

# CHRISTCHURCH PARISH COUNCIL

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Clerk: Dave Gibbs

To Members of the Public and Press

6 July 2023

You are invited to attend a meeting of Christchurch Parish Council  
to be held in Christchurch Community Centre  
for the purpose of transacting the following business.

**On Monday 10 July 2023 at 7.30pm**

**Members of the public and press are invited to address the Council  
at its Public Time from 7.35pm to 7.50pm**

Yours truly

*Dave Gibbs*

(Clerk/Proper Officer)

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## AGENDA

**Members are reminded that they need to declare any personal or prejudicial interest  
and reason before an item discussed at this meeting, under the  
Model Code of Conduct Order 2001 No 3576**

**036/23-24 Apologies for Absence**

**037/23-24 Chairman's Announcements**

To receive such announcements as the Chairman may wish to make to the Council

**038/23-24 Public Time**

To receive representations from members of the public regarding issues pertinent to the Council

**039/23-24 Membership of the Council**

To consider requests from eligible individuals for co-option to the two vacant positions on the Council

**040/23-24 Confirmation of Minutes**

To approve and sign the minutes of the meeting held on 12 June 2023

**041/23-24 Matters Outstanding**

- a) Bus shelter improvement project
- b) Pavement outside Field Lodge, Upwell Road
- c) Affordable housing proposal
- d) Skate park repairs
- e) Household items outside property in Upwell Road
- f) Wayside Estate pedestrian safety

- g) Annual report to residents
- h) Parishioner engagement
- i) History of Christchurch website
- j) Outdoor gym equipment
- k) Picnic tables

**042/23-24 Police Report**

To report on policing matters in the area over the last month

**043/23-24 County & District Councillors Reports**

To receive reports from Cllrs Count, French, Roy and Summers

**044/23-24 Clerk's Report**

To receive a report on meetings attended and correspondence received

**045/23-24 Members and Residents Issues**

To consider any matters raised by Members of the Council and local residents

- a) Campaign to Protect Rural England membership invitation
- b) Local Highway Improvement funding 2023/24

**046/23-24 Recreation Ground Extension**

- a) To receive an update on developments since the last meeting
- b) To approve the submission of an application to the Whitemill Environment Fund and to agree the Council's contribution

**047/23-24 Planning**

To consider the following application and agree a response to the planning authority:-

F/YR23/0572/O - Erect up to 3 x dwellings involving the formation of a new access (outline application with matters committed in respect of access) including detached garage to serve no. 52 and demolition of existing outbuildings - Land East of 52 Church Road, Christchurch

**048/23-24 Finance**

To consider and resolve on the following matters:

- a) To receive an updated financial statement for the period to the end of June
- b) To note the sum of £10,000 transferred from the Council's Barclays Bank account to the new NatWest Bank account
- c) To approve the following payment:  
Clerk salary and home office allowance .....£ 441.13

**049/23-24 Golden Age Fair**

To report on the recent Golden Age Fair

**050/23-24 Matters for Next Meeting**

To discuss future agenda items from Councillors

**051/23-24 Date of Next Meeting**

To confirm the date of the next meeting of the Council as Monday 14 August

# CHRISTCHURCH PARISH COUNCIL

## Minutes of a Meeting of Christchurch Parish Council held in the Community Centre on Monday 12 June 2023 at 7.30pm

**Present:** Cllrs J Hughes (Chairman), J Bliss, P Owen, A Sparrow, Cllr D Roy (FDC), D Gibbs (Clerk), Two parishioners

### **020/23-24 Apologies for Absence**

Cllr M Summers (FDC)

### **021/23-24 Chairman's Announcements**

The Chairman expressed his sadness at the unexpected passing of local resident Michael Brooks who had been creating a website recording the history of the Parish. The Chairman reported that he had presented the Council's bid for Local Highways Improvement funding to the County Council's assessment panel and received favourable feedback.

### **022/23-24 Public Time**

Ms Nason thanked the Council for the grant awarded to The Heron and asked whether a regular payment could be established in future. The Chairman advised her that an application could be submitted annually. She also mentioned that the village sign might need repainting in the near future.

### **023/23-24 Membership of the Council**

Mr Potter indicated that he would like to join the Council and was duly co-opted. He signed his declaration of acceptance that was witnessed by the Clerk.

