

# **MANEA PARISH COUNCIL**

## **MINUTES OF MEETING**

**18 NOVEMBER 2013 – 7.00 pm.**

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

**Apologies:** Councillors Archer, Cole, Mrs Desborough and Risbridger.

The minutes of the meeting of 21 October 2013 were confirmed and signed.

### **M81/13 Open Forum**

#### **New pavilion for Manea**

Further to minute M69/13 (1), the landlord of the Rose and Crown public house at Manea informed the Parish Council that he wished to make it clear that his primary concern regarding the possible inclusion of bar facilities within the proposed new pavilion is not the potential impact upon his livelihood (as he has another source of business income) but the possible loss of the public house as a community facility. He repeated comments that he had made at minute M69/13 (1) in relation to the fundraising undertaken via the public house for the Manea Silver Band, the Manea football team and the Friends of Manea School, which would be cease if the public house were to close. He commented also that the loss of a public house in a village could have an adverse impact upon house prices, by making it a less desirable place to live.

The landlord expressed his concern regarding the comment made by one Parish Councillor at the last meeting (minute M71/13 (2) refers), in which the councillor had referred to the clientele of the public house as “drinkers”. He commented that, in his experience, the new pavilion would not be able to generate a significant income – certainly not enough to make the venture viable financially - from the sale of alcohol.

In summary, the landlord believes that the new pavilion would be a “white elephant”, which would threaten the viability of the Rose and Crown public house. He suggested that the Parish Council should think very seriously about how to proceed with regard to the provision of a new pavilion in Manea.

Members decided that the comments of the landlord of the Rose and Crown public house be noted and that they be taken into account when discussing this matter further (minute M84/13 (3) refers).

#### **M82/13 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.

#### **M83/13 Manea Youth Club**

Further to minute M123/12 (1), members received a presentation from, Naomi Clynth, the new Lead Youth Worker for the Manea Youth Club.

Miss Clynch informed members that she had been in the role of Lead Youth Worker for the Manea Youth Club for only six weeks; however, in that time, she had managed to develop good relationships with the members of the youth club. There are now a number of Junior Leaders within the club.

Miss Clynch explained that she is planning to arrange a number of community projects, including fundraising for a youth club Christmas party (to take place on 17 December 2013). In addition, she intends to produce an annual Youth Club Newsletter.

Members are of the opinion that the Manea Youth Club plays a vital role in the community as it helps young people's personal and social development and provides them with vital skills for their future in and around their community. It also helps to reduce anti-social behaviour in the village.

Members commented that they are very pleased with the manner in which the Manea Youth Club operates and are encouraged by what they had heard from Miss Clynch.

Miss Clynch responded to members' questions.

Members decided that the information presented by Miss Clynch be noted.

#### **M84/13 Progress on actions from minutes of last meeting**

##### **(1) Charlemont Drive, Manea (minute M69/13 (3))**

The Clerk reported the response from Fenland District Council (FDC) regarding the provision and installation of a waste bin at the estate and the response from Cambridgeshire County Council in relation to the possible provision, at the entrance to the estate, of a sign warning motorists of children playing.

Fenland District Council (FDC) has stated that it does not possess any suitable second-hand waste bins; consequently, FDC has provided a quotation, in the sum of £303.22 (plus VAT) for provision and installation of a waste bin at Charlemont Drive. The Clerk reminded members that it had been indicated at minute M69/13 (3) that the Charlemont Drive Residents' Association would be happy to meet 50% of the costs involved.

With regard to the provision of a "children playing" warning sign at the entrance to the estate, the County Council has agreed that a sign could be permitted, as a one off request, at this location. To accord with the relevant traffic signs regulations, the proposed sign would be triangular in shape and bear the word "playground"; the Clerk showed members a copy of the sign design. The cost of supplying and erecting such a sign would be £446.38; this would need to be funded by a third-party (i.e. not by the County Council).

Members decided that

- (1) the information reported by the Clerk be noted;
- (2) subject to receipt by the Clerk of the Charlemont Drive Residents' Association's agreement to meet 50% of the costs involved, a waste bin be purchased and installed at Charlemont Drive;
- (3) a Playground sign be installed at the entrance to Charlemont Drive; the Parish Council would provide the third-party funding in that regard.

