

**CALDECOTE PARISH COUNCIL**  
(South Cambridgeshire District)

**MINUTES**

**A meeting of this Council was held at the Sports Pavilion, Caldecote  
On Thursday 7<sup>th</sup> November 2019.**

*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 Helen Cartwright (HC), Cllr John Barker (JB), Cllr Jack Lang (JL) and Cllr and District Cllr Tumi Hawkins (TH).

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

1. **Public open forum** – There were no questions from members of the public
2. **Apologies for absence** – There were no apologies. The Clerk reported that Cllr Jamie Powell has resigned from his position.
3. **Members declarations of pecuniary or non-pecuniary interests** – There were no declarations of interest or requests for dispensations.
4. **Chairman's Announcements** –The Chairman reported that she has attended a meeting with the Village Hall Committee at which concerns about the Parish Council's plans for extension of the Pavilion and possible competition for party hire were discussed. She has proposed regular meetings between the Village Hall Committee, School and Parish Council to maintain good relationships between these institutions.
5. **Minutes of the last Meeting** –The minutes of the Council meetings held on 3<sup>rd</sup> October 2019 were approved as a correct record and duly signed by Cllr H. Cartwright.
6. **Actions and matters from the Minutes**
  - **Streetlighting:** The Clerk has secured a contract with Balfour Beatty for maintenance of the Parish Council owned streetlights. He has begun the process of obtaining quotes for the energy supply from providers; in the meantime, power will be supplied by UK Power Networks. It was agreed that the Clerk will contact neighbouring Parish Councils to discuss the possibility of working together to secure an energy contract. **Action: Clerk**
  - **Shutters:** The shutter repairs have been completed.
  - **Lock and Keys:** A new lock has been fitted to the Pavilion door and keys distributed as required. Keyholders have been asked to pay a £20 deposit and their names will be kept in a register.
  - **Bank accounts:** The application to change the banking mandates is complete.
  - **Tree survey:** The Clerk has contacted individuals/ companies that may be able to offer a tree survey. The trees to be surveyed will be identified during a village 'walk around' to assess the completion of grounds maintenance work.
  - **Bus stop:** It was noted that the planning application from Linden Homes (below) includes plans for a new bus stop and agreed that they should be asked to ensure that its design is acceptable to the council.
7. **Report from the District Councillor** – District Cllr T Hawkins provided a monthly report (see attached). The report included the following points:
  - The Council is in a period of purdah in the run up to the General Election.

*Parish Clerk: Alan Melton, 20 St. Martins Road, Chatteris, Cambs PE16 6JF  
Email: [parishclerk@caldecote.gov.uk](mailto:parishclerk@caldecote.gov.uk)*

- Residents can register to vote until 10 working days before the election. Suggested that this information is added to the Caldecote Journal. **Action: Clerk**
- The planning department has now caught up with the backlog in registering new planning applications.
- The co-housing scheme at Marmalade Lane in Orchard Park has received positive press attention.
- Consultation on Issues and Options for consideration in the preparation of the Greater Cambridge Local Plan will begin in January 2020. It is requested that this is added to the agenda for the January Parish Council meeting to allow the Council to contribute. **Action: Clerk**
- The Council and Cambridge City Council have calculated their 5-year land supply figures to be 5.3yrs.
- The Wellcome Genome Campus extension has been approved by the planning committee.
- The Council's annual Rough Sleeping Estimate will take place on the evening of 21<sup>st</sup>-22<sup>nd</sup> Nov and residents are asked to help to identify individuals sleeping rough in the district.
- The Community Chest Grant is open until March 2020. Groups in Caldecote are encouraged to apply. It is recommended that any groups that have difficulty with the application process contact the Grants officer at SCDC.
- The Council has appointed a Business Champion.
- The Linden Homes planning application was approved by the Planning Committee on 9<sup>th</sup> October 2019. It was agreed that the Parish Council will be consulted on the discharge of conditions associated with the application.

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

9. **Report of meeting with CGM** – The meeting was postponed and will now take place before the next Parish Council meeting.