### **024/23-24 Confirmation of Minutes**

The minutes of the meeting held on 15 May were correctly recorded and signed as being a true record.

### **025/23-24 Matters Outstanding**

- a) Bus shelter improvement project - No progress. Cllr Sparrow suggested that the painted cobbles be donated to Townley School to feature on the site of their new classroom.
- b) Pavement outside Field Lodge, Upwell Road - No further update.
- c) Affordable housing proposal - The Clerk reported that the sum of £8,419.06 is held by the District Council as a Section 106 contribution for affordable housing in Christchurch.
- d) Skate park repairs - The repairs have still not been carried out.
- e) Household items outside property in Upwell Road - Members reported that the site continues to deteriorate.
- f) Recreation Ground trees - The tree behind 7 Wayside Estate has been pollarded.
- g) Trees overhanging Padgetts Road - The landowner has removed the overhanging branches.
- h) Wayside Estate pedestrian safety - The Clerk reported that he had been unable to arrange a meeting with a Road Safety Officer and was asked to submit a Privately Funded Highway Improvement application. He will discuss this with our County Councillors to ascertain whether they are able to assist in this process.

- i) Annual report to residents - Members agreed to publish a brief Annual Report to be delivered with The Heron. Cllr Hughes offered to produce the document and to arrange for 400 copies to be printed by The Heron's printer.
- j) Recycling credits - The Clerk was asked about the recycling credits for the bins outside the Community Centre. He confirmed that the Council no longer receives the credits. Cllr Roy offered to clarify how the payments are distributed.

#### **026/23-24 Police Report**

The Clerk reported that no meetings had taken place. A meeting is scheduled for later this month.

#### **027/23-24 County & District Councillors Reports**

Cllr Roy explained that the presence of a caravan behind Syringa House was being investigated by the District Council's Enforcement Officers. He will monitor the situation and report to the next meeting.

He reported that recent flooding in Elm had been caused by overdevelopment and inadequate drainage and major upgrades are required.

He noted that there had been speed checks in the villages and was pushing for more. He expressed his support for mandatory 20mph speed limits outside schools.

#### **028/23-24 Clerk's Report**

The Clerk reported on correspondence received.

#### **029/23-24 Members and Residents Issues**

- a) Outdoor gym equipment - Members discussed options for the installation of outdoor gym equipment and resolved to commit up to £5,000 for this purpose. Cllr Sparrow will consider options and make recommendations for the next meeting.
- b) Picnic tables - Cllr Sparrow has the tables, which will each be installed in a concrete base at locations to be agreed by the Recreation Ground charity.
- c) Parishioner engagement - The Clerk circulated copies of the 1999 and 2006 parish surveys. Members asked that these be scanned and made available on the Council's website. A new consultation could use an online survey, with paper copies available where required.

#### **030/23-24 Recreation Ground Extension**

Cllr Hughes reported that a steering group has been established, led by Mr Freeland. The group is in discussions with the middle Level Commissioners regarding access culverts. An initial conversation with the Whitemill Environment Fund received a positive response.

#### **031/23-24 Planning**

Members considered the following application:

F/YR23/0447/F - Erect a single-storey extension to side of existing dwelling (retrospective) - Meadow Farm, Euximoor Drove, Christchurch

Members resolved to offer no objection

#### **032/23-24 Finance**

- a) The management accounts as at 31.5.23 showed income of £9,250.00 and expenditure of £1,658.86, resulting in a surplus of £7,591.14 and total funds held of £48,909.40.
- b) Members approved the following accounts for payment:
 

Clerk salary and home office allowance .....	£ 441.13
The Heron (grant) .....	£ 1,500.00

**033/23-24 Golden Age Fair - 30 June**

Members agreed to use the opportunity to present ideas for the Recreation Ground Extension, outdoor gym and the annual report of the Council. Cllr Hughes, the Clerk and other councillors will attend.

**034/23-24 Matters for Next Meeting**

Communication from the Campaign to Protect Rural England.

**035/23-24 Date of Next Meeting**

The date of the next Meeting of the Parish Council will be Monday 10 July

DRAFT

<b>Agenda Item No.</b>	044/23-24	<b>Christchurch Parish Council</b>
<b>Meeting Date</b>	10 July 2023	
<b>Report Title</b>	Clerk's Report	

## 1. Purpose of Report

To report on correspondence received and meetings attended.

