

CHRISTCHURCH PARISH COUNCIL

Parrock View, 358 High Road, Newton-in-the-Isle, PE13 5HS

Tel: 01945 870083 Mobile: 07932 191050 E-mail: clerk@christchurchparishcouncil.org.uk

Clerk: Dave Gibbs

To Members of the Public and Press

5 September 2024

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 9 September 2024 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)

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**

070/24-25 Apologies for Absence

071/24-25 Chairman's Announcements

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

072/24-25 Public Time

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

073/24-25 Confirmation of Minutes

To approve and sign the minutes of the meeting held on 12 August 2024

074/24-25 Matters Outstanding

- a) Pavement outside Field Lodge, Upwell Road
- b) Affordable housing proposal
- c) Household items outside property in Upwell Road
- d) Wayside Estate pedestrian safety
- e) Litter bin outside former village shop
- f) Village sign
- g) Fly-tipping at Bedlam Bridge
- h) Cambridgeshire Fire & Rescue Service visit
- i) Parish Council duty under Section 40 of NERC 2006

- 075/24-25 Police Report**
To receive a report on policing matters in the area over the last month
- 076/24-25 County & District Councillors Reports**
To receive reports from Cllrs Count, French, Roy and Summers
- 077/24-25 Clerk’s Report**
To receive a report on meetings attended and correspondence received
- 078/24-25 Members and Residents Issues**
To consider any matters raised by Members of the Council and local residents
Street lights - reduced hours of operation
- 079/24-25 Recreation Ground Extension**
To receive a report on progress since the last meeting
- 080/24-25 Communications Working Group**
To receive a report on the work of the Group
- 081/24-25 Bus Shelter Project**
To receive a report on progress since the last meeting
- 082/24-25 Planning**
To consider the following application:
F/YR24/0692/F - Formation of reinforced side gable wall and removal of chimney to existing dwelling - The Laurels, Poulters Drove, Christchurch
- 083/24-25 Finance**
To consider and resolve on the following matters:
 - a) To receive an updated financial statement for the period to the end of August
 - b) To note the following sum received:

NatWest Bank (interest)	£ 16.19
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 - c) To approve the following payment:

Clerk salary and home office allowance	£ 467.13
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- 084/24-25 Matters for Next Meeting**
To discuss future agenda items from Councillors
- 085/24-25 Date of Next Meeting**
To confirm the date of the next meeting of the Council as Monday 14 October

CHRISTCHURCH PARISH COUNCIL

Minutes of a Meeting of Christchurch Parish Council held in the Community Centre on Monday 12 August 2024 at 7.30pm

Present: Cllrs J Hughes (Chairman), J Bliss, B Burfield, S Potter, Cllr S Count (CCC), Cllr D Roy (FDC), D Gibbs (Clerk), four parishioners

052/24-25 Apologies for Absence

Cllrs R Feeney, J Hayes, A Sparrow, Cllr M Summers (FDC)

053/24-25 Chairman's Announcements

None

054/24-25 Public Time

A resident asked about the grass cutting on the Recreation Ground, which has not been cut for a month. Members agreed to discuss this at the end of the season.

The affordable housing survey was raised. The Chairman explained that the Council hopes to run the survey again as the response was poor.

055/24-25 Confirmation of Minutes

The minutes of the meeting held on 8 July were correctly recorded and signed as being a true record.

056/24-25 Matters Outstanding

- a) Pavement outside Field Lodge, Upwell Road - Work to install the new pavement has started.
- b) Affordable housing proposal - See 054/24-25.
- c) Household items outside property in Upwell Road - Cllr Roy reported that he had spoken to Clarion Housing Group who stated that they were working with the tenants to improve the situation.
- d) Wayside Estate pedestrian safety - No progress possible until a new Local Highways Officer is appointed.
- e) Litter bin outside former village shop - The bin should be relocated soon.
- f) Village sign - The Clerk reported that Cllr Sparrow had received an estimate of around £2,000 for the refurbishment of the village sign.
- g) Fly-tipping at Bedlam Bridge - The District Council is still trying to contact the landowner. The Clerk has spoken to the Middle Level Commissioners and they require access to the bank of the Sixteen Foot River at that location.
- h) Disposal of batteries - No update.
- i) Cambridgeshire Fire and Rescue Service visit - The Chairman will discuss possible dates with the Breakfast Club.

057/24-25 Police Report

The Clerk reported that no meetings have taken place.

058/24-25 County & District Councillors Reports

Cllr Count reported that the County Council has launched its Active Travel Hierarchy consultation, although this may not be relevant to small rural parishes such as

Christchurch. The Combined Authority's Best Value notice from the Government is due to end this month. The new bus service is due to start soon, funded from the mayoral precept. A new special school is due to open in March in September 2026, although it is unclear whether this target will be met. Temporary classrooms have been installed at Thomas Clarkson Academy in Wisbech as the first stage of the creation of a new secondary school to cater for increasing pupil numbers.

Cllr Roy reported that he is still applying pressure to remove the caravan behind Syringa House. He stated that the Ward Traffic Strategy document to be discussed under item 065/24-25 is a working document to establish a common view for wider discussion.

059/24-25 Clerk's Report

The Clerk reported on correspondence received, including the Active Travel Hierarchy consultation mentioned above, an update on the electric vehicle charging scheme, a Community Energy Action Plan survey, the District Council's draft Homelessness and Rough Sleeping Strategy, invitations to the Chairman's Charity Coffee Morning and the CAPALC Annual Conference and the Police and Crime Plan survey.

060/24-25 Members and Residents Issues

- a) Santa Run - The Clerk reported that he had spoken to the organiser of last year's Santa Run who is keen to repeat the event this year. The date of 21st December is suggested. Members agreed to repeat the event.
- b) Kimberlea House - The Clerk reported that there have been further incidents outside the property. He has issued appropriate advice to the neighbours who have complained to enable them to monitor and report incidents as they happen.
- c) Overhanging hedges - It is hoped that these will be cut in September after the end of the bird breeding season.

061/24-25 Recreation Ground Extension

Cllr Hughes reported that the option of a culvert is being considered as a cheaper alternative to a bridge. A contractor has been asked to provide a quote. The grass has not been sown. Owl and bat boxes will be installed soon.

062/24-25 Communications Working Group

The Clerk summarised a report from Cllr Sparrow outlining the achievements of the Group, including the creation of a Facebook page, the installation of a new notice board in the Community Centre, and work on a new logo and roller banners. The Clerk circulated drafts for the new logo and members agreed to adopt it.

063/24-25 Bus Shelter Project

The Clerk reported that he is awaiting a copy of the highway plans from the Highways Asset Team.

064/24-25 Parish Council Duty Under Section 40 of NERC 2006

Members discussed the information circulated by the Clerk. Whilst they supported it in principle, it was not clear how it applied to the work of the Council. Cllr Potter agreed to consider the matter in more detail and report to a future meeting.

065/24-25 Highways

Members considered the draft strategy prepared by Cllr Summers. Cllr Count stated that more money has been allocated for highways, but needs to be used effectively. He noted that active travel and public transport were not included in the strategy.

Members agreed that something needs to be done about the condition of the roads and resolved to support the development of the strategy.

066/24-25 Planning

Members noted the following application:

F/YR24/0639/PANR - Proposed temporary site compound including temporary offices under 3 metres in height and less than 900 cubic metres in capacity - Middle Level Commissioners Site, Sixteen Foot Bank, Christchurch

067/24-25 Finance

- a) The management accounts as at 31.7.24 showed income of £11,972.54 and expenditure of £9,617.59, resulting in a surplus of £2,354.95 and total funds held of £44,774.78.
- b) Members noted the following sums received since the last meeting:
- | | |
|--|------------|
| Fenland District Council (concurrent functions grant)..... | £ 2,567.00 |
| NatWest Bank (interest)..... | £ 21.05 |
- c) Members approved the following accounts for payment:
- | | |
|--|------------|
| Clerk salary and home office allowance | £ 467.13 |
| Fenland District Council (street light recharge) | £ 4,119.71 |
| Middle Level Commissioners (drainage rates) | £ 53.13 |
| Upwell Internal Drainage Board (drainage rates) | £ 53.53 |
| Fenland Leisure Products (play equipment repairs)..... | £ 510.36 |

068/24-25 Matters for Next Meeting

Green Lane trees and verge

069/24-25 Date of Next Meeting

The date of the next meeting of the Parish Council will be Monday 9 September.

Agenda Item No.	077/24-25	Christchurch Parish Council
Meeting Date	9 September 2024	
Report Title	Clerk's Report	

1. Purpose of Report

To report on correspondence received.

