

CALDECOTE PARISH COUNCIL
(South Cambridgeshire District)

MINUTES

**A meeting of this Council was held at the Sports Pavilion, Caldecote
On Thursday 6th February 2020.**

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://caldecote.gov.uk> or upon request to the Parish Clerk.

Present: Cllr Polly Field (PF), Cllr Jack Lang (JL), Cllr Nicola Pritchard (NP) and Cllr and District Cllr Tumi Hawkins.

In Attendance: Alan Melton, Parish Clerk, Katy Reeves, Deputy Clerk. There were 3 members of the public present

In the absence of the Chairman, Cllr Lang chaired the meeting

1. **Public open forum** – Mr Highland provided the council with information about forthcoming plans for development of the BP garage site, including the construction of a new shop and a refurbishment of the forecourt and answered Cllrs questions.

Mrs Claridge provided an update on the ongoing issues with drainage plans submitted by Linden Homes for the development site East of Highfields Rd. She noted that, although the calculations of acceptable run off have been adjusted to account for the correct soil type, no adjustments to the proposed drainage plans (including pipe dimensions) have been made. It was agreed that the Clerk will write to the Case Officer at SCDC dealing with this application to note the problems with the revised calculations and to state that if the Parish Council finds it necessary to employ a drainage expert to assess the plans, they will look to the District Council to bear the costs of such advice.

Action: Clerk

2. **Apologies for absence** – Apologies were received from Cllr Helen Cartwright (HC) and Cllr John Barker (JB).
3. **Members declarations of pecuniary or non-pecuniary interests** – There were no declarations of interest or requests for dispensations.
4. **Chairman's Announcements** – There were no announcements.
5. **Minutes of the last Meeting** – The minutes of the Council meeting held on 9th January 2020 were approved as a correct record and duly signed by Cllr J. Lang.
6. **Actions and matters from the Minutes**
- **Operation London Bridge:** The Clerk reported that he has received information from Rev. Newton that the Church's plans include the provision of a book of condolence at a place to be determined in the village (Village Hall suggested), the opening of the church as a place to pray/ light candles and a gathering in the days after the event for silence, prayers and candle lighting.
 - **Alcohol licence:** The Clerk reported that the cost of an annual licence for the Pavilion will be £100-£190, dependent upon the rateable value of the building. It was agreed that the Clerk should apply for the licence. **Action: Clerk**
 - **Security matters:** The Clerk reported that there are ongoing discussions about the plans.
 - **Driveway:** The Clerk provided a ballpark estimate of the cost of resurfacing the entrance road to the Pavilion of approximately £15,000. It was agreed that the

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Clerk should seek quotes for this work and for the resurfacing of the car park (including the provision of drainage). **Action: Clerk**

7. Report from the District Councillor – District Cllr T Hawkins provided a monthly report (see attached). The report included the following points:

- The consultation on the Greater Cambridge Local Plan is underway and would like to hear from Parish Councils. It is recommended that the Council send representatives to the Big Debate on February 18th.
- SCDC has approved the most homes of any Council in 2019.
- The planning department are introducing a new software system for searching and viewing planning applications from February 17th.
- Beginning in March the Greater Cambridge area planning department will be split into 3 divisions, which should enable better communication with Parish Councils.
- The Caldecote Village Design Guide has now been adopted and carries weight in planning decisions.
- There are ongoing consultations on Madingley Road cycle routes and the new Cambridge South Station.
- The preferred route for the East-West rail has been announced. There will be a station in Cambourne and the route to Cambridge may run across the lower part of Caldecote.

8. Report from the County Councillor – There was no report

9. Planning Applications

[S/4431/19/PA](#): Prior approval for a single storey rear extension at, 1 Porthmore Close, Highfields Caldecote, Caldecote,

It was **RESOLVED** to make no objection. Cllr T. Hawkins abstained from the vote

[S/4543/19/FL](#) and [S/4544/19/LB](#): Proposed Conversion of Redundant Agricultural Buildings into a Single Residential Unit, With an Extension Linking the most Southern Barn and Easterly Barn together and replacing the footprint of the previous barns. At, Manor Farm, Main Street, Caldecote

It was **RESOLVED** to make no objection. Cllr T. Hawkins abstained from the vote

[S/0066/20/FL](#): Conversion of garage to studio. At, 85 West Drive, Highfields Caldecote

It was **RESOLVED** to make no objection. Cllr T. Hawkins abstained from the vote

[S/0121/20/FL](#): Erection of two dwellings with new access. At, Leylands, Highfields Road, Highfields Caldecote

It was **RESOLVED** to make no objection. Cllr T. Hawkins abstained from the vote.

10. Financial Report –

• **Summary of receipts and payments.** A report on the on current budget vs. expenditure dated 31st January 2020 was received and approved.