10. **Caldecote Journal** – It was **RESOLVED** that the number of print copies should be raised by 150, given the increased number of households in the village. It was noted that some of the information in the Journal directory is out of date and agreed that the Council will ask to view the next issue ahead of print in order to make the necessary corrections. **Action: Clerk**

11. **Planning Applications** –

**S/3338/19/DC**: Discharge of conditions 5 ( Arboricultural method statement), 6 (hard and soft landscaping), 15 Car parking spaces and secure bike storage, 18 (shared use cycleway), 19 (upgrade bus stops) and 21 (renewable energy) of planning permission S/2510/15/OL. Land east of Highfields Road, Highfields Caldecote.

It was agreed that comments will be sent to request that the bus shelter added is of a brick design, rather than the suggested 'Queensbury Arun' design.

**S/3347/19/DC**: Discharge of conditions (habitat and species mitigation) and 10 (badger mitigation strategy) of planning permission S/2510/15/OL. Land east of Highfields Road, Highfields Caldecote.

It was agreed that comments will be sent to suggest that badger movement should be monitored, given that badgers have recently returned to the previous development site in the village.

**S/4836/18/DC**: Discharge of conditions 17 (electric vehicle charging infrastructure strategy and implementation plan), 21 (renewable energy), 24 (archaeological investigation) , 25

(construction method statement) of appeal decision APP/W/0530/W/16/3149854, Linden Homes, Land east of Highfields Road, Highfields Caldecote.

It was agreed that comments will be sent with regard to the construction method statement. These will be along the lines of previously agreed standard conditions regarding hours of work, access, road cleaning, the use of banksmen, parking, deliveries and storage.

**S/3448/19/OL**: Application for outline planning permission with all matters reserved for one dwelling (re-submission of S/1259/18/OL. At, 20A East Drive, Caldecote.

It was **RESOLVED** to support the application. Cllr T Hawkins abstained from the vote.

**S/3548/19/FL**: Two storey rear extension and erection of 3 bay garage and home office above (Resubmission of S/2177/19/F). At: 2, Westside, St Neots Road, Caldecote

It was **RESOLVED** to support the application. Cllr T Hawkins abstained from the vote.

**S/3584/19/DC**: Discharge of conditions 4 (Surface water drainage) and 5 (Foul drainage) pursuant to planning permission S/2454/16/FL. At, Manor Barn, Main Street, Caldecote. For information only.

**S/3648/19/FL**: Single storey side extension, double garage front extension, new first floor to form 1.5 storey dwellings with internal modifications. At, Leyland's, Highfields Road, Highfields Caldecote.

It was **RESOLVED** to support the application. Cllr T Hawkins abstained from the vote.

**S/3652/19/FL**: Demolition of outbuildings and erection of a detached 4-bedroom dwelling with associated sewage treatment plant, landscaping and new vehicle access. At: land on the north side of 2, East Drive, Highfields Caldecote.

The applicant was granted permission to speak about the application and described their intention to build a sustainable house for their own use that would fit in with the existing property and neighbouring properties.

It was **RESOLVED** to support the application. Cllr T Hawkins abstained from the vote.

**S/3660/19/DC**: Discharge of conditions 13 (Fire hydrants), 14 (Artificial lighting scheme), 22 (Foul water drainage) and 23 (Surface water drainage) pursuant to planning appeal APP/W0530/W/16/3149854 (S/2510/15/OL). At, Land east of Highfields Road, Highfields Caldecote.

A resident was given permission to speak about the application and raised a number of concerns about the discharge of drainage conditions, namely:

- Soil calculations have not been corrected for non-sandy soil.
- Swales have been placed to allow water from Phase I of the development to run into the proposed play area.
- Too few gullies have been put in to allow for drainage, particularly from hardstanding areas.
- Pipe sizing is unclear e.g. 4 300ml pipes proposed to drain into 1 400ml pipe.
- Ditch sizes are inconsistent across the documents provided.
- The ditch closest to Damms Pastures should be moved further from the housing line.
- The attenuation pond may not be big enough, given the errors in calculations above.

In addition, it was noted that no streetlighting has been provided in parking areas to the rear of the block of flats.

It was **RESOLVED** to object to the application, on the grounds that conditions 22 and 23 have not been met for the reasons outlined above. Cllr T Hawkins abstained from the vote.

- 12. Financial Report** – A report on the on current budget vs. expenditure dated 1<sup>st</sup> November 2019 and the bank reconciliation dated 25<sup>th</sup> October 2019 were received and approved.

The schedule of payments (attached) was received. It was **RESOLVED** that the payment of bills be approved, with the exception of the final (October) payment to CGM for 1/8 ground maintenance contract, which will be held back until all work has been completed.