2. Report

Correspondence received:

Cambridgeshire County Council

Roadworks and events bulletins
Cambridgeshire Matters newsletter
Sixteen Foot Bank closure traffic order

Fenland District Council

The Fenlander newsletter
Free and low-cost exercise and wellbeing for individuals and families
Annual canvass

Norfolk County Council Highways - March Riverside closure traffic order

Cambridgeshire and Peterborough Combined Authority - Bus franchising consultation

NALC - Events update, Newsletter, Chief Executive's bulletin

CAPALC - Annual Conference

Cambridge CVS - State of the sector report, proposed merger with Hunts Forum

Churchwardens of the Benefice - Installation Service for new vicar

Cambridgeshire ACRE - Annual General Meeting invitation

PKF Littlejohn - Audit Queries

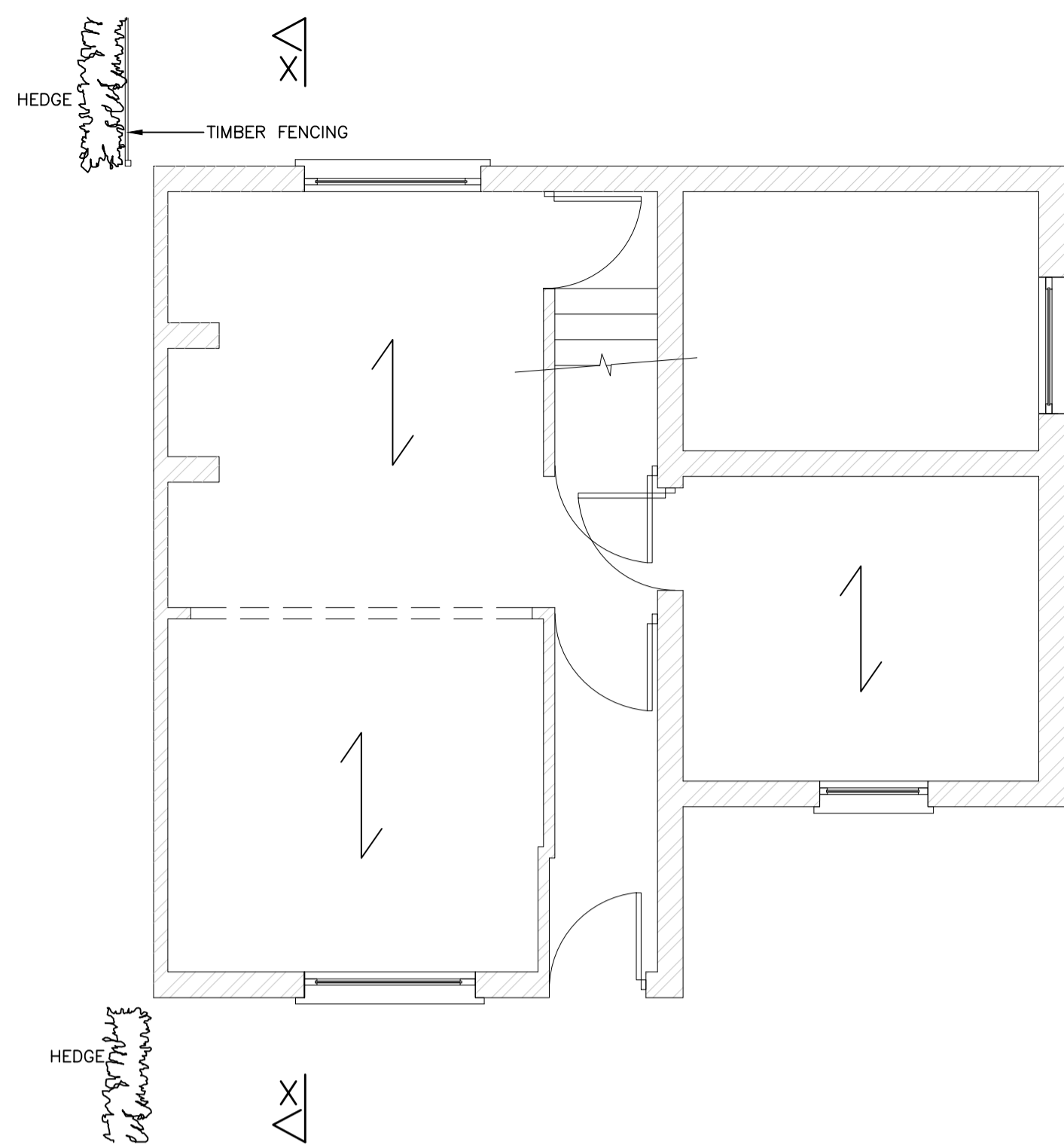
Queen Elizabeth Hospital - Modernising our hospital newsletter

3. Recommendations

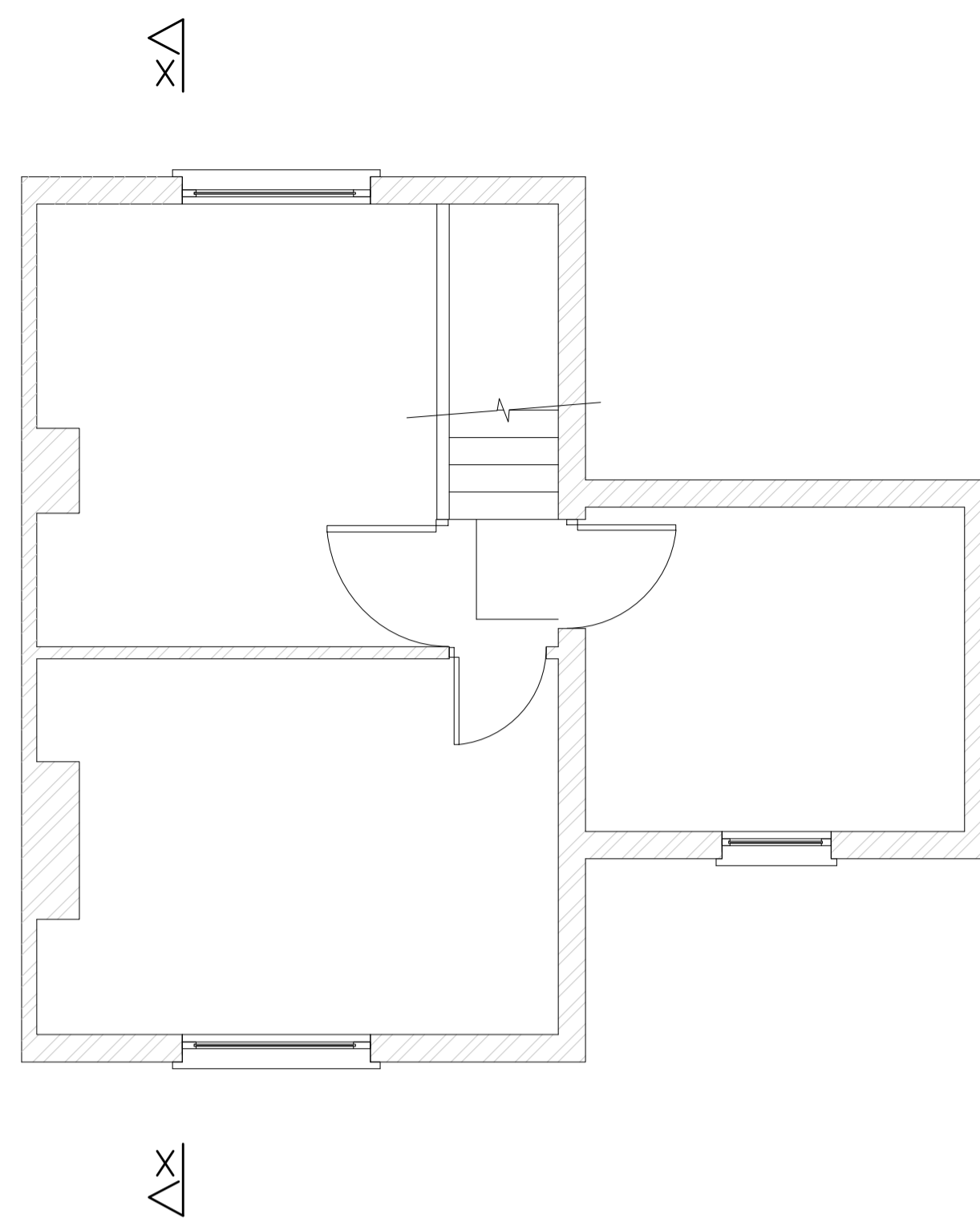
Members note the report.