• **Bank Reconciliation.** The bank reconciliation dated 25th January 2020 was received and approved.

• **Accounts for payment.** The schedule of payments (attached) was received. It was **RESOLVED** that the payment of bills be approved.

The Clerk reported that SCDC have accepted the submitted precept request.

• **Budget Update.** The Clerk provided a revised version of the 2020-21 budget. Two amendments were proposed: The addition of £55 for ACRE membership and the provision of £2000 for Youth Provision. It was **RESOLVED** that the budget, as amended, would be approved.

• **Quotation for Outdoor Fitness Equipment.** Cllr Field reported that three quotations for the provision of Outdoor Fitness Equipment have been received. It was **RESOLVED** to accept the quotation of £13,711.49 (+VAT) from Fresh Air Fitness and to raise the Purchase Order for the work. **Action: Clerk**

11. **Leisure and Amenities report** – Cllr Field reported that the L&A group have met with the editors of the Caldecote Journal. A new layout has been approved and they have agreed that the Council should be able to see/ approve the Journal before printing. A new printing date is still to be arranged (10th of the month is proposed).

The L&A group requested that further quotes are obtained for the tree work that is required in the village. **Action: Clerk**

12. **Consultation on issues and options for consideration in the preparation of the Greater Cambridge Local Plan** – It was agreed that a small group of Councillors, to include the Chairman, be delegated responsibility for responding to the consultation. It was further agreed that the Clerk will additionally contact the members of the Village Design Guide working group, who may be interested in being involved. **Action: Clerk**

13. **Street Naming. Members are invited to suggest names for streets and roads – Development off Highfields Road, Highfields Caldecote** – It was agreed that the Council will put forward ‘Peacock Drive’ as the recommended name for the new road, as suggested by school children to reflect the history of Peacock’s roaming the village. **Action: Clerk**

14. **BT phone contract** – A quotation for a new two year contract for the Pavilion telephone line of £20.10 + VAT/ month plus call barring at £4.20 + VAT/ month was considered. It was **RESOLVED** to accept the quote. **Action: Deputy Clerk**

15. **CGM – Quotations** – This item was deferred until more quotes have been obtained.

16. **Bus stop on A1303 – request from Parishoner** – Councillors considered a request to provide seating at the bus stop heading from the village towards Cambourne. It was agreed that the Clerk would seek quotes for the provision of seating. **Action: Clerk**

17. **Correspondence** – The Clerk reported on correspondence received from Linden Homes, asking whether the Parish Council would be prepared to adopt the swales on the site. It was agreed that the Clerk should seek additional information on what exactly it is suggested that the Council adopt and whether Linden Homes would be providing a capital sum to cover ongoing maintenance costs. **Action: Clerk**

18. **Clerk’s report** – There was nothing further to report.

19. **Councillor Reports**

Cllr T Hawkins offered to run a session on the Local Plan consultation in the village. It was agreed that the Clerk and Cllr Hawkins will discuss possible dates.

Cllr P Field reported that the Council's Coding Club has now been set up, with a number of volunteer helpers having signed up and some equipment already having been donated. Cllr Field requested the use of the Pavilion on Wednesday evenings during term time, to begin on 4th March 2020.

Cllr P Field asked for an update on the provision of blinds for film showings at the Pavilion. The Clerk reported that he is seeking quotes.

Cllr P Field requested £400 towards the Easter and Summer children's activities. The Clerk recommended that a formal request be considered at the next meeting.

20. **Caldecote Journal** – The Clerk reported that he will submit an article for the next issue.
21. **Dates for Annual General Meeting and Annual Parish Meeting** – It was agreed that the Annual Parish Meeting will be held at 7.30pm on May 7th 2020, to be followed by the Annual Meeting of the Council at 8pm.
22. **Dates and times of the next meeting** – Thursday 5th March 2020 at 8pm in The Pavilion

The Meeting Closed at 9.30 pm

Signed: _____

Dated: _____

SCHEDULE OF PAYMENTS: to consider and approve the schedule of payments. * = cost incurred as a result of vandalism.

Key to Frequency (Freq) codes:

O = 'one-off' or intermittent regular payment with no set frequency.

T = Termly (usually associated with youth club payments which get invoiced on a termly basis) **A** = Annually. **M** = Monthly. **Q** = Quarterly. $\frac{1}{2}$ = Half-Yearly.