## 2. Report

### Meetings attended:

Golden Age Fair - 30 June

### Correspondence received:

Cambridgeshire County Council - summer holiday activities and food programme, library service summer season, roadworks and events bulletin, Cambridgeshire Matters newsletter

Fenland District Council - launch of The Fenlander digital bulletin, Antisocial Behaviour Awareness Week, Back to Nature event, Parish Council planning training

Norfolk County Council - traffic order for closure of Fifty Road

National Association of Local Councils - newsletter, bulletin and events

Cambridgeshire & Peterborough Association of Local Councils - training courses, bulletin

Cambridgeshire ACRE - Fenland Cancer Support survey, Staying in Touch newsletter

Queen Elizabeth Hospital - modernising our hospital newsletter

Environment Agency - Ouse Washes update

## 3. Recommendations

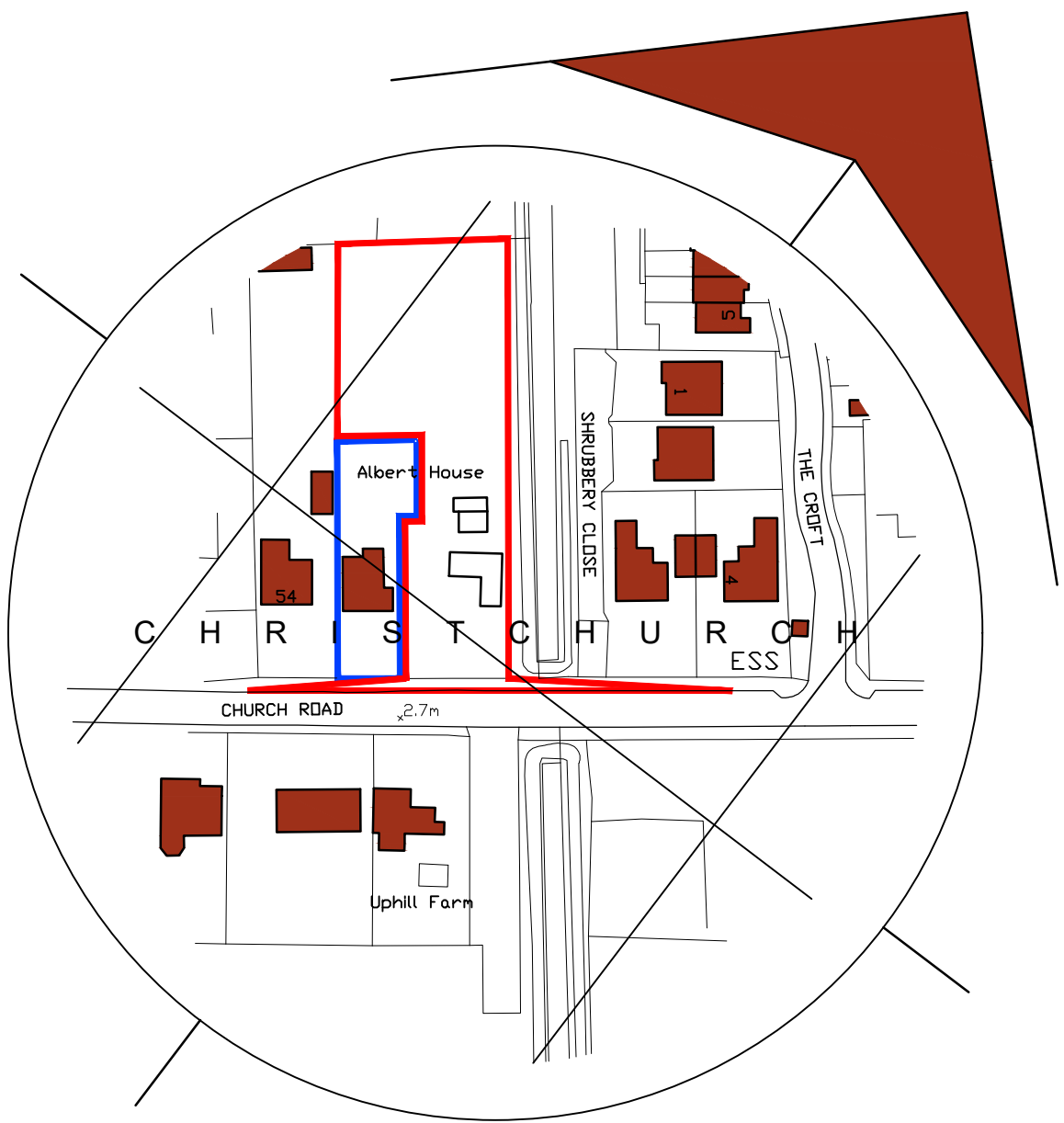
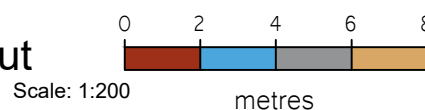
Members note the report.