Report Author	Dave Gibbs
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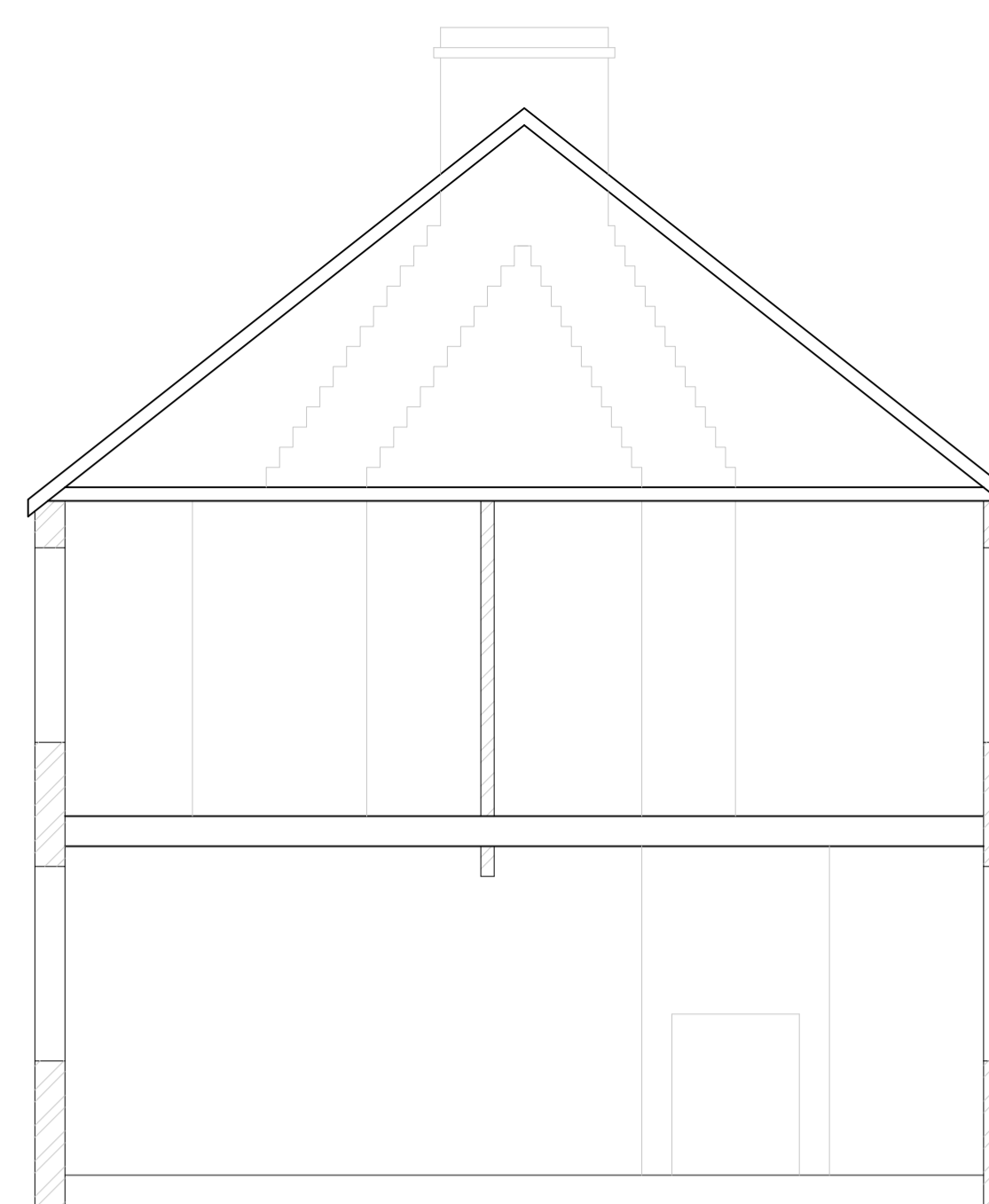
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 Please read, if in doubt ask. Change nothing without consulting the Engineers.
 Contractor to check all dimensions on site before work starts or materials are ordered. If in doubt ask. All dimensions are in mm unless stated otherwise.
 Where materials, products and workmanship are not fully specified they are to be of the standard appropriate to the works and suitable for the purpose stated in or reasonably to be inferred from the drawings and specification. All work to be in accordance with good building practice and BS 8000 to the extent that the recommendations define the quality of the finished work. Materials products and workmanship to comply with all British Standards and EOTA standards with, where appropriate, BS or EC marks.
 All products and materials to be handled, stored, prepared and used or fixed in accordance with the manufacturers current recommendations.
 The contractor is to arrange inspections of the works by the BCO (or NHBC) as required by the Building Regulations and is to obtain completion certificate and forward to the Engineer
 All finishes, insulation and damp-proofing to architect's details



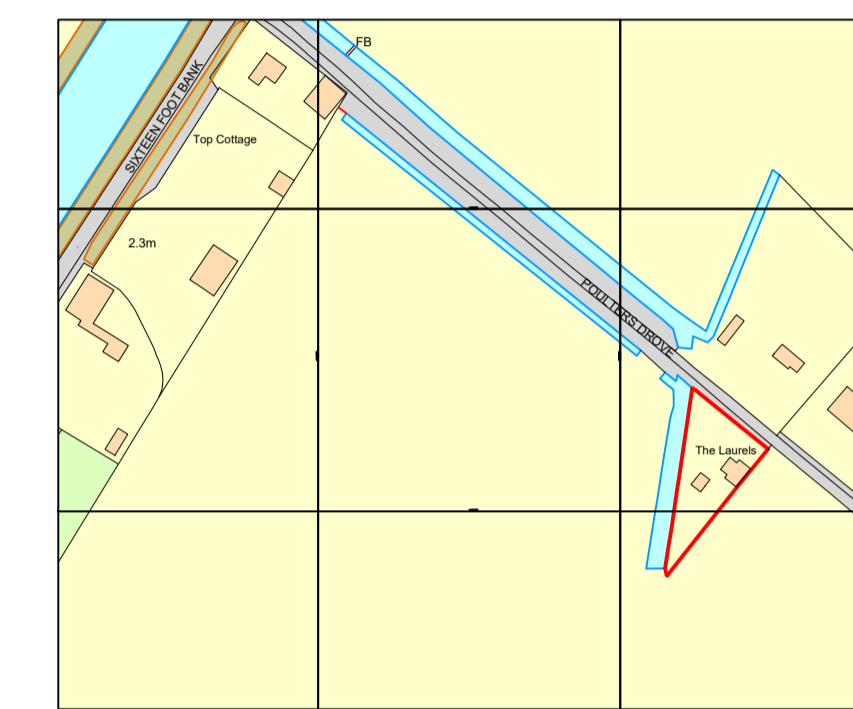
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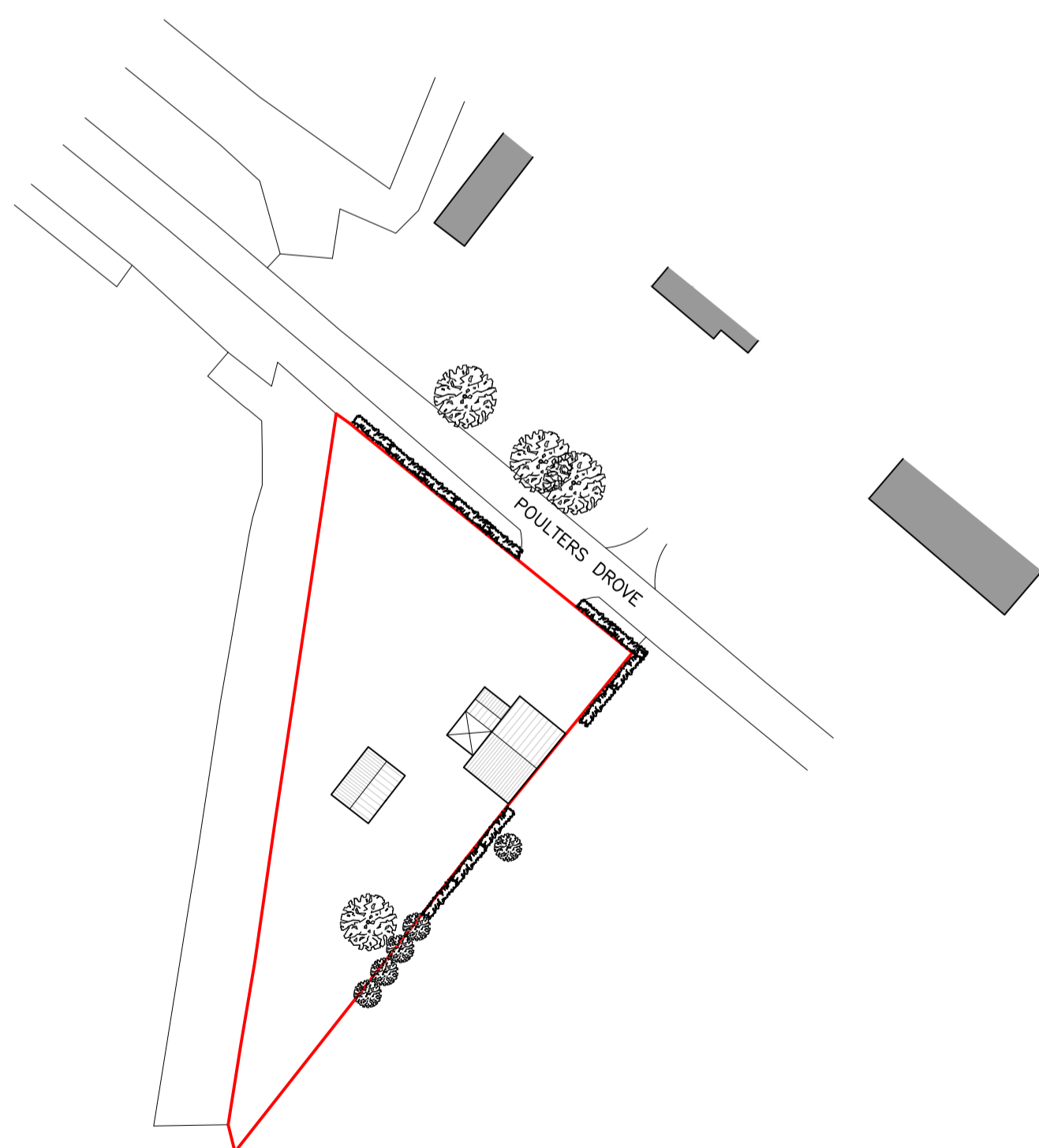
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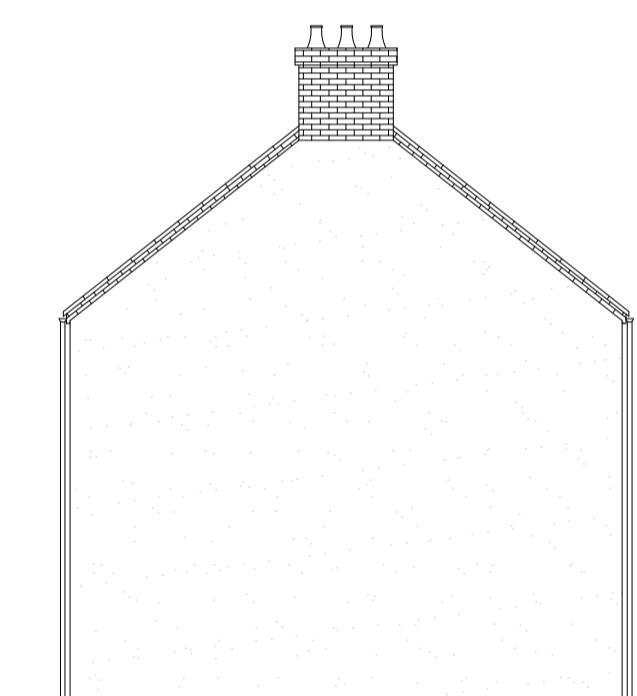
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LOCATION PLAN
1:2500
LICENSE NO: 100022432