Payment Date	Vo #	Amount	To	For	Budget code	Freq
Payments made since last meeting that require Council approval						
29/01/20	180	1200.00	Caldecote Church	Journal deliveries	3	O
Salaries						
29/01/20	185	375.79	HMRC	PAYE Jan 20	31	M
29/01/20	186	207.52	County Council	Pensions contributions – Jan 19	30	M
29/01/20	181-184	1683.52	Staff salaries	Jan 20 salaries	25,26,27	M
Direct Debits						
06/01/20	170	81.14	HG3	Mobile phones	9	M
08/01/20	171	93.24	BT	Pavilion phoneline and broadband	37	M
17/01/20	177	35.00	ICO	Registration fee	15	A
21/01/20	178	46.22	British Gas	Pavilion electricity	35	M
23/01/20	179	22.23	E-On	Cabin electricity	44	M
New payments yet to be made requiring Council approval						
		29.43	Katy Reeves	Expenses – Jan 20	5	M
		504.61	Alan Melton	Expenses – Jan 20	5	M

South Cambridgeshire District Council – Caldecote Ward
(comprises the Parishes of Caldecote, Childerley, Kingston, Bourn, Longstowe & Little Gransden)

Councillor’s Monthly Report – February 2020

This report is for all the Ward, so please be aware that some of the content may not be relevant to your particular Parish.

1 General

Please do feel free to contact me with comments, questions, problems, reports, suggestions or complaints to do with SCDC services. These are housing, housing repairs for council tenants, planning, benefits, council tax, bin collection, environmental health issues etc. Don’t fight on your own. I am available to help you to get the best outcome possible for your situation.

If you have time to spare – check out articles on my blog <http://www.TumiHawkins.org.uk>. What I post on there is my view and not LibDem or South Cambs official policy unless I state that it is.

2 Planning

2.1 Greater Cambridge Local Plan – The First Conversation

The First Conversation as the Issues and Options consultation is fondly called started on Monday 13th January 2020 and will end on Monday 24th February 2020.

The purpose of these events is to reach parts of the communities that don’t usually engage and we are pleased that the roadshow events have been very successful as officers have engaged with lots of residents and answer their questions. I helped out at the stand in Morrisons on Saturday 1st February, and with others on the team gave out over 500 information cards within 2 hours in the morning. That team then went on to the Cambridge Football ground in the afternoon and did well there too.

One unmissable event, The Big Debate, is taking place on Tuesday 18th February 2020 at The Corn Exchange from 6.30pm to 8.30pm. Eight (8) local groups will present and debate their ideas about the future of the Greater Cambridge Area in a lively, informal event. Members of the audience will be able to pose questions too and have them answered.

To book a place go to <https://greatercambridgeplanning.org/greater-cambridge-local-plan/getinvolved/events/>. We look forward to seeing you there.

The First Conversation **ends on Monday 24th February 2020**. Please send in your comments on the special at www.greatercambridgeplanning.org/localplan. It is a fully accessible website, easy to navigate and written in plain English.

2.2 Greater Cambridge Shared Planning Service (GCPS)

South Cambs has been recognised as the Council that approved the most homes in big sites in 2019, with the outline permission for Waterbeach Airfield & Barracks (No 1 with 6500 dwellings), and The Wellcome Genome campus expansion Joint No 17 with 1500 dwellings). The GCSPS officers are to be commended for the hard work that went into these applications.

The work load continues to be high with about 15 strategic (major) sites being dealt with currently. The job adverts are getting lots of interest at the junior planning levels, but the greatest need is in the senior level.

District Councillor Tumi

The new planning software system (Uniform-idox) is now being implemented. All planning applications submitted and registered after 3rd February for both SCDC and Cambridge will be entered into the idox system at Cambridge City.

The SCDC planning data currently on the old APAS system is being migrated to idox. On 17th February, all SCDC planning data will be available on the new idox system. Four (4) training workshops were held for Parish Clerks on how to use the public access module as Councils are statutory consultees. Residents will also be able to register their own accounts and set notifications for which applications they want to monitor and how to receive updates. This new system will help improve how the GCSPPS delivers its service to residents and especially in communicating progress with applications.

The GCSPPS delivery service is now split into three areas. Two area teams will work on applications in both council areas, whilst one area team will work on applications just in the City. Officers can be moved around in these teams depending on workloads and other service requirements. Each team will have a Team Manager who will be accessible to and be key liaisons with Parish Councils. We will be organising events for residents, parish councils etc., to introduce the teams and explain how it will all work – watch this space for more information and timing when the plan is ready.

2.3 Scheme of Delegation

This is the process by which requests by Parish Councils and Elected Members for applications to be taken to planning committee are dealt with. The current process was put in place in 2016 when the district was going through the 5YLS hiatus and the committee was overwhelmed with dealing with speculative applications. Each request was considered and discussed at an internal meeting by the Planning Committee chair and Vice Chair, and the officer delegated by the Director of Planning, usually the Delivery Manager, and the Case officer. Where there are strong material reasons and/or public interest, there is usually agreement to take it or not. This has worked well but we are aware some parishes have concerns.

