

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

18 MARCH 2013 – 7.00 pm.

**Present:** Councillor Emery, Chairman; Councillors Archer, Mrs Berry, Cole, Mrs Desborough, Fielding, Jolley, Risbridger and Woodard.

**Apologies:** None.

The minutes of the meeting of 18 February 2013 were confirmed and signed.

### **M153/12 Open Forum**

**Planning application F/YR12/0499/F (Erection of 38 x two-storey dwellings, comprising: 2 x 4-bed, 16 x 3-bed and 20 x 2-bed, with garden sheds and erection of 2.1 metre high fencing on land south-west of Williams Way, Manea)**

The local resident who spoke to this issue at the last Parish Council meeting (minute M135/12 (1) refers) commented that the suggestion that this development should include some bungalows is welcomed but she expressed the opinion that the number being now offered by the developer should be higher.

The resident stated that, in addition to the issues she had raised previously, new objections have emerged from her canvassing of local residents regarding views on this application; those relate to: the generation of additional traffic in the village; the potential impact of the additional traffic upon the safety of users of the nearby play area; the lack of capacity within the village infrastructure (such as the school and the doctor's surgery) to meet the needs of an increase in population.

Members decided that the comments of the residents be noted and that they be taken into account by the Parish Council when considering the revisions to this planning application (minute M156/12 refers).

### **M154/12 Members' Code of Conduct**

Further to minute M33/12, the Clerk reminded members of the need to inform the Monitoring Officer at Fenland District Council of any changes to the content of their Register of Member Interests forms.

Members decided the information reported by the Clerk be noted and acted upon.

### **M155/12 Progress on actions from minutes of last meeting**

#### **(1) Exception sites in the context of Fenland District Council's emerging Core Strategy (minute M137/12)**

Ms K Freya, an officer of the District Council's Housing Service, attended the meeting to inform members that her negotiations with Circle Anglia to achieve revisions to planning application reference F/YR12/0499/F (for the erection of 38 x two-storey dwellings on land south-west of Williams Way, Manea) to include at least 10% of the properties being of single-storey construction and 20% of the two-storey properties being available for shared-ownership had proved successful and had, consequently, resulted in the submission of a revision to the application submitted originally.

Ms Freya commented that the revised application replaces 4 x 2-bed houses with 4 x 2-bed bungalows; she added that these properties would be constructed to the highest level of energy efficiency, including the use of solar panels, to produce low running costs for occupiers.

Ms Freya reminded members that Circle Anglia had secured the necessary funding for its proposed housing scheme in Manea and it is likely that the money would not be spent in Fenland unless this scheme were to proceed.

Members decided that the information reported by Ms Freya be noted and that this be taken into account when considering the revised planning application (minute M156/12 refers).

**(2) Fenland Association for Community Transport (minute M138/12 (1))**

The Clerk reported that he had informed the Fenland Association for Community Transport (FACT) that the Parish Council would be unable to provide financial support of the order of £4,000 per year to the Manea Dial-A-Ride service.

In response to the letter from the Clerk, the Manager of FACT had made the point that a financial contribution at any level from the Parish Council would be appreciated.

Members decided that a donation of £200 be made to FACT to support the Manea Dial-A-Ride service and that the Manager of FACT be requested to update the Parish Council in around six months time on the success of this particular service.

**(3) Fenland Rail Development Strategy 2011-2031 and Manea Station (minute M138/12 (3))**

The Clerk reported to members on the latest position in this matter.

The Transport Development Manager at the District Council (Ms W Otter) states that she had been in discussion with the Partnerships Manager at Greater Anglia (Mr G Hughes) regarding taking forwards the work for Manea on the rail strategy. Ms Otter comments that she is waiting for an announcement regarding appointment of the new Transport Portfolio Holder at Fenland District Council, so that she can check with this person that he/she is happy to proceed on the basis of the outcome of her discussions with Mr Hughes.

The Transport Development Manager at the District Council hopes that the situation would become clearer in the near future and that the matter could then be progressed relatively quickly.

Members decided that the information reported by the Clerk be noted and that he would continue to obtain information relating to the progress in this matter, for reporting to the Parish Council.

**(4) Trees in Manea (minute M138/12 (4))**

The Clerk reported that he had received, from the contractor which had been awarded the contract for the tree works at the Park Road playing field, copies of the company's Public Liability Insurance cover and Health and Safety Policy and that the contractor has scheduled this work for the period 15 to 26 April 2013.

Members decided that the information reported by the Clerk be noted.