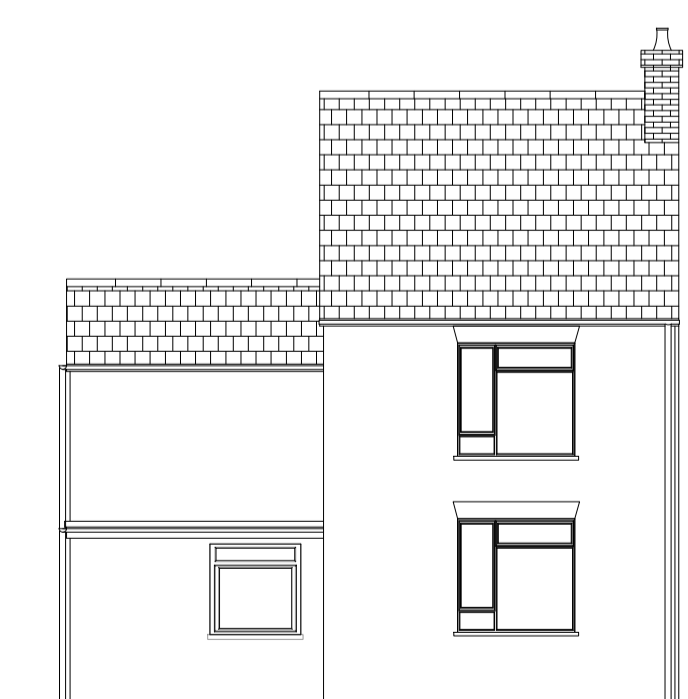
EXISTING SITE PLAN
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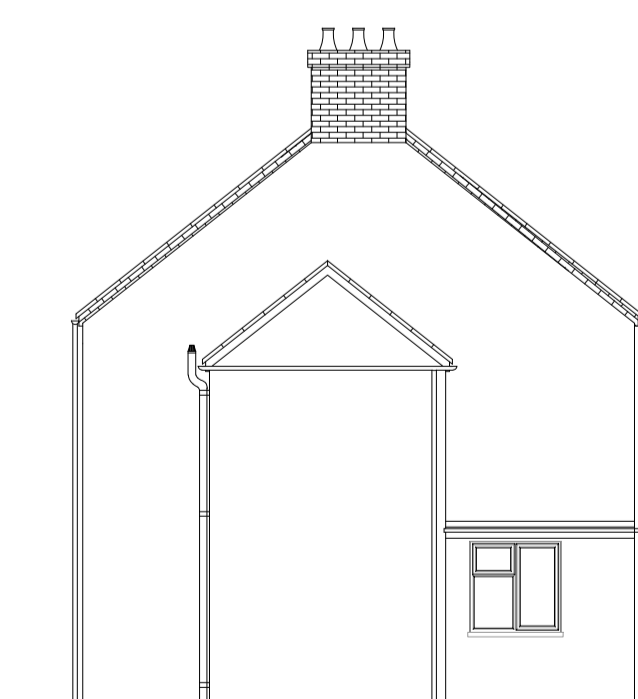
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FRONT ELEVATION
1:100