The Clerk reported that the annual precept request has been received and that the tax base has been calculated to have raised to 789.4 for the year.

- 13. Leisure and Amenities report** – The Clerk reported that fees for the next year have been discussed with the cricket club and will continue to be negotiated. Fees will also be discussed with the football club.

Cllr Field stated that she has received reports that the streetlights along Highfields Road have not yet been changed to LED lights.

Cllr Field reported that sports clubs will be asked to paint the containers on the recreation ground with anti-climb paint.

The purchase of blackout blinds and a projector for use by the Film Club was requested. It was agreed that quotes for these items will be sought. **Action: Clerk**

- 14. Street Naming. Members are invited to suggest names for streets and roads – Development off Highfields Road, Highfields Caldecote** – It was agreed that the local history group will be consulted, and Councillors will also consider the names of flowers found in local SSI.

- 15. Correspondence** – The Clerk reported that a letter has been received asking for the support of the council for the [Local Electricity Bill](#) to become law. It was agreed that this will be added as a motion for the next meeting agenda **Action: Clerk**

The Clerk reported that he has received a letter from the County Council requesting information on the Parish Council's plans regarding Operation London Bridge (the protocol that will be followed to mark the death of the sovereign). It was agreed that a notice should be placed in the Caldecote Journal, asking residents what their likely wishes would be in such circumstances **Action: Clerk**

- 16. Council Vacancies Update** – The Clerk reported that the deadline for residents to call a by-election following the resignation of Cllr Lucy Jobson has now passed, and no election has been called. Therefore, there are now 3 vacancies to be filled by co-option – these will continue to be advertised. Following the resignation of Cllr Jamie Powell, the Clerk will inform the District Council and issue a Notice of Vacancy. **Action: Clerk**

- 17. Red Village Telephone Box** – Cllrs considered whether the Council should apply to adopt the red telephone box in the lower part of the village. It was noted that the box is under a preservation order so cannot be moved and is in an advanced state of

disrepair, with maintenance likely to be costly. It was agreed that the Council would not attempt adopt the telephone box.

- 18. Clerk's report** – The Clerk reported that he has spoken to several architects with regard to the proposed extension of the Sports Pavilion and will be preparing a feasibility report.

**19. Councillor Reports**

Cllr T Hawkins reported that she has received correspondence from a resident regarding a request to place seating at the bus stop at the top of the village (opposite the existing bus shelter). It was agreed that the Clerk will contact the resident to let them know that a new shelter (with seating) will be placed in this location by the developers of the Linden Homes site. **Action: Clerk**

- 20. Dates and times of the next meeting** – Thursday 5th December 2019 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
<b>Payments made since last meeting that require Council approval</b>						
<b>Salaries</b>						
28/10/19	114	375.99	HMRC	PAYE Oct 19	31	M
28/10/19	118	207.52	County Council	Pensions contributions – Oct 19	30	M
28/10/19	115-117,119	1683.32	Staff salaries	Oct 19 salaries	25,26,27	M
<b>Direct Debits</b>						
07/10/19	105	81.14	HG3	Mobile phones	9	M
09/10/19	112	160.80	BT	Pavilion phonelines and broadband	37	M
21/10/19	113	55.39	British Gas	Pavilion electricity	35	M
1/11/19	120	11.83	E-On	Cabin electricity	44	M
1/11/19	121	154.50	TV licencing	Pavilion TV licence		
<b>New payments yet to be made requiring Council approval</b>						
		276.33	Katy Reeves	Expenses – Oct 19 (includes toner cartridges for printer)	5	M
		301.20	Alan Melton	Expenses – Oct 19	5	M
		1769.24	CGM	1/8 Grounds maintenance August	54	O
		1769.24	CGM	1/8 Grounds maintenance September	54	O
		1769.24	CGM	1/8 Grounds maintenance October	54	O
		325.00	Studland Developments	Pavilion work/ upgrades	40	O
		288.00	Thoroughbred Industrial Doors	Shutter repairs	38	O
		150.00	CGM	Removal of fallen fence	54	O
		72.00	CGM	Removal of broken fence	54	O
		120.00	CGM	Cricket outfield mowing 7 <sup>th</sup> , 27 <sup>th</sup> August and 2 <sup>nd</sup> , 18 <sup>th</sup> September	53	O
		404.40	Dent’s	Lock fitting and keys	52	O
		495.00	Adrian Peters	Benches in bus shelters	54	O

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

**Councillor’s Monthly Report – November 2019**

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

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**General Election**

What a difference a month makes. As I write this, we are about to enter a 5-week pre-election period. Who would have thought we’d be facing a general election at this time of the year. If you have recently moved house or new to the area, or just turned 18 and wish to vote, then you can still get on the electoral register. Go to the South Cambs website at <https://www.scams.gov.uk/elections/register-to-vote/>.

