

## SOHAM TOWN COUNCIL

Minutes of a meeting of the Soham Town Council held at the Pavilion, Soham, on Monday 12<sup>th</sup> May 2008.

Present: Councillors Mr CM Palmer, Mr N Driver, Mr G Fisher, Mr GR Ginn, Mr AJA Hinsley, Mr GM Hobbs, Mr PS Lane and Mr D Schunmann and Mesdames Mrs RR Aitchison, Mrs PL Gibbon, Mrs AEY Pallett & Mrs JA Webb.

Apologies: Councillors Mr T Brown & Mrs PA Tuite

In Attendance: County Councillors Mr JA Powley & Mrs J Broadway.  
District Councillors Mr J Palmer, Mr J Humphreys, Mr M Duckworth, Mr A Parramint & Mr T Cornell.  
Mr Nick Blencowe, Ely Soham Dial a Ride

83/08 PUBLIC COMMENT TIME  
There were no representations from members of the public.

84/08 ELECTION OF CHAIRMAN FOR THE ENSUING CIVIC YEAR  
Councillor Mr CM Palmer was elected Chairman for the ensuing civic year.

85/08 DECLARATION OF ACCEPTANCE  
NOTED that Councillor Mr CM Palmer signed the Declaration of Acceptance of Office in the presence of Mr David Giles, the Clerk and Proper Officer of the Council.

86/08 ELECTION OF VICE-CHAIRMAN FOR THE ENSUING CIVIC YEAR  
Councillor Mrs Penelope Annette Tuite was elected Vice-Chairman for the ensuing civic year.

87/08 APPOINTMENT OF COMMITTEES  
RESOLVED that the constituent Standing Committees of the Council be comprised of the following members.

### Finance & Policy

The Chairman and Vice-Chairman of the Council and the Chairmen of the other Standing Committees.

### Planning

Mrs R Aitchison	Mr AJA Hinsley	Mr G Ginn
Mr D Schunmann	Mr T Brown	Mrs P Gibbon
Mrs AEY Pallett	Mr GM Hobbs	Mrs J Webb

### Cemetery and Allotments

Mrs PL Gibbon	Mrs JA Webb	Mr G Fisher
	Mr GR Ginn	Mr PS Lane

### Community Amenities

Mr A Hinsley	Mrs RR Aitchison	Mr GR Ginn
Mr D Schunmann	Mr T Brown	Mrs PL Gibbon
Mrs J Gipp	Mr PS Lane	Mrs AEY Pallett
Mr GM Hobbs	Mrs JA Webb	Mr G Fisher

NOTED that in accordance with the Council's Standing Orders that the Chairman and Vice Chairman of the Council are ex-officio members of all the constituent standing committees.

RESOLVED also that the Chairman of the relevant committees for the ensuing year be as follows:

Planning - Mrs RR Aitchison  
Cemetery & Allotments - Mrs PL Gibbon  
Community Amenities - Mr AJA Hinsley

NOTED that a request was tabled to change the Planning Committee Meetings from the present arrangement of 12.00pm on the last Wednesday of the month, to a further evening in the month.

RESOLVED to keep the status quo, but those Councillors not on the Planning Committee to receive a copy of its Agenda for information and comment prior to the meeting.

88/08 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES FOR THE ENSUING CIVIC YEAR.

RESOLVED that there be no change in the representatives to Outside Bodies for the ensuing civic year.

89/08 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that the LDF Parish Council meeting would take place 7.00pm to 8.30pm in The Pavilion, Soham on Tuesday 3rd June 2008. He also stated that the Council Office would be closed on Monday 2nd June 2008 for the installation of and staff training for the new accounting system. Finally the Chair congratulated Soham Town Rangers Football Club on winning the League and gaining promotion.