REAR ELEVATION
1:100

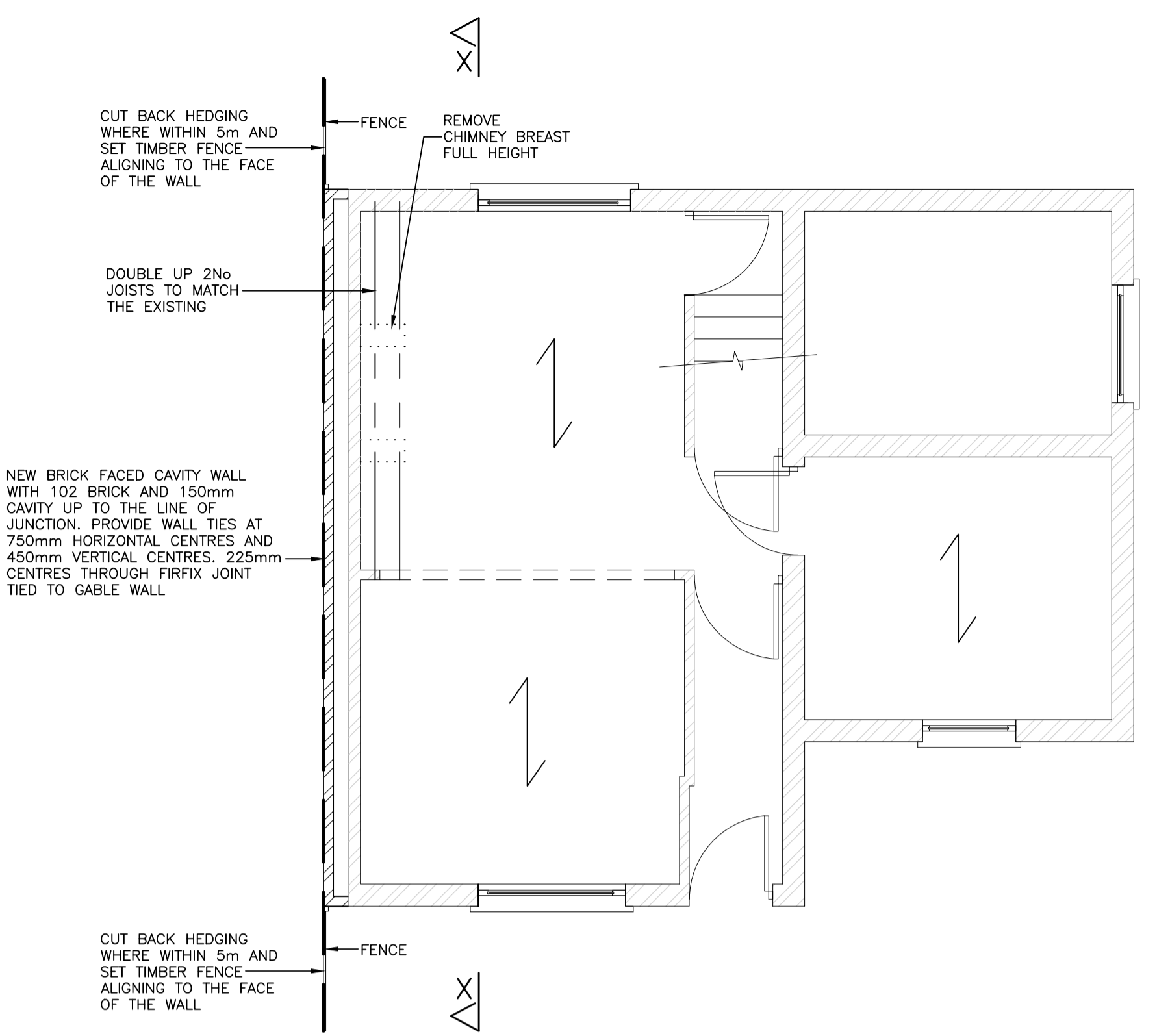


RHS ELEVATION
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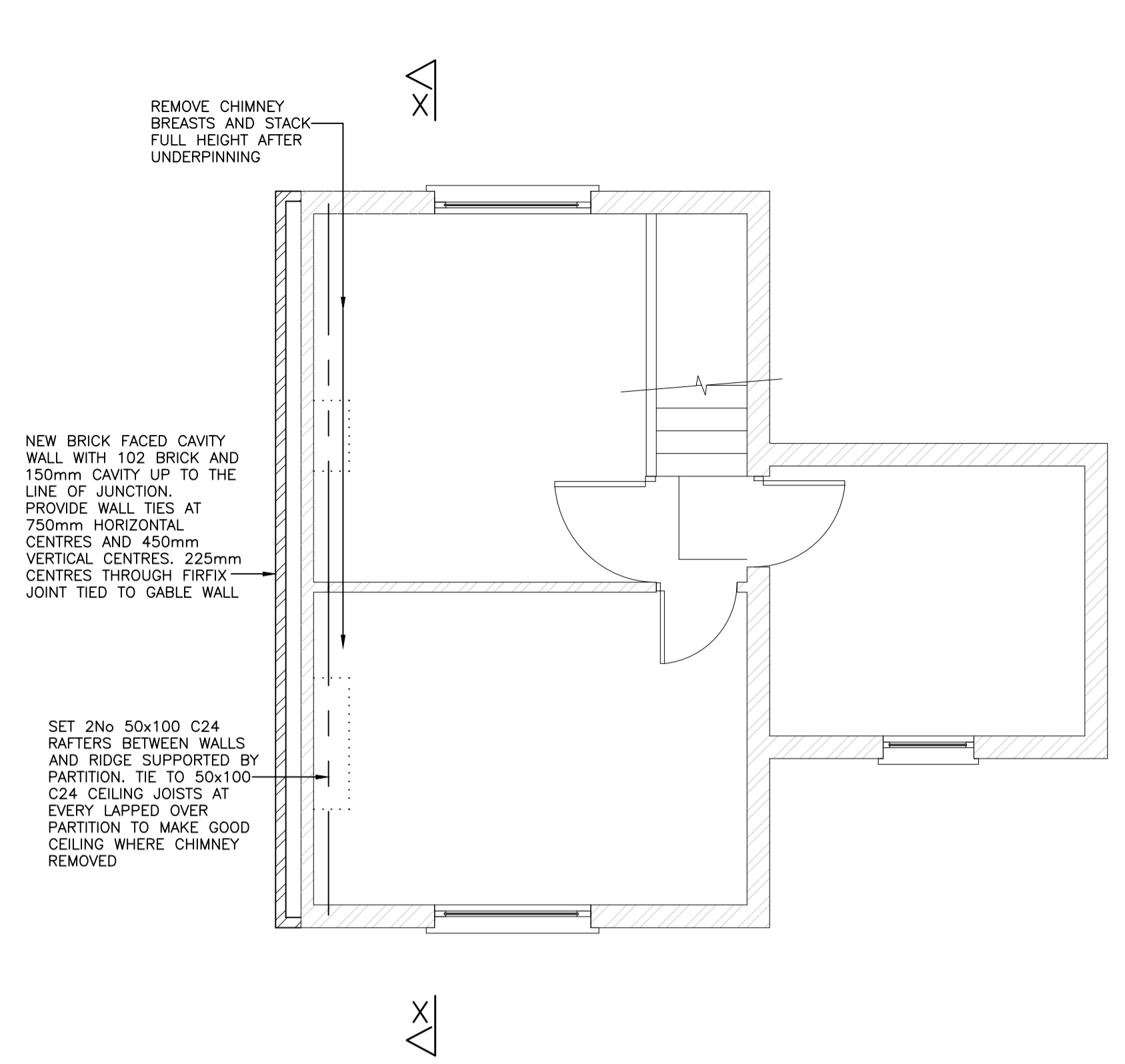
- NOTE**
1. ALL WORKS TO COMPLY WITH HSE GUIDELINES. THE CDM REGULATIONS APPLY TO THIS PROJECT.
 2. ALL MEASUREMENTS TO BE TAKEN ON SITE, DO NOT SCALE.
 3. REMOVE FINISHES TO CONFIRM DETAILS PRIOR TO ORDERING STEELWORK.
 4. ALL TEMPORARY PROPPING, STRONG BOYS AND NEEDLE BEAMS ALL BY MAIN CONTRACTOR.
 5. IF IN DOUBT ALLOW MORTON & HALL CONSULTING LTD TO VISIT SITE TO REVIEW.

A	PLANNING COMMENTS	Aug. 2024
	REVISIONS	DATE
<p>MORTON & HALL CONSULTING LIMITED CONSULTING STRUCTURAL ENGINEERS</p> <p>1 Gordon Avenue, March, Cambridgeshire, PE15 8AJ Tel: 01354 655454 E-mail: info@mortonandhall.co.uk Website: www.mortonandhall.co.uk</p> <p> Fenland District Council Building Design Awards Design Awards Building Excellence in Fenland </p>		
CLIENT Mr G Pittock		
PROJECT The Laurels Poulters Drove Christchurch Cambridgeshire		
TITLE Existing Plans and Elevations		
DRAWN T.Payne	DATE OF ISSUE	
CHECKED		
DATE July, 2024	DRAWING NUMBER H8584/01A	
SCALE As Shown		