##### **(2) Fenland Rail Development Strategy 2011-2031 and Manea Station (minute M71/13 (1))**

Members considered further the provision of a rail services notice board in the village.

The Clerk reminded members that the primary purpose of such a notice board would be to present information relating to rail services available via Manea Station; it could also include other community-related information.

Members are of the opinion that the ideal location for such a notice board would be on the front wall of the Rose and Crown public house (the landlord, who was in attendance at the Parish Council meeting, indicated his approval to such a suggestion).

With regard to the design of the proposed notice board, members like the type shown in the photograph that had accompanied the letter from Fenland District Council's Transport Development Manager, which had been reported to members at minute M71/13 (1). In terms of the type of information that would be displayed on the notice board, members feel that the board should be used to publicise rail timetables and other community notices (of the type shown in the photograph).

The Chairman reported that the defunct Manea Rail Service Action Group possesses a small amount of funding in a bank account and that arrangements are being made for closure of this account and the subsequent transfer of the money to the new Manea Station Adopters Group.

Members decided that

- (1) the views of the Parish Council regarding the provision of rail services notice board, as outlined above, be forwarded, by the Clerk, to Fenland District Council's Transport Development Manager;
- (2) the information reported by the Chairman regarding the funding held by the defunct Manea Rail Service Action Group be noted.

(3) **New pavilion for Manea (minute M71/13 (2))**

Councillor Fielding reported on his suggestions for operation of the proposed new pavilion; he commented that he had produced some of the information required for the preparation of a business plan in that regard but that he is still waiting, from other sources, information required for completion of that process.

Councillor Fielding commented that neither Manea nor most other local villages possess a sports hall and he expressed the opinion that the provision of such an element within the proposed pavilion would provide a unique opportunity for Manea; he is of the view that a sports hall could accommodate, and generate income from, numerous sporting activities, such as: badminton, 5-a-side indoor football, tennis, basket ball, roller hockey and table tennis. He suggested a number of possible changes to the current design of the proposed pavilion, including a bar and viewing area at first-floor level; he commented that the estimated cost of constructing the building in the way that he is now suggesting would be around £360,000.

Councillor Fielding informed members that he had undertaken some informal consultation and most of those people with whom he had spoken had reacted positively to his suggestions to modify the current proposal.

Councillor Jolley reported that recent research had shown that there is no unmet demand for sports halls in Fenland and, consequently, it would be extremely difficult for the Parish Council or any other body to obtain grant funding for the proposed new pavilion if it were to include a sports hall.

The Clerk reminded members that planning permission exists for the current proposal and that any changes to the design of the proposed pavilion would involve the need to engage the services of an architect, to produce new drawings, and to submit a new application for planning permission; both of these activities would result in costs to the Parish Council.

Members had regard for the comments made by the landlord of the Rose and Crown public house in relation to the detrimental impact that a regular bar at the pavilion could have upon the viability of the public house (minute M81/13 refers).

Members commented that they are keen to minimise the impact that the use of the new pavilion would have upon the viability of existing businesses within the village. At the same time, they are conscious of the benefit of providing a community facility which is sustainable financially.

Members decided that

(1) the current situation be noted;

(2) this matter be considered further at the next meeting of the Parish Council.

**(4) Station Road, Manea (minute M71/13 (3))**

The Clerk reported that the situation is unchanged from that reported at minute M71/13 (3); he would, however, continue to seek a response from the Local Planning Authority regarding this matter.

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

**(5) Traffic calming measure on Station Road, Manea (minute M71/13 (4))**

The Clerk reported that the relevant officer of the Local Highway Authority had visited the site, inspected the area and assessed the situation from a highway safety perspective.

With regard to the suggestion of the Parish Council (at minute M54/13), that a sign, giving advance warning to motorists of the existence of traffic calming and a changed road layout, be installed in the vicinity of the fish and chip shop on Station Road, the officer of the Local Highway Authority comments that such signs are usually only installed immediately following completion of a scheme and remain in place for no more than three months.

The officer is of the opinion that the highway-related signs on site are adequate - there are school warning signs, 30 mph speed limit signs and the interactive sign when travelling into the village from the March direction; there are also school warning signs from the opposite direction; in addition, the signs that have been placed on the build out (indicating priority over oncoming traffic etc) can be seen clearly from both directions.

Members decided that the response from the Local Highway Authority be noted.