**(5) Commemorating the Queen's Diamond Jubilee (minute M138/12 (5))**

Councillor Jolley informed members that the photograph of the original structure at Pump Corner provides sufficient detail to enable a replica to be manufactured. He commented that some kerbing works would be

required to enable affixing of the structure; he estimates that it should be possible to have the structure in place within the next two months.

Members decided that the information reported by Councillor Jolley be noted and that he would report further to the next meeting.

**(6) Ouse Washes Landscape Partnership (minute M145/12)**

The Clerk reported on the latest position regarding this scheme.

The Clerk informed members that Mr Nokkert, Cambridgeshire ACRE's Programme Manager for this scheme, had met with Councillors Mrs Desborough, Emery and Fielding and he at Manea Pit on 1 March 2013, so that Mr Nokkert could view the site and discuss the development of the Manea project. On 7 March 2013, the Manea Pit Management Committee had received a presentation from Mr M Nokkert regarding this scheme.

The Ouse Washes Landscape Partnership scheme, which is funded by The National Lottery (through the Heritage Lottery Fund), consists of 27 projects, one of which is linked to the development of Manea Pit and the surrounding area. The funding available is as a result of a successful bid made by Cambridgeshire ACRE in July 2012. The funding enables spending on projects relating to heritage, landscape, communities and any linkages that can be achieved between these elements. It is also desirable to be able to provide linkages between the 27 projects.

At its meeting on 7 March 2013, the Manea Pit Management Committee received from Mr Nokkert an explanation of the vision for scheme, as well as its themes (Understanding the role of the washlands; Promoting the area as a visitor destination; Involving communities in maintaining the landscape; Providing training in conservation and heritage) and aims (Conservation; Participation; Access and learning; Training). Mr Nokkert also explained to the management committee the manner in which the scheme would be managed/overseen; this includes a board comprising representatives of twelve partner agencies (including Cambridgeshire County Council, RSPB, Natural England and the Wildlife Trust) and a forum of around eighty groups etc.

In terms of delivering the Ouse Washes Landscape Partnership scheme, Cambridgeshire ACRE is still working on the timeline set out at minute 145/12. In addition, a conference is being arranged, to take place at Ely on 5 September 2013, at which the outcome of research and explanation of the projects being developed would be presented.

In terms of the Manea project, Mr Nokkert commented to the management committee that this scheme provides the opportunity to build upon the works already undertaken at the pit and the adjoining woodland site. The budget allocation within the scheme for a project at Manea is £10,000 (made up of £9,750 cash and an assumption of voluntary labour with a value of £250). Payment of the funding would be claimed in arrears.

In terms of developing a project, it was concluded, as a result of both the discussions at the site meeting on 1 March and by the management committee on 7 March 2013, that the following elements should feature:

1. use of the area by the primary school as an outdoor classroom
2. formalising the route from the school to Manea Pit, via part of the woodland area, as a walking path and possibly including interpretation information along that route
3. the creation of a pond dipping area at Manea Pit
4. use of the current pavilion, following construction of the new facility, as an outdoor classroom and information/interpretation centre, possible working with the RSPB to promote Manea as a place to visit. If it is felt that the information/interpretation potentially has a wider audience than Manea only and eventually could focus upon the Ouse Washes as a whole.

In terms of the timescale for delivery of the Ouse Washes Landscape Partnership project, Mr Nokkert suggests that the pond dipping area be developed in year 1 (April 2014 to March 2015), with interpretation (outside and /or inside in years 2 and/or 3 (April 2015 to March 2017).

Mr Nokkert had suggested to the management committee that the next steps for the Parish Council would be to

- establish a small working group to finalise the details of the project (being mindful of the priorities that the Parish Council wishes to achieve and the level of funding available)
- begin completion of the project application form, which should further help in decisions as to how to shape the project.

At minute PMC42/12 the Manea Pit Management Committee decided to request the Parish Council to consider and agree the development of a project for delivery under the Ouse Washes Landscape Partnership scheme.

Members decided that the information reported by the Clerk be noted and that the Manea Pit Management Committee be delegated the authority to develop a project, along the lines suggested above, and to submit a project application form, on behalf of the Parish Council, for such a project.

### **M156/12 Planning applications**

Members considered the following planning applications and decided to submit to the Local Planning Authority the comments set out (in italics) below:

- (1) Erection of a two-storey 4-bed dwelling with Juliet balcony to rear, detached double garage with store above, and temporary siting of mobile home during construction, on land east of 21 Bedford View, Manea – F/YR13/0112/F (applicant: Mr D Broom).