90/08 DECLARATION OF INTERESTS

Councillors Mr CM Palmer, Mrs JA Webb and Mrs PL Gibbon declared prejudicial interests in Planning Committee minute 08/00378/FUM – St. Andrews Church Hall, High Street, Soham and Councillor Mr GM Hobbs declared a prejudicial interest in Planning Committee minute 08/00380/FUM – Land rear of 52 Station Road, Soham, Councillor Mr CM Palmer also declared a prejudicial interest in Planning Committee minute 08/00440/LBC – 39 Sand Street, Soham in accordance with Paragraph 9 of the Code of Conduct.

91/08 MINUTES OF MEETING HELD 14TH April 2008

RESOLVED that the minutes of the meeting be approved and signed as a true record.

92/08 MATTERS ARISING FROM THE MINUTES

Fountain Lane Car Park (62/08)

East Cambridgeshire District Council had agreed to accede to Town Council's request to extend the opening times of the Fountain Lane Car Park to 10.30pm for the Summer months trial period, temporary signage showing the revised opening times would be installed. They would review the position in the Autumn.

Requests for Financial Assistance (68/08)

The Clerk reported that no response had been received from WRVS Cambridgeshire Emergency Services following his request for further details of its work in East Cambridgeshire and in particular local points of contact in the Soham Area.

Tenders for Grazing of Soham Commons 2008 (69/08)

NOTED that cattle had been obtained for the grazing of Back East Fen Common and Qua Fen Common for the coming Season.

Soham Town Forum (74/08)

Councillor Mr CM Palmer reported on the meeting which Councillor Mrs J Gipp and he attended on 24th April 2008.

Councillor Mrs AEY Pallett updated the Council on the site visits she and Councillor Mrs PL Gibbon attended on behalf of the Town Forum, with representatives from East Cambridgeshire District Council and Cambridgeshire County Council regarding the placement of five Community Notice Boards in the Town.

Hanging Basket Committee (80/08)

NOTED that although there had been a delay in the planting-up of the hanging baskets this year, it was expected that these should be in situ by the end of May.

93/08

MINUTES OF MEETINGS OF STANDING COMMITTEES

RESOLVED that the minutes of the following committees which are printed and attached to these minutes be confirmed and approved and the recommendations contained therein be adopted:

Finance & Policy - 14th April 2008

Planning - 30th April 2008

94/08

PAYMENTS AND SCHEDULE OF ACCOUNTS – APRIL 2008

RESOLVED that the schedule of payments and statement of balances as at 30th April 2008 attached to these minutes as appendices, be confirmed and approved, and are in accordance with Council's financial regulations.

95/08

ELY AND SOHAM DIAL A RIDE (ESDAR)

Nick Blencowe, Ely Soham Dial a Ride (ESDAR) attended and gave a presentation on the proposals for a shuttle bus service to run for a trial period, from either end of the Town, stopping at various places along the route.

NOTED that the estimated cost would be £35-£40 for one run, one day per week or £45-£60 for two runs two days per week. The proposed days being Tuesdays and Fridays.

RESOLVED that the Town Council and Soham United Charities, support and fund a trial scheme of two runs, two days per week, to be operated during the school Summer holidays at a cost to the user of £1.00 per journey.

RESOLVED also that ESDAR be requested to provide final costings for consideration by the Finance & Policy Committee on 9th June 2008.

96/08

ELY DRAFT MASTERPLAN

The Draft Ely Masterplan was received for comments.

RESOLVED that following full discussions on its contents that Councillors should make their own individual comments to the Ely Masterplan.

97/08

SOHAM COMMUNITY FACILITIES AUDIT

Following full discussion and comments from several Councillors on the contents of the Audit, it was proposed that the report be warmly adopted and that the consultants be thanked for this detailed and informative document.

RESOLVED that a Working Party be set up to consider the Audits detailed findings and recommendations and to consider how best to implement these. It was further RESOLVED that this matter be considered at the Council Meeting in June.

98/08

REQUEST FOR FINANCIAL SUPPORT

Councillors considered a request for financial support from Soham-on-Line towards the running of Soham On-Line Community Website [www.soham.org.uk](http://www.soham.org.uk).