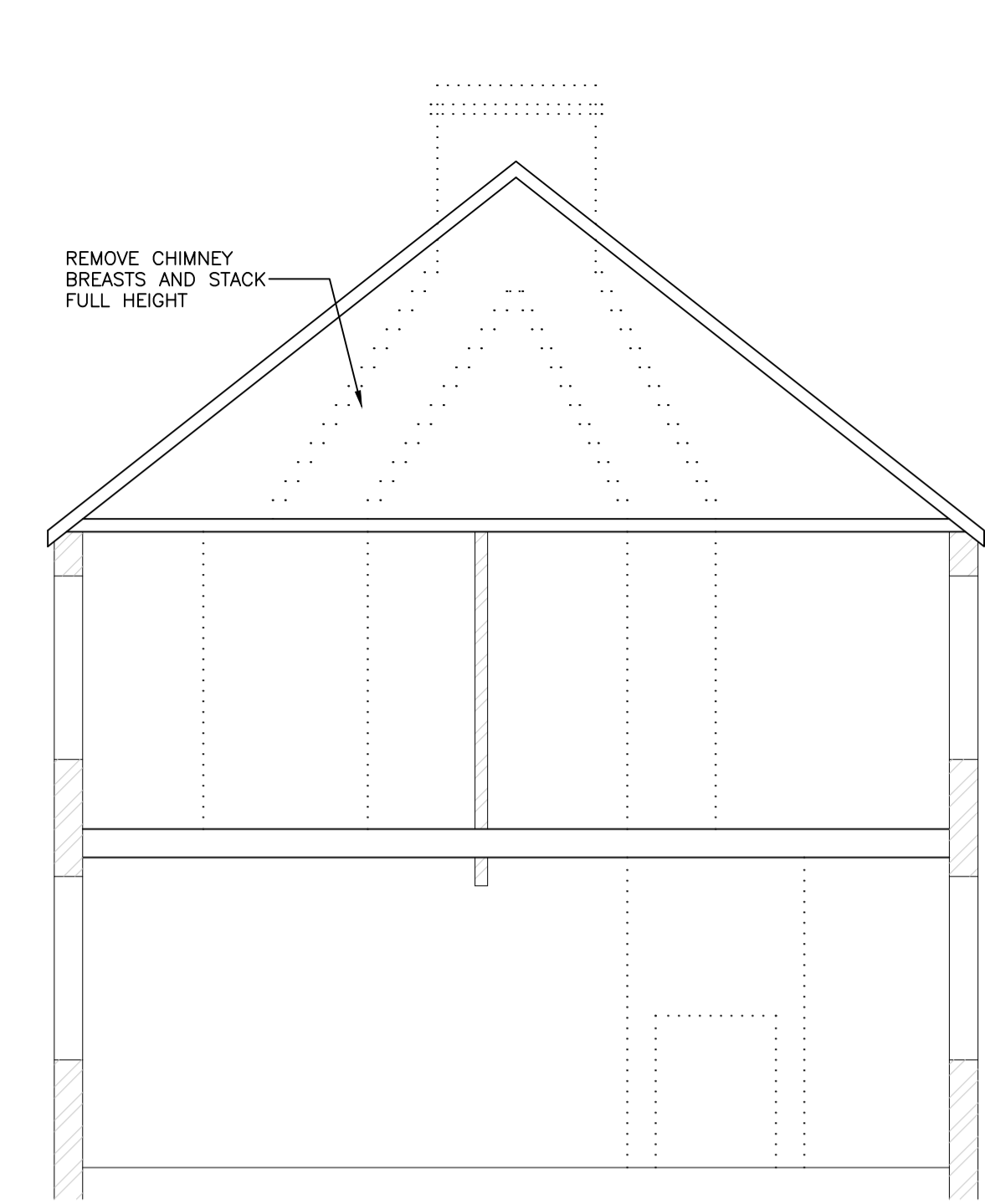
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 Please read, if in doubt ask. Change nothing without consulting the Engineers.
 Contractor to check all dimensions on site before work starts or materials are ordered. If in doubt ask. All dimensions are in mm unless stated otherwise.
 Where materials, products and workmanship are not fully specified they are to be of the standard appropriate to the works and suitable for the purpose stated in or reasonably to be inferred from the drawings and specification. All work to be in accordance with good building practice and BS 8000 to the extent that the recommendations define the quality of the finished work. Materials products and workmanship to comply with all British Standards and EOTA standards with, where appropriate, BS or EC marks.
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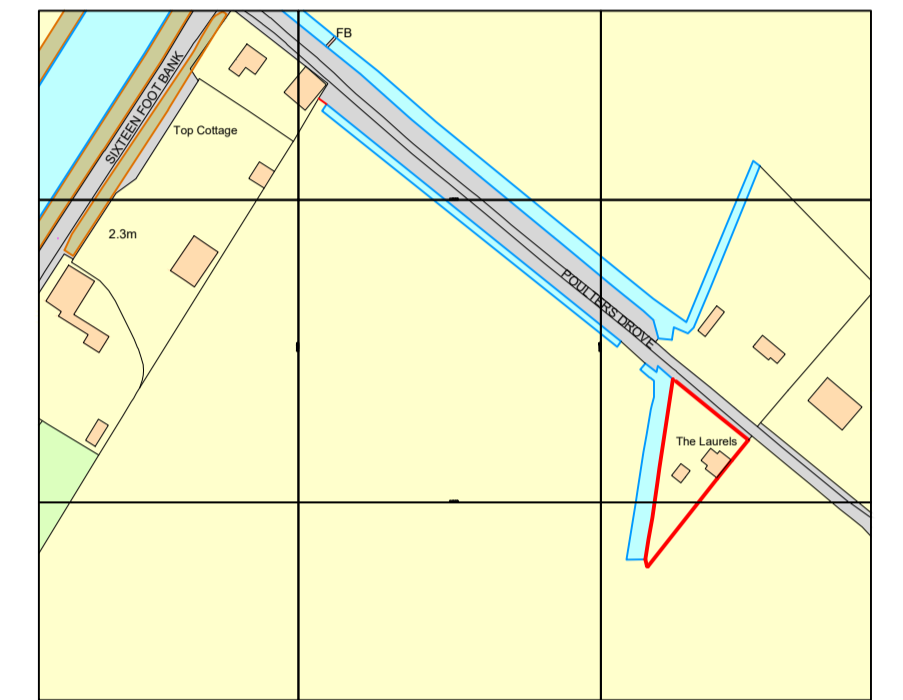
PROPOSED GROUND FLOOR PLAN
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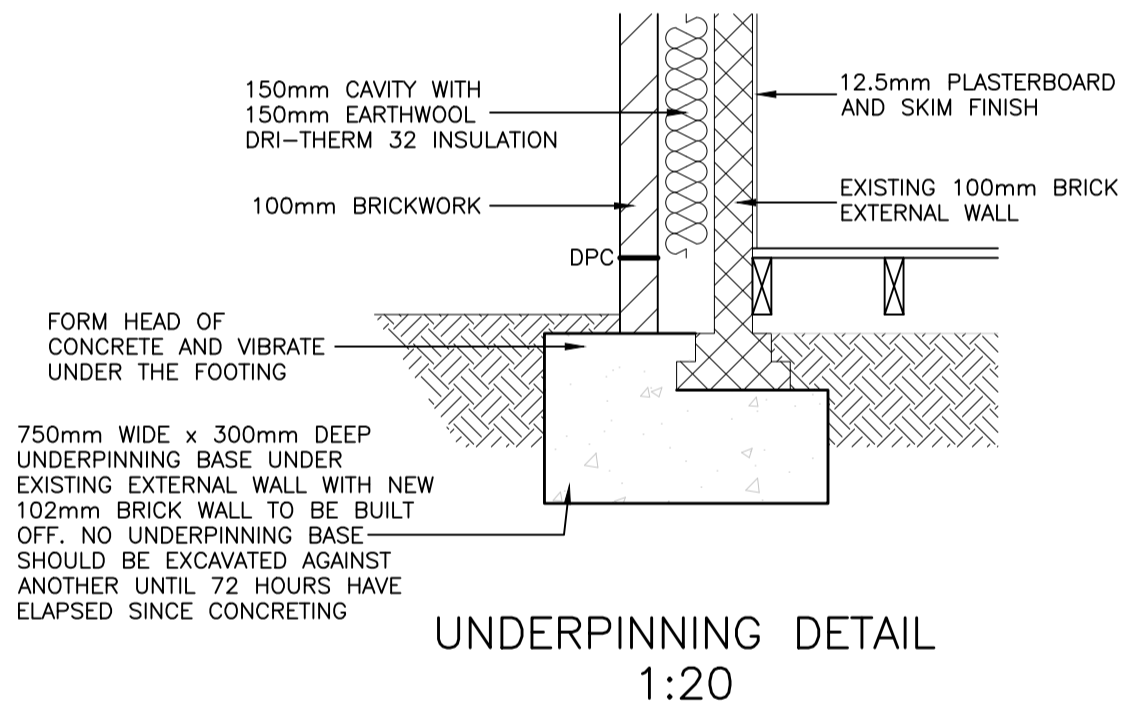
PROPOSED FIRST FLOOR PLAN
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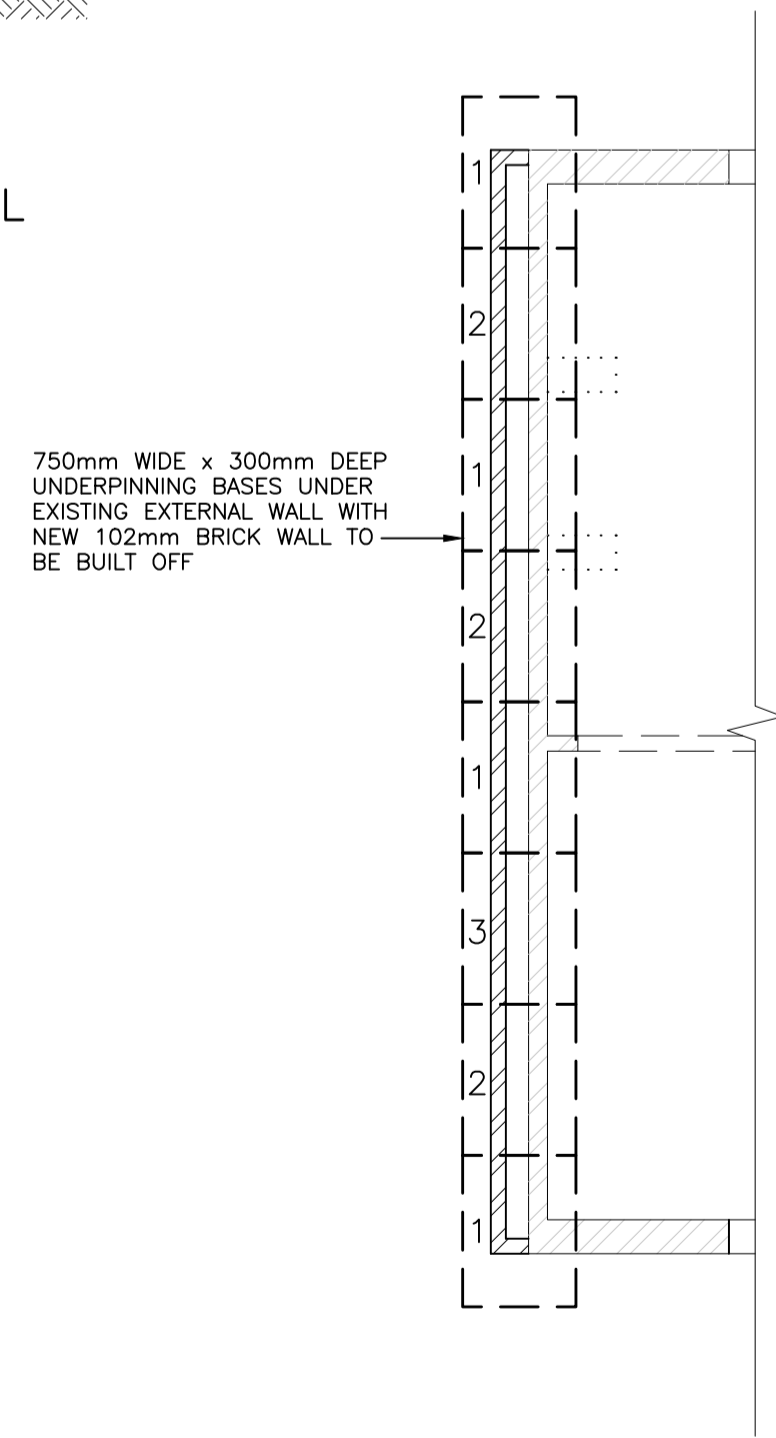
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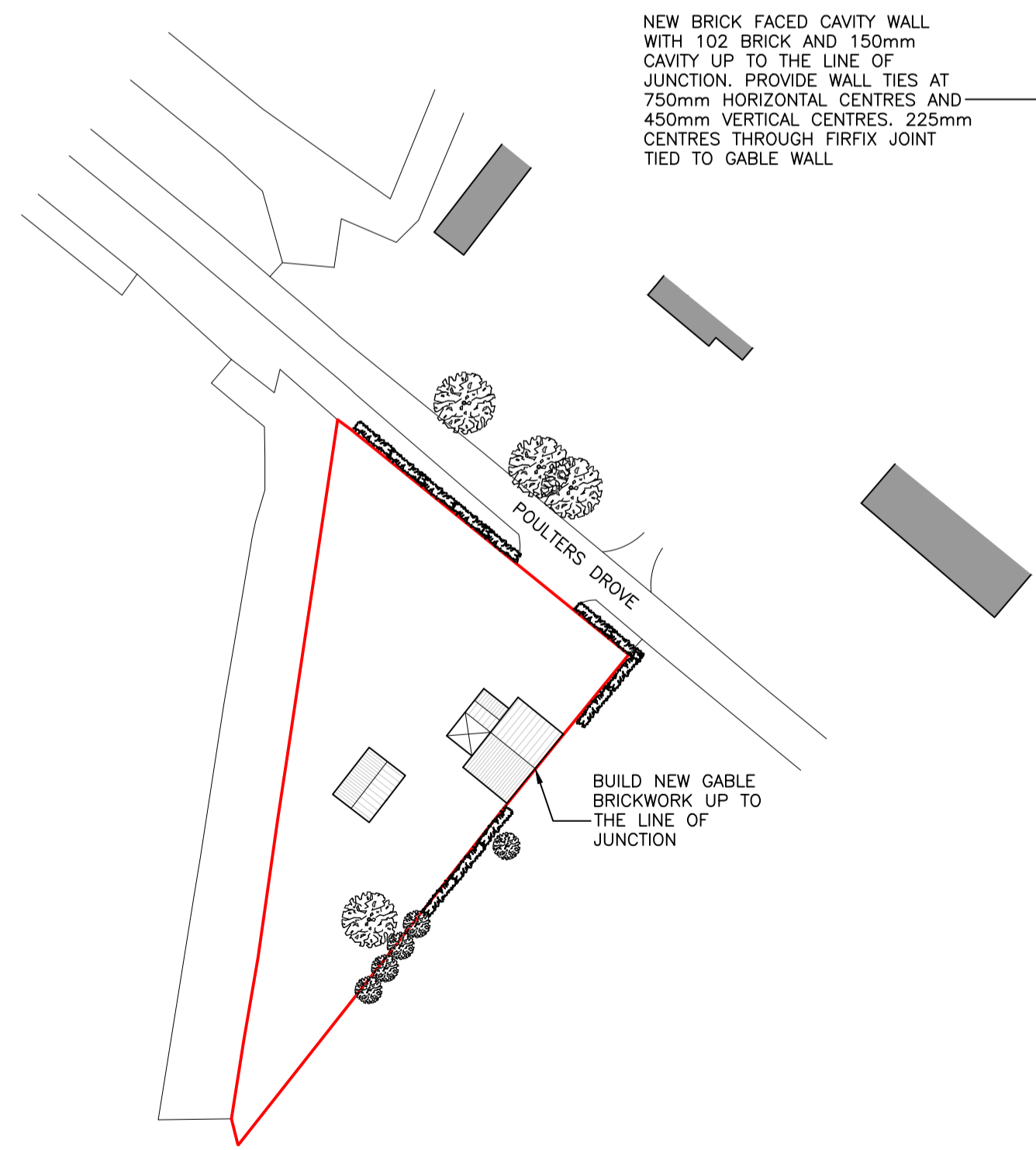
LOCATION PLAN
1:2500
LICENSE NO: 100022432