**M85/13 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) Formation of a vehicular access to existing dwelling at 32F Station Road, Manea – F/YR13/0788/F (applicant: Mr D Simpson).

*That the application be supported.*

- (2) Erection of 26 dwellings comprising of 14 x single-storey 1-bed, 8 x single-storey 2-bed with detached garages, 2 x single-storey 2-bed with attached garages, 1 x two-storey 2-bed with integral garage and 1 x two-storey 3-bed with integral garage on land west of 49 – 49A High Street, Manea – F/YR13/0833/F (applicant: Mr D Cole).

*That the application be supported, subject to the imposition of a planning condition or Section 106 Planning Obligation (whichever is appropriate) requiring the 14 single-storey dwellings to be available at affordable rents in perpetuity.*

- (3) Erection of a two-storey 3-bed dwelling, involving demolition of existing offices, at Old Weighbridge Works, Fallow Corner Drove, Manea – F/YR13/0841/F (applicants: Mr and Mrs F Simpson).

*Object to the application, on the basis that*

- *the site lies outside of the Development Area Boundary for Manea*
- *if approved, the development would set a precedent for other proposals of a similar nature.*

### **M86/13 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 continues to have the lowest rate of recorded crime in Fenland. Only three crimes had been reported within Manea since the last meeting of the Parish Council; these related to two thefts of diesel and one attempted theft of a tractor.

The PCSO informed members that, although not agreed as a policing priority at the meeting of the Chatteris and Manea Neighbourhood Forum held on 14 November 2013, the issue of tackling speeding in Manea remains an important issue for Manea residents. Consequently, arrangements are in hand for the installation of a speed monitoring box on Station Road, followed by installation of the box on High Street; the results of the speed monitoring will provide a true picture of vehicle speeds through the village and assist in the effective targeting of speed enforcement activity.

PCSO Dyer responded to members' questions.

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

### **M87/13 Local Highway Improvements 2014/15**

The Clerk reported that the County Council is inviting proposals from local communities which wish to submit a bid for funding from that council's 2014/15 Local Highway Improvement (LHI) scheme. Any community group, which includes local councils, is eligible to submit a bid.

Under the LHI scheme, applicants are able seek up to £10,000 from the County Council as a contribution to their scheme. The applicant is expected to provide a contribution towards each project of at least 10% of the scheme cost. Bids are restricted to one per applicant.

Projects could involve any highway measure or improvement that is considered to offer benefit to the local community; applicants are required to state within their applications how they feel that the proposal would provide that community benefit.

The Clerk informed members of the application process relating to this scheme and of the method of application evaluation/prioritisation that the County Council will operate.

Long-term maintenance of schemes would normally be the responsibility of the County Council, provided that the scheme is constructed to normal County Council standards.

The deadline for submission of applications is 9 December 2013.

Members decided that the information reported by the Clerk be noted and that no bid be made by the Parish Council under the LHI scheme for 2014/15.

### **M88/13 Reports from District and County Councillors for the parish**

Neither Councillor Archer, the District Councillor for Manea, nor Councillor Connor, the County Councillor for the electoral division which includes Manea, was present at the meeting. On this occasion, Councillor Connor had not provided any information, for reporting by the Clerk, on County Council-related issues. Councillor Archer had, however, informed the Clerk, in advance of the meeting, that he had no District Council-related issues for reporting to the Parish Council at this time.

Members decided that the situation be noted.

### **M89/13 Public open spaces**

- (1) Playing field – further to minute M76/13, Chairman reported that he had obtained, from the contractor which maintains the electrical installations at the playing field, a quotation for the cost of providing protective grilles over the floodlight bulbs; the contractor had informed the Chairman that grilles could be obtained and are likely to cost around £30.00 each (plus the cost of fitting).

Further to minute M64/13, members reviewed the annual payment made currently to the caretaker of the playing field. They are aware that the annual payment of £780 (paid in two half-yearly instalments of £390) had not been increased for a number of years; on that basis, members feel that an increase of around 10% would be appropriate.

The Chairman reported that a local resident had asked whether the Parish Council could identify a suitable location in the village for a train activity if it needed to be re-located from its current location at a site in March.

Further to minute M64/13 (1), the Chairman reported on his latest discussion with a representative of the supplier/installer of the skateboard park (to discuss the repair works required to that equipment).