RESOLVED that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act, 1972 should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner with the expenditure:-

Soham On-Line - £600.00

RESOLVED also to request Chris Scurrah, Soham Webmaster, that the Soham Town Council minutes are posted on the website more frequently and also that Minutes of Committee meetings also be displayed.

99/08

CAMBRIDGESHIRE COUNTY COUNCIL – LOCAL BUS SERVICES

NOTED that Cambridgeshire County Council had received notification from Neals Travel Limited that they intend to withdraw the 135 (Ely-Soham-Fordham-Isleham-Mildenhall) the 155 (Soham-Fordham-Bury St Edmunds) and the 203 (Freckenham-Newmarket) services with effect from 27th May 2008.

100/08

CALC – PROPOSED CONSTITUTIONAL CHANGES

NOTED that in accordance with clause 7H of the CPALC Constitution, an Extraordinary General Meeting had been called by the board of Cambridgeshire Association of Local Councils (CALC) taking place on Saturday 31st May 2008 from 10.30am at the Sports and Recreational Pavilion, Histon & Impington Recreation Ground, New Road, Impington to update its constitution.

101/08

EAST CAMBRIDGESHIRE DISTRICT COUNCIL – REMOVAL OF BT PAYPHONES

NOTED that East Cambridgeshire District Council had been consulted by BT, regarding the proposed removal of 42 payphones across the district. Included in these proposals would be the payphone in Mereside, Soham.

NOTED also that any comments regarding this removal should be directed to East Cambridgeshire District Council by the 31st May 2008.

102/08

PAPERS TABLED

East Cambs. DC	- Highlights of the Week, 18 Apr - 9 May 2008
CPALC Support Desk	- Newsletter 1 – April 2008
European Union	- Inforegio News, March 2008, No. 166
East Cambs. Community Safety Partnership	- Community Safety Plan 2008-2011
East Cambs. Strategic Partnership	- Sustainable Community Strategy 2008-2011
Cambs. County Council	- Farms, Issue 8 – May 2008
European Union	- Inforegio Panorama, No. 25 March 2008

103/08

DATE OF NEXT REGULAR MEETING

NOTED that the next regular meeting of the Council would be held at 7.15pm, Monday 9th June 2008

## FINANCE AND POLICY COMMITTEE

Minutes of the meeting of the Finance and Policy committee held at the Pavilion, Soham, on Monday 12th May 2008.

Present: Councillors Mr CM Palmer (Chairman), Mr AJA Hinsley and Mesdames Mrs RR Aitchison and Mrs PL Gibbon.

Apologies: Councillor Mrs PA Tuite.

FP34/08 ACCOUNTS – APRIL 2008

RESOLVED that the Council be recommended to approve payment of the scheduled accounts for March totalling £28,693.01

FP35/08 BALANCES – APRIL 2008

NOTED income, payments and balances in hand and Summary of Income and Expenditure as at 30th April 2008.

FP36/08 EAST CAMBS. DISTRICT COUNCIL – LDF PARISH COUNCIL MEETINGS

NOTED that East Cambridgeshire District Council would be holding a Parish Council meeting at the Pavilion on Tuesday, 3rd June at 7.00pm-8.30pm to consult on its Local Development Framework, Core Strategy Submission Paper which is to be published on 30th May 2008.

RESOLVED that Councillors Mrs RR Aitchison and Mrs PA Tuite would attend.

FP37/08 STAFF TRAINING DAY

RESOLVED to recommend that the Council office be closed to the public on Monday 2nd June 2008 for the installation and staff training of its new accounts package.

FP38/08 COMMUNITY FACILITIES AUDIT

RESOLVED that the Council be recommended to approve the fee of £5.00 per copy to any persons wishing to have a photocopy of the Audit results.

RESOLVED also that Soham Town Forum be permitted to copy the Audit onto discs, provided by them, free of charge.

FP39/08 PAVILION TOILETS UPGRADE

RESOLVED that the Council be recommend to approve the additional cost for safety flooring in the ladies and gents toilets totalling £1,221.63 + VAT.