The recent letters from Few Lane Consortium have sought to raise alarm where there is none to be raised. The Director picked up on a constitution wording which could be misinterpreted, and it is this wording that the Council has sought to tighten up. Not the process, although that in itself has already been scheduled to be reviewed later in the year as part of making the new planning service more efficient.

Parishes would have received an explanatory letter from the Leader, Cllr Bridget Smith on 5th February 2020. We will be consulting with Parish Councils at the appropriate time for any changes to the actual process itself. Till then, the scheme continues to operate as it does now.

2.4 Village Design Guides (VDG)

The Council has now adopted 7 new Village Design Guides for the villages of Caldecote, Fulbourn, Gamlingay, Histon & Impington, Over, Papworth Everard, Sawston and Swavesey. These documents now carry full planning weight in the consideration of planning applications, in a similar

manner to Supplementary Planning Documents (SPDs). I recommend that parish councils should refer to the VDG as appropriate when responding to planning applications as statutory consultees.

The eighth Village Design Guide for Histon & Impington is awaiting the outcome of the examination and making of the Histon & Impington Neighbourhood Plan.

2.5 Other Consultations

Tech company Huawei have submitted their revised planning application for their site in Sawston (formerly belonged to Spicers). The new plans include around 50,000 square metres of research and development space and about 9,500 square metres of office space. Consultation is open up to 22nd February 2020. Go to the planning website and find [S/0158/20/FL](#) and have your say.

3 Environmental Health & Licensing

3.1 Fly Tipping campaign

The fly-tipping awareness campaign is still running to [#ScrapFlyTipping](#). Lots of new eye-catching yellow and black signs have been put in fly-tipping hotspots. Read more at <https://www.scams.gov.uk/council-asks-fly-tippers-if-their-mum-still-cleans-up-after-them/>

Fly tipping is a criminal offense so if you spot anyone engaging in this activity, please do not approach but take as much details as possible of location, vehicle registration etc. and report to police on 101.

4 Business and Finance

4.1 Community Chest Grant

Reminder that the South Cambs District Council's Community Chest fund is still open for applications till March 2020 – or when the funds run out. Find out how to apply at <https://www.scams.gov.uk/community-development/grants/community-chest-grants/> or email ellen.bridges@scams.gov.uk

5 Governance

5.1 Three Free Trees

If you have not claimed your £60 voucher for free trees, please do so soon.

5.2 Green to our Core

The Cabinet has approved a full scheme to retrofit the office building South Cambs Hall in Cambourne to include ground source heat pump, solar roofed car port, LED lights, 20 electric charging points

<https://scams.moderngov.co.uk/documents/s114917/Greening%20South%20Cambs%20Hall%20Cabinet%20report%200003.pdf>. The £1.9m cost is from the Renewables Reserves which is built up from the Business rates collected from the renewable energy sites (solar farms etc.). The project is in partnership with Bouygues Energy who are also guaranteeing the performance of the project to deliver savings of £100,000 in the first year and half the carbon emissions from the building.

6 Roads/Transport

6.1 Madingley Road Cycling & Walking Improvements

The Greater Cambridge Partnership is consulting on potential improvements for walking and cycling along Madingley Road. It closes on 2 March 2020. Check it out and have your say at <https://www.greatercambridge.org.uk/transport/transport-projects/madingley-road>

6.2 East West Rail

The preferred route option has been announced. The maps show the broad route alignment, not the actual track route. This is yet to be determined, <https://eastwestrail.co.uk/latest-news/pressreleases/preferred-route-option-between-bedford-and-cambridge-announced>
You can sign up for more information as the project progresses at <https://eastwestrail.co.uk/>

6.3 Network Rail – Cambridge South Station

Public consultation started on 20 January 2020 and will close on 2 March 2020. The consultation information can be found at <https://www.networkrail.co.uk/running-the-railway/our-routes/anglia/cambridge-south-station>

7 Ward Issues

7.1 Bourn

Wysing Arts Centre is holding a special day of events on 29th February to celebrate the launch of their 2020 programme. It's a full program where they will launch three new projects: an ambitious structure by Studio Morison at Wicken Fen nature reserve; and at Wysing, a new commission by 2019 Turner Prize winning artist, Helen Cammock (with a special intro by the artist), and a new installation by Wysing studio artist, Naomi Harwin. Check out further details on their website http://www.wysingartscentre.org/whats_on/wysing_on_tour and to book transport go to <https://www.eventbrite.co.uk/e/wysing-2020-programme-launch-tickets-89957728989>.

7.2 Caldecote

Linden Homes

The site is still closed and is a source of water jokes in the village! For obvious reasons.

Bourn Airfield

Ongoing discussions about the traffic calculations that Countrywide submitted to the Council

8 Casework

Please do feel free to contact me with comments, questions, problems, reports, suggestions or complaints to do with SCDC services.

Tumi

Tumi Hawkins
6 January 2020

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