If you may be travelling at the time or not in your usual place of residence, you can apply for a postal vote here <https://www.scams.gov.uk/elections/voting-by-post-or-proxy/>.

As of 00:001 hrs on Wednesday 6<sup>th</sup> November, local and central government enter a period called “purdah”. It finishes on election day 12<sup>th</sup> December. During this time, there are restrictions on how councils and in particular councillors communicate. Some meetings have therefore been postponed till after the elections. See more here <https://www.local.gov.uk/our-support/purdah>

**Greater Cambridge Planning Service (GCPS)**

Some good news. The service is now up to date with registering planning applications. This means now all applications coming forward can be registered quickly.

The ongoing recruitment drive is yielding fruit and we are continuing to fill the vacancies. It is especially important for the more senior positions as the service settles down after the reorganisation.

The Conservatives are continuing their game of politicising every issue imagined or real, as articles in the local press show. It is fair to say they had several years in charge in which they did nothing. The pressure that had been building has now been released and the service is on its way back up.

The co-housing scheme at Marmalade Lane in Orchard Park got another mention, this time in the local government press <https://www.localgov.co.uk/Cambridges-pioneering-cohousingscheme/48281>. We are now receiving requests from resident groups wanting to build something similar. We have added this as one of the housing strategies in the new joint Housing Strategy with Cambridge City, and is likely to feature in options for the new local plan too.

**Greater Cambridge Local Plan – Issues and Options**

Cabinet considered the draft Issues and Options document this week and has given approval for it to be finalised for public consultation. This consultation is now expected to take place from 13<sup>th</sup> January 2020 to 24<sup>th</sup> February 2020.

The consultation papers will be available in print but also excitingly in electronic format on a dedicated website. This will make it easy for residents to access the consultation and navigate to sections they are interested in quickly without having to read through tons of words!

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Watch out for more information and share this video  
<https://www.youtube.com/watch?v=D9p3BZ8oS3M&t=161s>

*District Councillor Tumi*

### Housing Trajectory and 5-Year land supply

The consultation for this closed mid October. Thank you to all who sent in a response. Of the total of 205, 5 were in support, 117 objecting, and 83 were comments. I leave it to readers to guess the category of the 57% objections.

Officers have worked through all of the responses and responded as appropriate. You can find the details at <https://scams.jdi-consult.net/localplan/readdoc.php?docid=264>

The Housing trajectory is “backward looking”, assessing the number of houses actually built against the number projected for the period up to October 2019.

The 5-year land supply is “forward looking” in that it requires all local planning authorities to identify sufficient deliverable sites to deliver a minimum of five years worth of housing against their housing requirement, as set out in their Local Plans. The council’s calculation shows that jointly, Cambridge City and South Cambridgeshire have 5.3 years worth of housing land supply.

### Wellcome Genome Campus expansion

The planning committee at an extra-ordinary meeting on 24 October granted permission for Wellcome Genome to expand its Hinxton campus with additional 500sqm of office/research space, up to 1500 homes for those working on the site, improvements to roads, provision of transport and other facilities for education and leisure.

It got approval by a majority vote (8 to 1). This will make the Hinxton site the largest such biotech base in the UK. Understandably, the scheme had its opponents, but the committee was convinced that the benefits far outweighed the harm that it would cause. There are also S106 monies agreed for the local parishes, road improvements and monitoring.

The permission was granted as an exception to the current local plan.

### **Housing –**

#### More council housing stock

The Council continues to add to its housing stock when it entered into agreement with Hill developers to build Sixty-three affordable homes in Sawston. It I part of a 158-home development in Sawston.

The development will comprise one and two-bedroom apartments and three and four-bedroom houses.