FP40/08 TRIM TRAIL

RESOLVED that the Council be recommended not to accede to a request for certain elements of the Trim Trail to be removed, following a complaint by a resident of anti-social behaviour from the Recreation Ground.

FP41/08 MEMORIAL – SOHAM CEMETERY

NOTED that Mrs Sue Gillingwater had offered to fund the replacement of a bench in Soham Cemetery, in memory of her parents, Charles and Muriel Gillingwater and had also requested that she be permitted to plant a small flower bed directly in front of the headstone.

RESOLVED that the Council be recommended to approve the request for a small flower bed and to thank Mrs Gillingwater for her offer of funding to replace the bench.

FP42/08 THE LATE RONALD MANNING

RESOLVED that £25 be donated to the fund in memory of the late Mr Ronald C Manning a former Chairman of the Council.

## COMMUNITY AMENITIES COMMITTEE

Minutes of the Community Amenities Committee held at the Pavilion, Soham on Monday 18th February 2008.

Present Councillors Mr AJA Hinsley (Chairman), Mr CM Palmer, Mr G Fisher, Mr GM Hobbs, Mr PSP Lane, Mr T Brown, Mr G Ginn and Mesdames Mrs RR Aitchison, Mrs PL Gibbon, Mrs J Gipp, Mrs PA Tuite and Mrs JA Webb.

Apologies Councillors Mr D Schunmann and Mrs AEY Pallett

COM01/08 MINUTES OF MEETING HELD 22ND OCTOBER 2007  
RESOLVED that the minutes of the meeting be approved.

COM02/08 MATTERS ARISING FROM THE MINUTES  
There were no matters arising from the minutes.

COM03/08 EXPENDITURE FOR PERIOD APRIL 2007 - JANUARY 2008  
Expenditure for period April 2007 – January 2008 was noted.

COM04/08 RECREATION GROUND TREES  
NOTED that extensive tree work will be carried out to trees on the Recreation Ground during Mid March 2008.  
RESOLVED that following completion of the above works, that replacements for trees that had died be ordered ready for Autumn planting.

COM05/08 COMMONS  
Natural England – Higher Level Stewardship (HLS)  
RESOLVED to recommend that when work begins to re-establish the pond on East Fen Common, this would be an excellent opportunity to link in with a publicity event for the Higher Level Stewardship agreement.  
NOTED that James Paice MP would welcome being involved in these events.  
NOTED also that part of the HLS agreement called for part of Angle Common to be adequately fenced along the railway side, to enable the safe grazing of cattle etc. However, historically common land cannot be fenced and fencing in general around commons are the responsibility of adjoining landowners, in this case Network Rail.  
RESOLVED therefore that the Clerk endeavour to get a response from Network Rail regarding repairs to fencing along the railway on Angle Common.

### RSPB Survey 2007

NOTED that maps etc. showing the results of the RSPB Survey which was undertaken on the areas around Qua Fen and Angle Commons were received.

RESOLVED that the maps etc. should be placed on display at the Commons publicity event.

COM06/08 SOHAM ROSES AT THE PAVILION  
NOTED that unfortunately, the 'Soham Rose' bushes, planted on the round-about outside the Pavilion were not growing very well and several of the plants had actually died or been removed by persons unknown.  
RESOLVED that the best plants be removed and re-planted in large pots, to be sited outside the Pavilion.  
RESOLVED that local nurseries be asked if they would be willing to 'sponsor' the re-planting of the flower beds.

