use from SCDC Planning. All parties, BT, SCDC and Community Heartbeat Trust work together on many of these applications, the only difference in Orwell's situation was that the telephone box had been listed, this was done many years ago to protect it from being removed.

Clerk to arrange.

**Action: Clerk**

**172/09/17 Mulberry Tree Information Board:**

It was proposed by Cllr Hoptroff to accept the measurements for the information board for the Mulberry Tree, this was seconded by Cllr Tyndall, all agreed. Clerk to contact Filcris.

**Action: Clerk**

**173/09/17 Correspondence and Clerk's Report:**

Clerk's catch up day at SLCC 22<sup>nd</sup> September (Clerk will be attending)

Parish Planning Forum on 12<sup>th</sup> September

Future of libraries in Cambridgeshire – workshop on 2<sup>nd</sup> October at Lion Yard 18.30 to 21:00 or Tuesday 3<sup>rd</sup> October at The Hubb, Cambourne

Lordship Close – Clerk has had on average one visitor since surgeries started in July, there have been no visitors on 4<sup>th</sup> and there was no surgery held on 11<sup>th</sup> September. Most people have been councillor's or ex councillor's. Clerk would like to continue until the end of September where it can be discussed further at the October meeting to decide whether it is a viable option to continue as there is a cost to the Parish Council.

Audit: Clerk is clarifying some issues with the external auditor, mainly to do with funds being put to one side for projects.

**174/09/17 Police and Crime Commissioner: (SCDC Parish Council Conference)**

Cllr Pulham attended the conference on 11<sup>th</sup> August and reported that it was an interesting meeting but that there was not much to report back with.

**175/09/17 Councillors' Reports and Areas of Responsibility:**

**Cllr Hoptroff**

It was proposed by Cllr Hoptroff that the handyman be asked to clean up the area around the village sign at the agreed hourly rate, this was seconded by Cllr Bunnett, all agreed. Clerk to arrange.

**Action: Clerk**

**Youth Club**

Cllr Tyndall reported that he had made contact with Mr W Talbot but had nothing to report regarding the youth club.

**176/09/17 Glebe Paddock Agreement:**

The agreement is taking a long time and the area is now very overgrown, the hedges need cutting back from the footway as pedestrians are being forced into the road, the fencing around the well needs to be inspected and any repairs made, and the old building in the Paddock needs to be removed. Clerk to contact Carter Jonas and state that these items need their attention before the Parish Council take it on as it has taken so long to get the agreement out to the Parish Council it will now cost more money to have them done.

**Action: Clerk**

**177/09/17 Agenda items for the next meeting:**

Histon and Impington Warden Scheme.

Glebe Paddock

Chapel Orchard

Clunch Pit

Cllr Szembel then thanked Cllr Pulham for all his help, hard work and dedication which he has put into the Parish Council over the past years and that his presence will be very much missed, it is hoped that he will consider being part of the RGWG.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

For the avoidance of doubt the only legally acceptable version of the Minutes of Orwell Parish Council are those signed in Public Meetings by the Chairman. They are available for public inspection from the Clerk.



## **Update about progress for the Local Green Space Review and the Local Plan examination**

Dear Parish Council

Following on from my e-mail which I sent to you on the 30th of June 2017, this e-mail is an update about progress for the Local Green Spaces Review and the Local Plan examination.

### **Local Green Spaces - Review at request of the Inspectors**

At his Planning Portfolio Holder meeting on 26 July, Cllr Robert Turner will consider a report which reviews the Local Green Spaces at the request of the Inspectors. The report responds to the Inspectors' letter to the Council in March 2017 with their interim findings on the Local Green Spaces (LGS) policy and the sites proposed to be designated. Their view is that the Council did not set the bar high enough when it carried out the assessment of this new national type of local space designation during the preparation of the submitted Local Plan. They particularly referred to the National Planning Policy Framework description of these areas, that they must be 'demonstrably special', of 'particular local significance', and the 'Local Green Space designation will not be appropriate for most green areas or open space'. They gave a number of examples where they considered sites did not meet these tests.

Council officers have carried out a review of the 172 sites identified in the submission Local Plan, to reassess each site against the tests and taking close account of the findings of the Inspectors. In doing so we have considered whether sites that are not suitable as LGS should either return to, or become new Protected Village Amenity Areas (PVAA) or Important Countryside Frontages (ICF), as advised by the Inspectors. These existing designations in the plan provide protection to suitable sites within village frameworks or adjoining village frameworks, but not to the level of green belt type protection which is the effect of LGS.

The review has concluded that most of the identified village greens, recreation grounds and wildlife areas continue to warrant LGS status. Informal areas of amenity land or play space in housing areas within villages would be more appropriately PVAA. Meadows or fields on the edges of villages have been the most complex to assess, but given the Inspectors' conclusions, and the examples they provided of this types of site, a number are not recommended for LGS.

The results of this review included splitting some sites meaning that 196 parcels of land have been considered instead of 172 included in the submitted Plan. The review recommends that 82 sites are retained as Local Green Space, 24 sites are returned to PVAA, 43 sites are classified as new PVAA, 4 sites return to ICF, and 43 sites are no longer subject to LGS and not PVAA or ICF. The majority of this final category of site cannot be proposed as PVAA because they are outside village frameworks where the policy does not apply. However, they are located where countryside policies apply, and once a 5 year supply is regained will have that protection against development.

Once agreed by the portfolio holder the LGS report will be submitted to the Inspectors for their consideration. Whilst we appreciate that Parish Councils will be disappointed at the changes that need to be made to the Local Green Spaces policy, it is important that the Council responds constructively to the Inspectors' concerns so that the Local Plan can move forward towards adoption and the changes recommended reflect the clear steer provided by the Inspectors.

The report also captures some of the other options available for local communities in respect of those sites now affected by the review. These include Neighbourhood Plans, Community Assets Register, or registering of common land / village greens.

As part of the wider local plan process the Inspectors will identify modifications needed to make the plan sound, and this will include any changes to the original 172 LGS sites they consider need to be made in response to the work the Council has now undertaken. These changes will then be subject to public consultation (before they make their final report), which we anticipate will take place in the Autumn.