*That the application be supported.*

- (2) Erection of 38 dwellings, comprising: 2 x 4-bed houses, 16 x 3-bed houses, 16 x 2-bed houses and 4 x 2-bed bungalows, and erection of 2.1 metre high fencing, together with formation of estate road on land south-west of Williams Way, Manea – F/YR12/0894/F (applicant: Crestel Partnerships Ltd) = **revised proposal: revisions substitution of plots 27 to 30 from houses to bungalows.**

*That although the applicant's revision to the scheme – to include some single-storey dwellings and to make available 20% of the houses for shared-ownership - is welcomed, the revision provides no reduction in the scale of the development and, consequently, the Parish Council's its original objection to the application (minute M109/12 refers) remains valid.*

### **M157/12 Police matters**

PCSO Sam Dyer, of the March and Chatteris Policing Team, informed members of incidents of crime and disorder which had been reported to the Constabulary since the last meeting of the Parish Council.

PCSO Dyer commented that Manea currently has the lowest rate of recorded crime in Fenland; only two crimes had been reported within Manea since the last Parish Council meeting; one related to theft of heating oil and the other concerned theft of a pair of training shoes from outside of a residential property.

In addition, the Constabulary still undertakes speed checks in the village; usually, only one or two motorists are found to be exceeding the speed limit on each occasion. PCSO Dyer added that both he and PCSO Martin Bogunovic would be undertaking action over the next few weeks to recruit Speed Watch volunteers.

The local PCSOs continue to undertake evening patrols at Manea Pit but, to date, had not witnessed any anti-social use of vehicles.

PCSO Dyer responded to members' questions.

Members decided that the information reported by PCSO Dyer be noted;

### **M158/12 Reports from District and County Councillors for the parish**

Councillor Harper, the County Councillor for the electoral division which includes Manea, was not present at the meeting. On this occasion, he had not produced a report, for reporting by the Clerk, on County Council-related issues.

Councillor Archer, the District Councillor for the Manea ward, reported that

- Fenland District Council is currently undertaking a further consultation in respect of the Core Strategy (minute M166/12 (2) refers)
- grants are available from the District Council for schemes for the repair or re-introduction of traditional timber shop fronts for period buildings or for aluminium ones in more modern ones. The grants cover up to 50 per cent of the total cost of the work, up to a maximum of £1,500
- under a scheme known as the Green Deal, the District Council is providing funding to meet the cost of a number of energy efficiency assessments worth £150 each. Applications must be submitted by the end of March 2013
- a project for the provision of a community hub, based around the Chatteris Library, is being developed jointly by the County Council and the District Council. The new community hub would bring together the existing County Council services provided at the town's library and those currently available at Fenland District Council's Fenland @ your service shop. It is hoped that, in the longer-term, other agencies could also operate from the hub.

Members decided that the situation be noted.

### **M159/12 Public open spaces**

- (1) Skateboard park – further to minute M143/12 (1), the Chairman reported that the new LED lighting had been installed by the electrical contractor.

Members decided that the information reported by the Chairman be noted.

- (2) Security- members discussed security issues in relation to the village green, the cemetery and the playing field and considered the possible installation of CCTV cameras and other possible appropriate measures to safeguard these public areas.

Members decided that the Chairman would make the necessary arrangements to implement the initial measure suggested.

- (3) Bedford View, Manea – arising from the discussion of planning application F/YR13/0112/F (minute M156/12 refers), members made comments regarding the current situation in terms of adoption of the open space (by the District Council) and the road (by the County Council) at this estate.

Members decided that both the Clerk and Councillor Archer (in his capacity as District Councillor for the Manea ward) would investigate the situation.

## **M160/12 Manea Pit**

Members considered the minutes of the meeting of the Manea Pit Management Committee held on 7 March 2013.

At the management committee meeting (minute PMC43/12 refers) Councillor Emery had reported the Parish Council's decision (at minute M144/12) to obtain a quotation for the cost of manufacturing and installing metal gates at the two entrance points to the woodland area to prevent unauthorised vehicular access. The management committee had discussed briefly the Parish Council's proposed approach and expressed the view that the provision of a gate at one of the entrance points to the woodland area and the installation of fencing at the other would be a more effective solution; consequently, the committee asked that the Parish Council re-considers its approach in this matter.

Members decided that

- (1) the contents of the Manea Pit Management Committee minutes be noted;
- (2) In the light of the comments of the management committee, a group of members of the Parish Council would visit the woodland area to make an assessment as to the most appropriate approach to preventing unauthorised vehicular access to that area.