- COM07/08     CROCKERY AT THE PAVILION  
NOTED that the Council had purchased 2 dozen of each cups, saucers, tea plates and glasses in 2007 for use by hirers of the Pavilion.
- COM08/08     HEARING LOOP SYSTEM AT PAVILION  
RESOLVED that the Clerk investigate the logistics and costs of installing a 'hearing loop' system for the Pavilion.
- COM09/08     SECTIONAL STAGING FOR THE PAVILION  
NOTED that the purchase of sectional staging for use in the Pavilion would be in the region of £1,700.  
RESOLVED to wait until the current Community Facilities Audit is completed before further considering this item.
- COM10/08     COMMUNITY CARE  
Committee considered a request of Soham's Community Care group for a reduction of the daily hire charge for the Pavilion, for its booking on Saturday 1<sup>st</sup> March on the occasion of their Annual Dinner.  
RESOLVED that the Council be recommended to approve that a concessionary rate of £25.00 be charged.
- COM11/08     SOHAM BAPTIST CHURCH  
RESOLVED that the Council be recommended to approve, free of charge, the hiring of the Recreation Ground and Pavilion on Sunday 8<sup>th</sup> June and Sunday 13<sup>th</sup> July 2008 for its annual 'Praise in the Park' events.
- COM12/08     DATE OF NEXT MEETING  
NOTED that the next meeting of the Community Amenities Committee would be held at 7.15pm, Monday 23<sup>rd</sup> June 2008.

## CEMETERY & ALLOTMENTS COMMITTEE

Minutes of the meeting of the Cemetery & Allotments Committee held at the Pavilion, Soham, on Monday 18th February 2008.

Present: Councillors Mrs PL Gibbon (Chairman), Mr GR Ginn, Mr G Fisher, Mr CM Palmer, Mr PS Lane and Mesdames Mrs PA Tuite and Mrs JA Webb.

Apologies: Councillor Mr N Driver

CA1/08 MINUTES OF MEETING HELD 22ND OCTOBER 2007  
RESOLVED that the minutes of the meeting be approved.

CA2/08 Matters arising from the Minutes

Alter Cloths – Cemetery Chapel (CA9/07)

RESOLVED that Mrs Linda Palmer be requested to purchase material etc. to make a new alter cloth for the Cemetery Chapel and that the Council reimburse her with costs.

CA3/08 EXPENDITURE FOR PERIOD APRIL 2008 – JANUARY 2008  
Expenditure for period April 2007 – January 2008 was noted.

CA4/08 TREE WORK AT CEMETERY  
NOTED that work will be carried out to trees and hedges at the Cemetery during mid March 2008.

CA5/08 PLANS OF ALLOTMENTS  
NOTED that Councillor Mr N Driver would be attending a meeting on 8th March 2008 to further investigate the possibility of allotment holders forming an Allotment Association and that the proposed plan of all allotments in the town had not yet been completed.

CA6/08 DATE OF NEXT MEETING  
NOTED that the next meeting of the Cemetery Allotments Committee will take place Monday 23rd June at 8.00pm.

## PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday 28th May 2008 at the Pavilion, Soham.

Present: Councillors Mr CM Palmer, Mr GR Ginn, Mr AJA Hinsley and Mesdames Mrs RR Aitchison, Mrs PL Gibbon, Mrs AEY Pallett, Mrs PA Tuite and Mrs JA Webb.

Apologies: Councillors Mr T Brown and Mr GM Hobbs.

PL35/08 PUBLIC COMMENT TIME  
There were no representations from members of the Public.

PL36/08 DECLARATIONS OF INTEREST  
There were no declarations of interest from Councillors for items on the Agenda.

PL37/08 NOTIFICATION OF TREE WORKS  
NOTED:  
a) Tree Preservation Order in respect of 7 Lime trees at 79 Fordham Road, Soham.  
b) East Cambridgeshire District Council's approval for the removal of a Cherry Tree at 19 Guntons Close, Soham.

PL38/08 WITHDRAWAL OF PLANNING APPLICATIONS.  
NOTED:  
a) Planning Application 08/00260/FUL in respect of 08/00260/FUL in respect of new vehicular access at 79 Fordham Road, Soham.  
b) Planning Application in respect of extension to provide garage, entrance hall with bedroom and en-suite over and extension to utility.