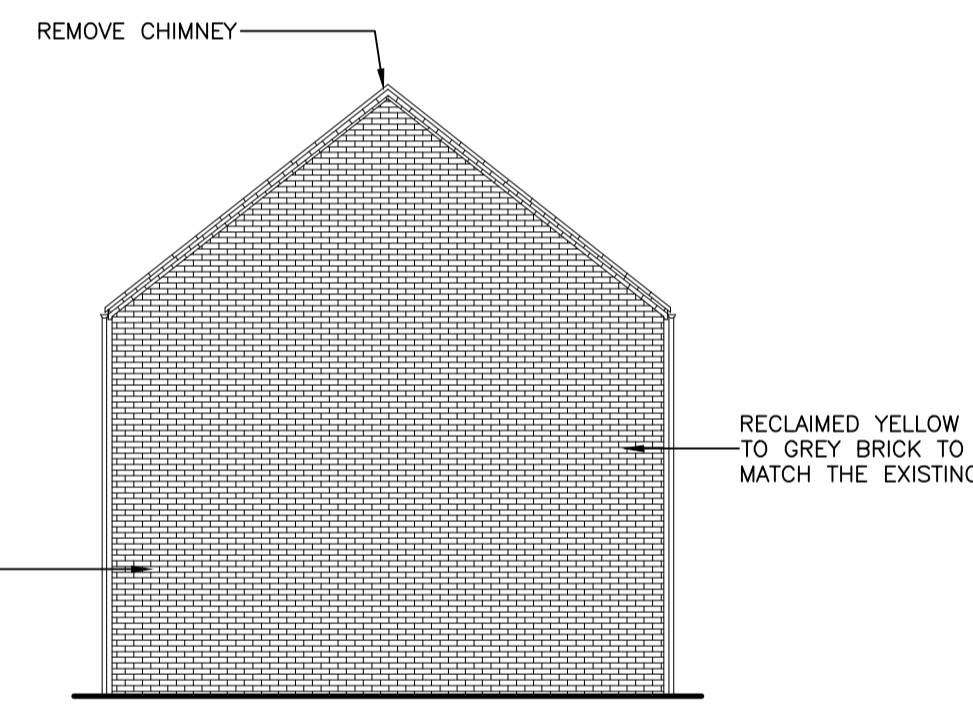
UNDERPINNING DETAIL
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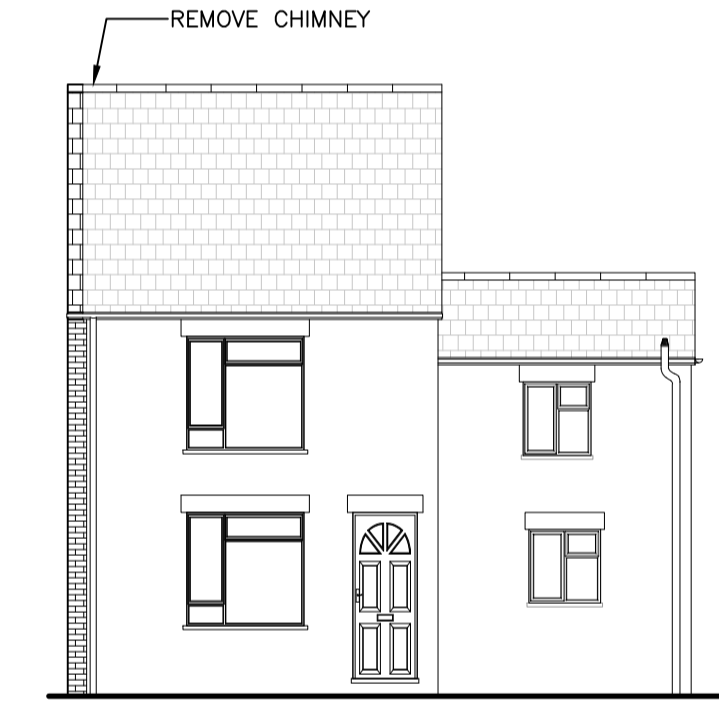
PROPOSED GABLE WALL UNDERPINNING PLAN
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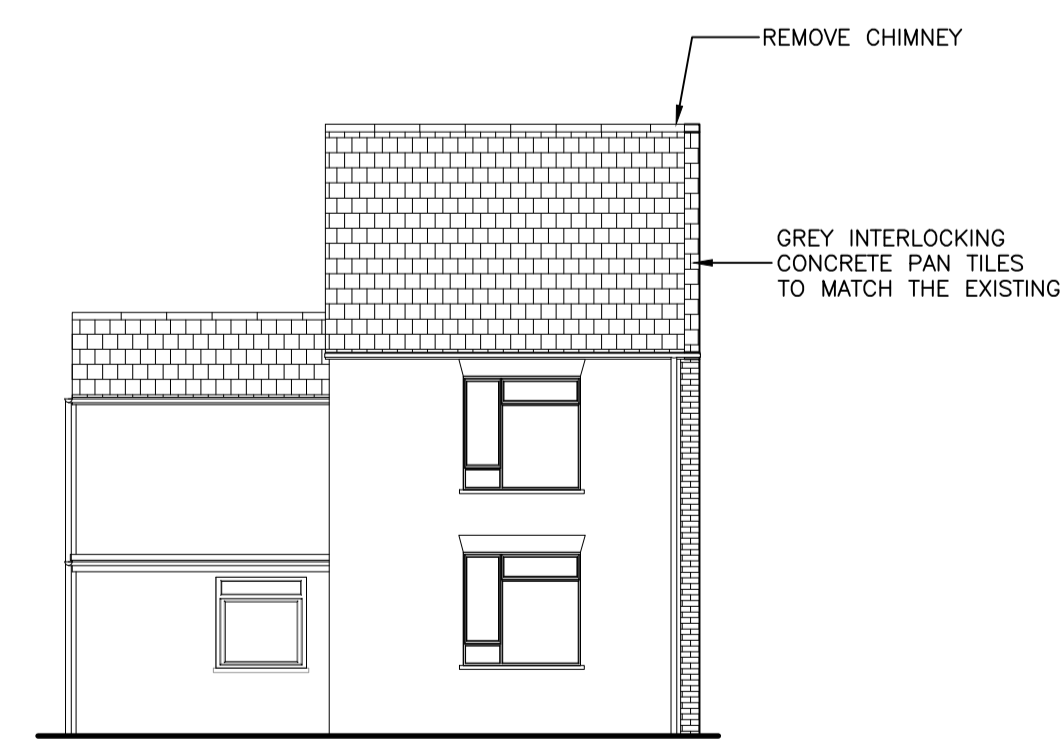
PROPOSED SITE PLAN
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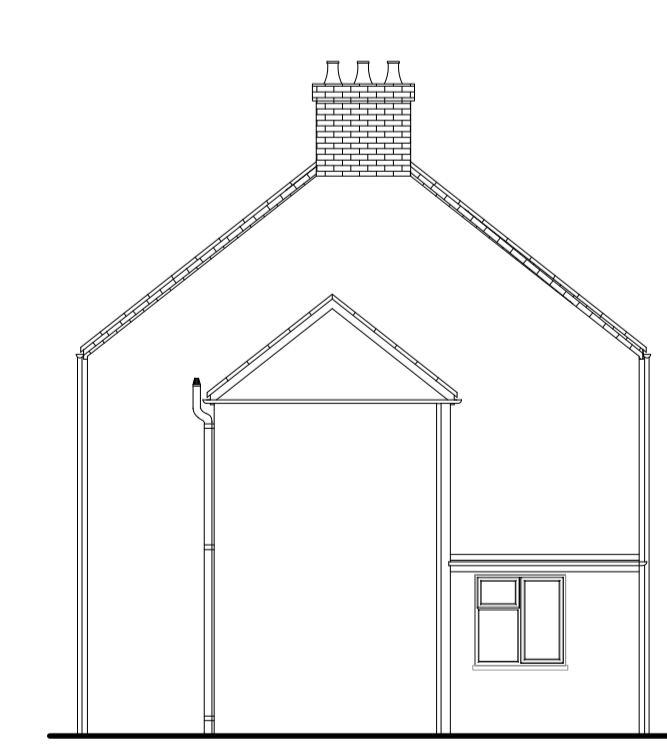
PROPOSED LHS ELEVATION
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PROPOSED FRONT ELEVATION
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PROPOSED REAR ELEVATION
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PROPOSED RHS ELEVATION
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NOTE