## **M161/12 Financial matters**

The Clerk reported on the Parish Council's income and expenditure since the last meeting, as follows:

### **Income**

A R Clingo	Interment fees	£420.00
<b>Total Income</b>		<b>£420.00</b>

### **Expenditure**

Jaks Graphics	6 x "No Motor bikes or Quad bikes" signs	£93.00
E.on	Electricity for sports area	£15.63
E.on	Electricity for pavilion	£176.58
E.on	Electricity for village green	£10.26
Manea Village Hall	Room hire on 18 February 2013	£7.50
H Westgate	Reimbursement of cost of envelopes and postage relating to renewal of Carp Syndicate memberships	£20.49
Richard Yardy 2002 Ltd	Installation of LED lamps at skateboard park	£313.65
E Mason and Son Ltd	Grounds maintenance – February 2013	£412.80
P Sones	Reimbursement of expenditure incurred on orchard/woodland works	£74.00
Suffolk ACRE	Pavilion insurance	£249.08
Mrs A Ryman	Wages and expenses	£72.33
T Jordan	Salary (less income tax of £113.56), Broadband and other expenses	£502.40
H M Revenue and Customs	Clerk's Income Tax (December 2012	£561.03

	and January and February 2013)	
<b>Total Expenditure</b>		<b>£2,508.75</b>

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 28 February 2013 (in the total sum of £48,297.64), together with the month-end figures for each of the preceding six months and as at 29 February 2012.

Members considered the appointment of an Internal Auditor for the audit of the Parish Council's 2012/13 accounts.

The Clerk informed members that the person who undertook this role in respect of the 2011/12 accounts, Mr Ivan J Cooper, is willing to do likewise for the 2012/13 accounts.

Members reviewed the current level of cemetery fees levied by the Parish Council, which came into effect in November 2010 (at that time they were subject to an increase of 10% over those in force prior to November 2010). In reaching a decision as to fee levels for 2013/14, members are mindful that the amount of income from cemetery fees appears to be declining whereas the costs of maintaining the cemetery continue to increase. In addition, the Clerk drew to members' attention the fact that Manea Parish Council has a historical practice of not charging a separate interment fee where that takes place at the same time as plot purchase; most burial authorities charge both a plot purchase fee and interment fee at that point.

Members supported the suggestion of Councillor Risbridger that the Parish Council may wish to provide, in the next edition of the Manea Matters publication, an explanation to the community for the increase in the element of the Council Tax levied by the Parish Council (i.e. the Parish Precept) for the financial year 2013/14.

Members decided

- (1) upon a proposal from Councillor Archer, seconded by Councillor Fielding, that the income of £420.00 be noted and that the payments totalling £2,508.75 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 28 February 2013, together with the month-end figures for each of the preceding six months and as at 29 February 2012, be noted;
- (3) that Mr Ivan J Cooper be appointed as the Parish Council's Internal Auditor for the 2012/13 audit of accounts;
- (4) that the Parish Council's cemetery fees be increased by 10% with effect from the 2013/14 financial year and that, with effect from 1 April 2013, Manea Parish Council's practice of not charging a separate interment fee where that takes place at the same time as plot purchase would no longer operate; the Clerk would produce a revised list of fees to reflect these changes;
- (5) that Councillor Risbridger would produce within the next article for the Manea Matters publication an explanation of the Parish Council's rationale for the level of increase in its Precept for 2013/14 (such as the funding provision for the Manea Youth Club, the rising costs of maintaining and developing facilities and equipment, the likely future reduction in the level of Concurrent Functions Grant that would be received from the District Council).

### **M162/12 Commemorating the centenary of the outbreak of World War One**

Further to minute M101/12, Councillor Mrs Berry informed members of the progress being made in organising an event in the village to commemorate the centenary of the outbreak of World War One. She reported that the Royal British Legion Club had been booked for 1 August 2014 and that Manea Silver Band would be playing at the event, which would have a Festival of Remembrance theme.

Councillor Mrs Berry commented that the organisers of the event are keen to involve the Primary School in some way and mentioned that a grant for financial assistance towards the cost of the event would be made to the Heritage Lottery Fund.

Members decided that the information reported by Councillor Mrs Berry be noted.

### **M163/12 Manea Dinners**

Councillor Mrs Berry informed members that a bingo event is being organised, to take place at Manea Village Hall, to raise funds for Manea Dinners and she enquired as to whether the Parish Council would be able to provide some financial support to this event, possibly through the donation of a prize.