PL39/08 PROPOSED DEVELOPMENT BETWEEN SPENCER DROVE AND STATION ROAD, SOHAM  
The Chairman reported details of her meeting with Regional & City Estates Ltd regarding its plan for this proposed development and, in particular, the developers' proposals in respect of S106 monies that may become available.  
NOTED the Chairman's oral report.  
RESOLVED that any S106 agreement drawn up include a sum sufficient to finance the installation of cattle grids on East Fen Common at an estimated cost of £50,000.

PL40/08 SANCTUARY HEReward  
NOTED: Sanctuary Hereward's proposed redevelopment of garage site at West Drive Crescent, Soham.  
RESOLVED: that Sanctuary Hereward be invited to the next meeting of the Planning Committee to explain the proposed development in more detail.

PL41/08 JOINTLY FUNDED MINOR HIGHWAYS WORK 2009/10  
RESOLVED: to submit the following applications to Cambridgeshire County Council Highways.  
a) Installation of 20mph speed restriction on roads adjacent to St. Andrew's Primary School together with ancillary safety measures for pupils.  
b) Installation of Street Lighting on the A142 Soham Bypass/Qua Fen Common Junction.

PL42/08 CHILDHOOD LEUKAEMIA AND OVERHEAD POWER LINES  
NOTED: Receipt of report produced by Children with Leukaemia.

PL43/08 PLANNING APPLICATIONS

<u>No.</u> <u>Comments</u>	<u>Applicant</u>	<u>Location &amp; Proposal</u>
08/00451/FUL	Mr S Thompson	28a Regal Drive, Soham – Change of use from Warehouse (B1,B2 & B8) to part (B1,B2 & B8) and part to Sound Proofed Dance and Rehearsal Studio (D2). <i>Approve</i>
08/00459/FUL	Charles A Whyte	4B West Drive Gardens, Soham - Application under Section 73 of the Town & Country Planning Act 1990: Variation of Condition No. 11 of Planning Permission E/97/00896/FUL - to vary the boundary treatment. <i>Approve</i>
08/00477/ADI	Primsight Limited (Mr Matt Swindles)	Q8 Garage, Fordham Road, Soham – Internal illuminated double sided free standing display unit – Retrospective. <i>Approve</i>
08/00483/FUL	Mr K Woodhouse & Miss T Hunt	19 Primrose Lane, Soham – Two storey side extension. <i>Approve</i>
08/00486/FUL	Mr & Mrs Monaghan	25b Townsend, Soham – Construction of a chalet bungalow (partly built) <i>Approve</i>
08/00490/FUL	Mr & Mrs Gordon	50 Townsend, Soham – Proposed two storey rear extension. <i>Approve</i>
08/00511/FUL	Mr L Fenn & Miss V Gilbey	47 Clay Street, Soham – Part demolition of existing rear flat roof extension. Construction of a rear extension and two storey side extension. <i>Approve</i>
08/00516/FUL	Mr & Mrs Newman	Oakwood, 91 Hasse Road, Soham - Proposed additions and alterations incorporating new steeper pitched roof to gain first floor accommodation. <i>*see below</i>  · No encroachment onto common land
08/00494/FUL	Mr I Osler	Great Hasse Farm, Hasse Road, Soham – Change of use from Paper Recycling to Haulage yard with workshop facility & demolition of derelict outbuildings. <i>Approve</i>

PL44/08

OTHER PLANNING ISSUES

a) NOTED Certification of Street Numbering in respect of The Barn, 1 Hasse Road, Soham.

b) RESOLVED that the Chairman attend East Cambridgeshire District Council's Planning Committee on Wednesday 4th June 2008 to speak in support of the proposed new headquarters for the Guides and Scouts on the Recreation Ground.

c) NOTED Copy of a letter sent to East Cambridgeshire District Council in respect of the proposed redevelopment of St. Andrew's Church Hall Site.

PL45/08

DATE OF NEXT MEETING

NOTED the next meeting of the Planning Committee will take place at 12.00pm on Thursday, 26th June 2008 in the Pavilion.