<b>Report Author</b>	Dave Gibbs
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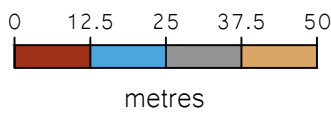


Site Plan with Indicative Layout



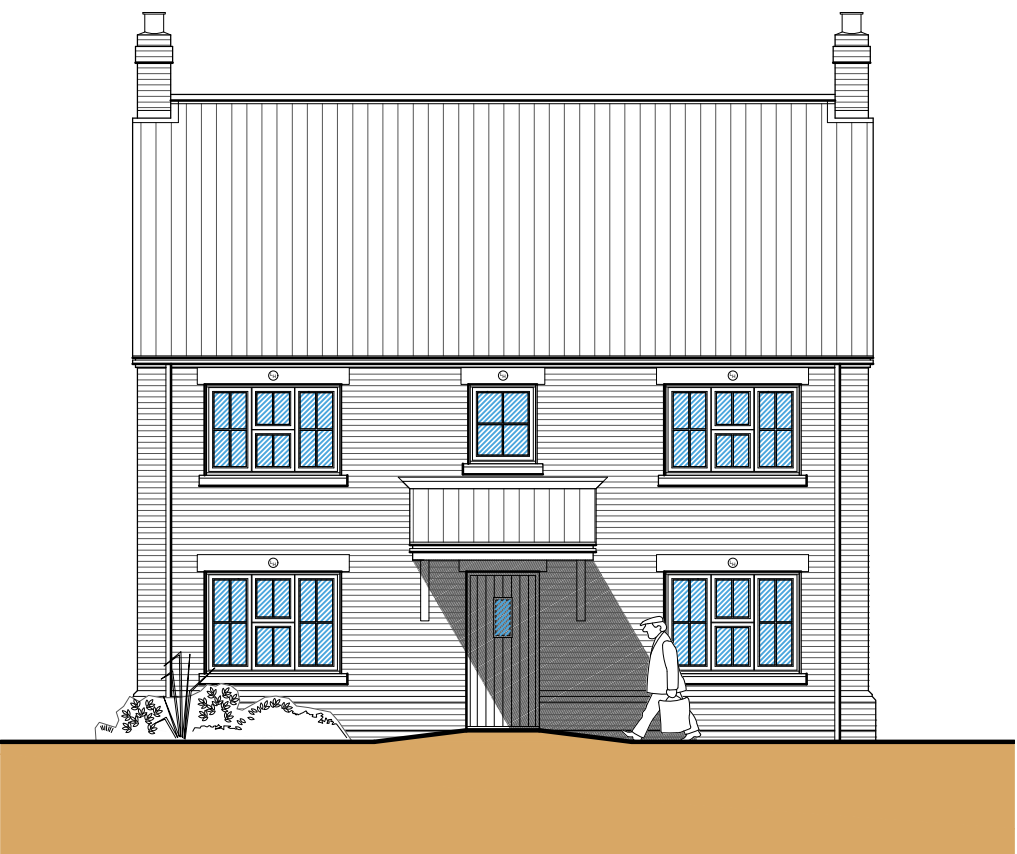
Location Plan

Scale: 1:1250



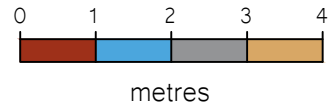
SITE PLAN KEY

- Indicates existing surveyed buildings
- Indicates un-surveyed buildings taken from OS map
- Indicates proposed indicative dwellings
- Indicates site access
- Indicates position of existing surveyed trees and hedges
- Indicates proposed planting
- Indicates features to be demolished
- Indicates 9m easement strip for open drain maintenance
- Indicates rapid change in level
- Indicates proposed drive Shared private drive to adoptable standards
- Indicates proposed grass
- Indicates 5m sealed and drained into site access to CC highways specification



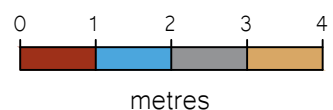
Indicative Principle Elevation/Street Scene

Proposed Dwelling 1 - Scale 1:100



Indicative Principle Elevation

Proposed Dwellings 2 & 3 - Scale 1:100



- General Notes
- All dimensions are shown in 'mm' unless otherwise stated.
  - The contractor, sub-contractors and suppliers must verify all dimensions on site prior to the commencement of any work.
  - This drawing is to be read in conjunction with all relevant engineers and specialist sub-contractors drawings and specifications.
  - Any discrepancies are to be brought to the designers attention.