Almost 70 percent of the new homes (44) will be reserved as Affordable Rent, which is kept at below market rates, with a further 19 available through a Shared Ownership scheme. Applications for 31 of the properties will be assessed in relation to people’s ‘local connection’ to the area, with priority given to those people who are from the area and have grown up locally.

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## Rough Sleeping Estimate – 21/22 November 2019

Every year, the council asks residents to help with identifying people sleeping rough in the district (not Cambridge city itself). This information is required for the evening of 21 November overnight into 22<sup>nd</sup> November.

If you see or know of any rough sleeper, please send information to [susan.carter@scambs.gov.uk](mailto:susan.carter@scambs.gov.uk), stating their location, gender, age bracket (if known) and nationality (if known).

## Business and Finance

### Community Chest Grant

The South Cambs District Council's Community Chest fund is still open and funding increased to £49,070. Community and voluntary groups can currently bid for funds up to £1,000 for use on local projects. This second half of the fund is open for applications till March 2020 – or when the funds run out. Find out how to apply at

<https://www.scambs.gov.uk/community-development/grants/community-chest-grants/>

The scheme made 69 awards in the 2018/19 year totalling £55,626. An average of £806 per successful application. About £550,000 has been provided since the start of the scheme in 2011.

Many parishes have still not benefited from the scheme and that includes all the parishes in Caldecote Ward. Some parishes have had 2 or more community chest grants. Come on, there's funding on offer – make the most of it. You can see details about the spending here

<https://scambs.moderngov.co.uk/documents/s113700/Community%20Chest%20spending%202018%2019%20extended.pdf>

The scheme has been extended to allow small parish councils to benefit from it.

### Zero Carbon Community Grant

The Zero Carbon Communities grant scheme closed on 31 October. Thank you to all those who applied. Those applications are now being assessed with a view to announcing the successful applications in January 2020.

In the meantime, I encourage residents to have a look at the Zero Carbon Action Plan 2019-24 that sets out the actions that the council intends to take to reach its goal of becoming carbon neutral by 2050. <https://www.scambs.gov.uk/climate-and-environment/action-on-climate-change/zero-carbonaction-plan-2019-24/>

### Appointment of Business Champion

The Leader appointed Cllr Peter McDonald as the Council's Business Champion. The role is to promote and support local businesses and economic development in the district. This will enable the Council to have someone focused on helping to achieve the administration's goal of making it easy for people to do/create business in South Cambridgeshire

### Business Booming in South Cambs

The district council estimated it would retain £5.47 million of the business rates it collects for the financial year 2018/19, but, instead has been able to retain £11.89 million. This means business is thriving in the district. We want to make sure that continues to happen.

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## **Roads/Transport**

Part of the A14 new road is to open a year early. This is the 12 mile bypass of Huntingdon. It is expected that journey times will be reduced by about 20 minutes for those going westwards. It should also help relieve the congestion that is the every day experience of users of that road.

## **Ward Issues**

Some of these may already have been covered in the district wide section above.

### Caldecote

Linden Homes planning application for reserved matters S/4919/18/RM was approved at the planning committee meeting of 9<sup>th</sup> October 2019. Members of the committee debated the application in quite some detail and asked for clarification on a number of points I raised when I spoke against it. I also asked for a deferral to enable us improve on the design. However this request failed, and the final vote was close at 5 for and 5 against. The chairman's casting vote saw it gain approval. My "impolite" reaction has been reported in the media and you can read it for yourself at <https://www.cambridge-news.co.uk/news/local-news/new-housing-development-coming-south17064838>

Other comments can be found at <https://www.cambridgeindependent.co.uk/news/controversialplan-for-66-homes-at-highfields-caldecote-approved-9086016/>

Next stage is to watch out for the Discharge of conditions application, especially for the surface water drainage issue. The committee agreed to my request to consult me and the Parish Council on this. Normally discharges of conditions do not go to public consultation, so an exception is being made in this case.

### Bourn

The issue of noise from the gliders/towing-winch gear at the gliding club has reared its head again. Officers are working with the Gliding Club owners and community on this matter.

## **Casework**

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

If you are having any issues with housing, housing repairs, planning, benefits, council tax, bin collection, environmental health etc, don't fight it 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>. Whatever I post on there is my view and not LibDem or South Cambs official policy unless I state that it is.

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*Tumi*

Tumi Hawkins  
6 November 2019

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