Members decided that

- (1) the Chairman would discuss further with the local electrical contractor the provision of protective grilles over the floodlight bulbs;
  - (2) the annual payment made to the caretaker of the playing field be increased from £780 to £850 per annum with immediate effect;
  - (3) the Chairman would inform the local resident that the Parish Council is unable to identify a suitable location in the village for the train activity.
- (2) Village green – the Chairman reported a request for use of the village green on 21 June 2014 for a Garden Fete with a 1940's theme.

Members decided that the request for use of the village green on 21 June 2014 be approved.

### M90/13 Manea Pit

Members considered the minutes of the meeting of the Manea Pit Management Committee held on 23 October 2013.

With regard to minute PMC24/13, Councillor Jolley expressed the importance of the management committee making decisions in relation to operating and managing the pit area which take into account not only the specialist expertise and knowledge possessed by certain committee members but also the general desires of the community and the ambitions of the Parish Council.

Members decided that the contents of the Manea Pit Management Committee minutes and the comments of Jolley be noted.

### M91/13 Financial matters

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

#### Income

J Lawrence	Allotment rent	£200.00
George James Funeral Directors	Interment fee	£154.00
Fenland District Council	Recycling Credits	£28.60
Kent Memorials	Memorial inscription	£88.00
Manea Allotment Association	Allotment rent	£300.00
Manea United FC	Hire of playing field	£280.00
<b>Total Income</b>		<b>£1,050.60</b>

#### Expenditure

Manea Village Hall	Room hire on 21 October 2013	£10.00
Mrs A Ryman	Wages and expenses	£82.55
T Jordan	Salary (less income tax of £122.12), Broadband and other expenses	£632.63
Public Works Loans Board	Loan re-payment	£95.39
FACT	Dial-a-Ride service	£100.00
Manea Gala	Christmas lights	£100.00
Victim Support	Financial assistance	£30.00
Ridgeons	Padlock for gate at woodland area (includes VAT of £2.57)	£15.42
Royal British Legion Poppy Appeal	Poppy wreath	£20.00
E.on	Electricity for pavilion (includes VAT of £2.73)	£57.28
E.on	Electricity for sports area (includes VAT of £0.51)	£10.67
E.on	Electricity for village green (includes VAT of £0.37)	£7.69
<b>Total Expenditure</b>		<b>£1,161.63</b>

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 October 2013 (in the total sum of £58,907.00), together with the month-end figures for each of the preceding six months and as at 31 October 2012.

Members decided

- (1) upon a proposal from Councillor Emery, seconded by Councillor Mrs Berry, that the income of £1,050.60 be noted and that the payments totalling £1,161.63 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 October 2013, together with the month-end figures for each of the preceding six months and as at 31 October 2012, be noted.

### **M92/13 Correspondence**

Review of the Cambridgeshire Statement of Community Involvement (SCI) – consultation exercise.

The Clerk read to members a letter from Cambridgeshire County Council, consulting the Parish Council on its review of the Cambridgeshire Statement of Community Involvement (SCI).

The Clerk had forwarded to members, in advance of the meeting, a link to the SCI document on the County Council's website. The deadline for the submission of responses to the consultation exercise is 20 December 2013.

The Statement of Community Involvement sets out how the County Council intends to involve the community in the development of its land use policy and projects; this includes:

- Minerals and Waste Local Plan
- Local Enforcement Plan for Minerals and Waste Development in Cambridgeshire
- Statement of Community Involvement
- Supplementary Planning Documents
- Local Transport Plan
- Transport Strategy for Cambridge and South Cambridgeshire
- Market Town Transport Strategies
- Local Flood Risk Management Strategy
- the delivery of County Council infrastructure projects and the consideration of development proposals in cases where the County Council is the Local Planning Authority.

The SCI also sets out the County Council's requirement in respect of community involvement for nationally strategic infrastructure projects for major developments in the energy, transport, waste, waste water and water sectors. In addition, it provides general advice on how communities can engage in the democratic processes relating to these issues.

Members decided that they had no comments to make in relation to the review of the Cambridgeshire Statement of Community Involvement (SCI).

**M93/13 Next meeting**

Members were reminded that the next meeting of the Parish Council had been scheduled for 16 December 2013, commencing at 7.00 pm, at the Village Hall, School Lane, Manea.

**Meeting finished at 9.05 pm**

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

Date:.....