Both Councillors Mrs Berry and Risbridger explained the manner in which Manea Dinners operates.

Some members offered to make donations of prizes.

Members decided that the Parish Council would provide financial support to this event by paying the cost of hiring Manea Village Hall.

*(Councillor Risbridger declared his non-pecuniary interest in this item, by virtue of his wife acting as Secretary to Manea Dinners)*

### **M164/12 Parish Council and community projects and initiatives**

#### **(1) Community-led plan for Manea (minute M150/12 (1))**

The Chairman reported that there had been no meetings of the Manea Action Plan group since the public meeting held on 11 February 2013; the next meeting of the group is scheduled for 26 March 2013.

The Clerk informed members of his understanding that the Manea Action Plan group wished to give a presentation to the Parish Council at its 15 April 2013 meeting.

Members decided that the information reported by the Chairman and the Clerk be noted.

#### **(2) New pavilion for Manea (minute M150/12 (2))**

Councillor Jolley informed members that he had now obtained from Fenland District Council a new application form for a grant under the District Council's Rural Capital Grants scheme and that he is also exploring other potential sources of funding.

Members decided that the current situation be noted and that Councillor Jolley would provide an update at the next meeting.

### **M165/12 Annual Assembly 2013 - Agenda items**

Members discussed possible agenda items for the Annual Assembly arranged for 15 April 2013.

Members decided that

- (1) the agenda for the 2013 Annual Assembly would contain the following items in addition to the "standard" items which feature on each year's agenda:

- presentation by the Manea Action Plan group
- report from the Manea Allotment Association
- presentation, from the Chairman of the Sub-Committee, on Manea Pit and the community orchard woodland project;

(2) publicity for the event be given via posters in the village and mention in a local newspaper.

### **M166/12 Correspondence**

(1) Manea Gala Committee.

The Clerk read to members a letter from the Secretary of the Manea Gala Committee raising two issues in connection with the arrangements for this year's gala.

Firstly, the committee has offered to both carry out works to widen the doors to the toilets within the pavilion, to improve access for the disabled, and to undertake re-painting works to that building. With regard to these improvement works, Manea Gala Committee asks whether the Parish Council would make a financial contribution towards the cost of the associated materials.

Secondly, Manea Gala Committee seeks the Parish Council's permission for a Persian Horse Display to feature as part of the Manea Gala.

Councillor Woodard, although acknowledging that widening of the doors to the toilets within the pavilion would improve the access for disabled persons, expressed the opinion that the works proposed by Manea Gala Committee would not achieve full compliance with the requirements of the Disability Discrimination Act.

Members decided that

(1) Manea Gala Committee's offer to undertake improvement works to the pavilion be accepted;

(2) the Parish Council would make a contribution towards the cost of the improvement works to the pavilion; this contribution would be through returning to Manea Gala Committee the £100.00 cheque (payable to Manea Parish Council) which accompanied its letter;

(3) Manea Gala Committee be granted permission for a Persian Horse Display to feature as part of this year's Manea Gala.

(2) Fenland Local Plan - Core Strategy Development Plan Document - proposed submission.

Further to minute M55/12 (2), the Clerk reported that, having taken into account the comments made through the previous two consultation exercises, Fenland District Council (FDC) has now produced a final version of the Core Strategy. The latest version includes new policies to cover Health and Wellbeing, Community Safety, the Historic Environment, and the Natural Environment. Other changes include amending the wording of some policies so that they are clearer and, consequently, more effective.

For the period 28 February to 10 April 2013, FDC is consulting on this agreed strategy, known as the 'Core Strategy Development Plan Document - Proposed Submission' and the Policies Map. The purpose of this latest consultation exercise is to seek views on the final plan and to establish whether it is 'legally compliant' and 'sound'.

The District Council will make no changes to the current version of the plan; instead, any further representations made to the council would be forwarded to the Government in mid-May 2013. The Secretary of State will then appoint Planning Inspector to examine the document and consider the merits of all remaining objections.

The Clerk informed members of the ways in which representations could be submitted to Fenland District Council.

Members decided that the information reported by the Clerk be noted and they had no comments to make in relation to this latest consultation exercise.

**M167/12 Next meeting**

Members were reminded that the next meeting of the Parish Council is scheduled for 15 April 2013, following the Annual Parish Assembly (which commences at 7.00 pm), at the Village Hall, School Lane, Manea.

**Meeting finished at 9.05 pm**

Signature:.....(Council Chairman).

Date:.....