CONSTRUCTION DESIGN & MANAGEMENT REGULATIONS 2015

The following information must be read in conjunction with the project Risk register. This drawing highlights significant design related Health & Safety Risks present during Construction phase, and Residual Risks which remain post completion. Other Health & Safety Risks associated with Construction Activities may be present, and must be identified by the Principal Contractor prior to works commencing. Design Risks relating to specialist design items must be identified by the relevant specialist designers/ consultants and issued to the Principal Designer.

Status

PLANNING

**SWANN EDWARDS**  
ARCHITECTURE

Swann Edwards Architecture Limited, Swann Edwards Architecture, Black Barn, Fen Road, Guyhirn, Wisbech, Cambs. PE13 4AA  
t 01945 450694 e info@swannedwards.co.uk w www.swannedwards.co.uk

Job Title Residential Development Land Adjacent, 52 Church Road, Christchurch, PE14 9PQ For: Mr G Brown	Date May 2023	Drawn by BR Checked by MC
Drawing Title Outline Planning Drawing Site Plan, Location Plan & Indicative Elevations	Job No. SE-1932 Dwg No. PP1000	Sheet Size A1 Revision

## Christchurch Parish Council - Receipts & Payments Summary as at 30.6.23

Income	Year to Date		Budget	%
FDC Precept	£	9,250.00	£ 18,500.00	50.00
FDC Concurrent Functions Grant	£	2,567.00	£ 2,567.00	100.00
Allotment Rents	£	-	£ -	0.00
Allotment Rates	£	-	£ -	0.00
Community Centre	£	-	£ -	0.00
Grants	£	-	£ -	0.00
Donations	£	-	£ -	0.00
Recycling Credits	£	-	£ -	0.00
Bank Interest	£	42.10	£ 20.00	210.50
VAT Refunds	£	-	£ 1,700.00	0.00
Miscellaneous	£	-	£ -	0.00
<b>Total Income</b>	<b>£</b>	<b>11,859.10</b>	<b>£ 22,787.00</b>	<b>52.04</b>

### Expenditure

Clerk's Salary	£	1,323.39	£ 5,350.00	24.74
Fees	£	140.00	£ 400.00	35.00
Subscriptions	£	423.00	£ 500.00	84.60
Admin Expenses	£	-	£ 700.00	0.00
Insurance	£	-	£ 700.00	0.00
Drainage Rates	£	-	£ 85.00	0.00
Recreation Ground	£	178.00	£ 11,800.00	1.51
Churchyard	£	-	£ 745.00	0.00
Community Centre	£	-	£ 2,000.00	0.00
Street Lights	£	-	£ 3,500.00	0.00
Section 137 Payments	£	1,500.00	£ 1,000.00	150.00
Highways	£	-	£ 2,000.00	0.00
Recoverable VAT	£	35.60	£ -	#####
Tree Works	£	-	£ 1,000.00	0.00
Miscellaneous	£	-	£ -	0.00
<b>Total Expenditure</b>	<b>£</b>	<b>3,599.99</b>	<b>£ 29,780.00</b>	<b>12.09</b>

### Summary

Total Income	£	11,859.10
LESS Total Expenditure	£	3,599.99
<b>Net Surplus or Deficit</b>	<b>£</b>	<b>8,259.11</b>

### Balance Sheet

Balance B/fwd	£	41,318.26
Surplus or Deficit	£	8,259.11
<b>Balance C/fwd</b>	<b>£</b>	<b>49,577.37</b>

### Represented by

Barclays Community Account	£	19,343.12
Barclays Business Premium Account	£	20,234.25
NatWest Current Account	£	10,000.00
Cash / Cheques	£	-
	<b>£</b>	<b>49,577.37</b>