1. ALL WORKS TO COMPLY WITH HSE GUIDELINES. THE CDM REGULATIONS APPLY TO THIS PROJECT.
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3. REMOVE FINISHES TO CONFIRM DETAILS PRIOR TO ORDERING STEELWORK.
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UNDERPINNING FOUNDATIONS
 Designated mix for underpinning foundations, mix to be GEN 3 to BS: 5328. The concrete will be un-reinforced. Nominal size of aggregate: 20mm.

These notes are to be read in conjunction with the specification for partial underpinning and slab replacement.

The concrete foundations are to be provided to the minimum depth/s shown on the drawings. If local soft spots are found at the indicated level these are to be further excavated down to reasonable ground, and the difference in level is to be brought up in lean mix concrete.

All excavations are to be temporarily propped, as necessary, to ensure the stability of the sides, and to safeguard the safety of personnel at all times.

Underpinning bases are to be constructed in maximum 1.5m lengths, 1.0m width or as otherwise indicated on the drawing/s. The Engineer is to inspect all excavations prior to concreting.

Adjacent underpinning bases are not to be excavated until 8 hours have elapsed since dry packing.

During underpinning insert and maintain all props as necessary to keep sides of excavation and construction over stable at all times.

The gap between the top of the underpinning base and the soffit of the existing wall/foundation is to be dry packed. The dry pack is to be well rammed into the void to ensure a tight fit over the whole contact surface.

Accuracy: permissible deviations from foundation levels:
 Beneath mass concrete underpinning foundation: ± 25mm.

A PLANNING COMMENTS		Aug. 2024
REVISIONS		DATE
MORTON & HALL CONSULTING LIMITED CONSULTING STRUCTURAL ENGINEERS 1 Gordon Avenue, March, Cambridgeshire, PE15 8AJ Tel: 01354 655454 E-mail: info@mortonandhall.co.uk Website: www.mortonandhall.co.uk		
Fenland District Council Building Design Awards winner		
CLIENT Mr G Pittock		
PROJECT The Laurels Poulters Drove Christchurch Cambridgeshire		
TITLE Proposed Plans and Elevations		
DRAWN T.Payne	DATE OF ISSUE	
CHECKED	DRAWING NUMBER H8584/02A	
DATE July, 2024	SCALE As Shown	

Christchurch Parish Council - Receipts & Payments Summary as at 31.8.24

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	£ 171.73	£ 200.00	85.87
VAT Refunds	£ -	£ 2,711.72	0.00
Miscellaneous	£ -	£ -	0.00
Total Income	£ 11,988.73	£ 23,978.72	50.00

Expenditure

Clerk's Salary	£ 2,335.65	£ 5,885.00	39.69
Fees	£ 150.00	£ 400.00	37.50
Subscriptions	£ 477.74	£ 550.00	86.86
Admin Expenses	£ 63.79	£ 700.00	9.11
Insurance	£ -	£ 700.00	0.00
Drainage Rates	£ 106.66	£ 100.00	106.65
Recreation Ground	£ 6,300.30	£ 7,025.00	89.68
Churchyard	£ -	£ 745.00	0.00
Community Centre	£ -	£ 2,000.00	0.00
Street Lights	£ 3,433.09	£ 10,000.00	34.33
Section 137 Payments	£ -	£ 1,500.00	0.00
Highways	£ -	£ 1,000.00	0.00
Recoverable VAT	£ 1,956.32	£ 400.00	489.07
Tree Works	£ -	£ -	0.00
Miscellaneous	£ -	£ 500.00	0.00
Total Expenditure	£ 14,823.55	£ 31,505.00	47.05

Summary

Total Income	£ 11,988.73
LESS Total Expenditure	£ 14,823.55
Net Surplus or Deficit	-£ 2,834.82

Balance Sheet

Balance B/fwd	£ 42,419.83
Surplus or Deficit	-£ 2,834.82
Balance C/fwd	£ 39,585.01

Represented by

Barclays Community Account	£ 7,000.23
Barclays Business Premium Account	£ 20,086.35
NatWest Current Account	£ 1,401.54
NatWest Deposit Account	£ 11,096.89
Cash / Cheques	£ -
	£ 39,585.01