


CAXTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held
on **Thursday 13 November 2014 at 7.45pm**

The Public and Press are cordially invited to be present.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder



Gail Stoehr, Clerk, 07/11/14

AGENDA

1. Apologies for absence and declarations of interest

- 1.1 To receive written apologies for absence and reasons
- 1.2 To receive declarations of interests from councillors on items on the agenda
- 1.3 To receive written requests for dispensations including requests carried forward from the last meeting
- 1.4 To grant any requests for dispensation as appropriate

Comments & observations from members of the public and reports from District & County Cllrs

Ed Durrant, Principal Planning Officer, and James Fisher, (South Cambridgeshire District Council), and representatives from MCA Developments –Cambourne West proposals

2. To approve the minutes of the previous meetings on 11 September and 16 October 2014

3. To consider applications for co-option to fill vacancies resulting from insufficient candidates at election

Helen Barbour, 24 Ermine Street, Caxton

4. Matters arising from the last meeting

- 4.1 (4 of 16.10.14) Cambourne West
- 4.2 (5.2 of 11.9.14) To consider quotes for clearing pond at Tates Field
- 4.3 (8.2 of 11.9.14) Eltisley Parish Council request for shared speed equipment

5. Local matters and members items for info only unless stated

- 5.1 Footpaths and hedges^(KHo)

6. Planning and tree works

- 6.1 Applications received since the last meeting
 - 6.1.1 S/2225/14/FL – Mcdonalds Restaurant – Installation of a climbing frame on the existing patio
 - 6.1.2 S/2349/14/FL – Church Farm, Gransden Road – Change of use of eastern part of long barn to B1 business use – no alterations proposed
- 6.2 SCDC notifications - to note any received
- 6.3 Tree works applications – to consider any received

7. Finance, procedure & risk assessment

- 7.1 To receive the financial report and approve the payment of bills
- 7.2 To consider any quotes for urgent works required because of risk
- 7.3 Grass cutting and village maintenance specification – to consider if any changes are required

8. To consider any correspondence received

- 8.1 BT proposed removal of telephone kiosk in Ermine Street
- 8.2 ICS response to the Parish Council's complaint
- 8.3 Wisser Recycling – electrical waste recycling
- 8.4 Electoral review of Cambridgeshire

9. Closure of meeting

CAXTON PARISH COUNCIL
Report to Caxton Parish Council meeting on Thursday 13 November 2014

Where I have background information to support an agenda item this is below.

Ed Durrant, Principal Planning Officer, and James Fisher, South Cambridgeshire District Council will attend. MCA Developments have indicated that they will be attending the meeting as they are proposing to put in an application for 2350 houses at West Cambourne this month.

3. To consider application for co-option

Helen Barbour, 24 Ermine Street, Caxton – application already circulated

4.1 Cambourne West

The Clerk wrote to SCDC to seek an update on the Cambourne West development and the status of the S106 agreement, as follows:

As you may know Caxton Parish Council is opposed to the proposed Cambourne West development as included in the LDP. The Parish Council would like to know in the event of the Inspector being minded to approve the LDP in its current form has the District Council (SCDC) begun to consider or drafted the S106 Agreement and what would be needed to mitigate the development's impact on Caxton parish?

Georgina Chapman has contacted me to say that they are proposing submitting a planning application for 2350 homes next month and she has offered to attend the Parish Council's November meeting. Again has SCDC begun to consider the S106 Agreement and what would be needed to mitigate the development's impact on Caxton parish?

For both of these should permission be granted the Caxton Parish Council would like to have some input into the S106 Agreement at the earliest possible stage.

Can you please tell me where SCDC is with this?

Ed Durrant, SCDC Principal Planning Officer has replied:

We have not started any discussions on the S106 for Cambourne West. When McA does submit their planning application it should be accompanied by a draft heads of terms for their S106, which will seek to identify the payments and facilities they believe they need to provide in order to mitigate the impacts of the development, either onsite or off site.

I think it is safe to say that we have concerns about the application that is due to be submitted and these will need to be resolved before we spend any significant time on negotiating a S106 package. Moreover, the local plan process will almost definitely have an impact on the proposals that are submitted and they may end up being changed significantly.

We will of course ensure that we brief Caxton Parish Council on all aspects of the proposals and I would like to attend your meeting in November when McA come along to hear what they have to say, and hear the Parish Council's concerns. In terms of mitigating the impact of whatever scale of development goes forward I see Caxton more as a village where we seek to limit the impacts of the development, rather than a place where we would expect services or facilities to be located to meet the needs of Cambourne West residents. Although within Caxton parish Cambourne West residents will obviously look towards Cambourne to meet the majority of their daily needs (schooling, shopping, community uses, etc.). Therefore Cambourne Parish Council is likely to be involved in the S106 process as they were with the 950 application for Upper Cambourne.

I hope this helps by way of an update. We can perhaps discuss matters in more detail at your November meeting."

Georgina Chapman has indicated that MCA will be submitting a planning application for 2350 dwellings in November. If not received by the time of the meeting the Council will need to convene an extra-ordinary meeting.

4.2 (5.2 of 11.9.14) To consider quotes for clearing pond at Tates Field if received – quotations will be brought to the meeting if received

4.3 (8.2 of 11.9.14) Eltisle Parish Council request for shared speed equipment – deferred at the last meeting. A response to the Parish Council's request for further information about how they envisage the scheme operating is awaited.

6. Planning and tree works

6.1 Planning applications received

6.1.1 S/2225/14/FL – McDonalds Restaurant – Installation of a climbing frame on the existing patio

6.1.2 S/2349/14/FL – Church Farm, Gransden Road – Change of use of eastern part of long barn to B1 business use – no alterations proposed

6.2 SCDC notifications

6.3 Tree works applications – none at the time of writing

7. Finance, procedure and risk assessment

7.1 To receive the financial report and approve the payment of bills – attached.

7.2 To consider any quotes for urgent works required because of risk – none at the time of writing.

7.3 Grass cutting and village maintenance specification – to consider if any changes are required
Current specifications attached.

8. To consider matters arising out of correspondence received

8.1 BT proposed removal of telephone kiosk in Ermine Street

SCDC is seeking the Parish Council's views on BT's proposed removal of the kiosk. There have been no calls in the last 12 months. If the Parish Council wish to retain the kiosk without telephony it may adopt the kiosk for £1.

8.2 Gawn Associates – response to the Parish Council's complaint
Attached. Confidential.

8.3 Wiser Recycling – electrical waste recycling

You may already be aware of our services to (Cambridgeshire) Parish Councils – we are currently working with 30 local Parish Councils, and have to date recycled over 100 tonnes of WEEE Waste, and paid Parish Councils over £4000 (*to be spent on Community Projects – or however they see fit*).

We would like to offer our services to your Parish – please may I attend your next meeting to make a brief 3 minute presentation?

Please see the following and attached information regarding the Parish Council WEEE Recycling Events...

- We are now working with 30 (local) Parish Councils – have collected over 100 tonnes of WEEE Waste from the local area. (*Willingham are 'top of the Leader Board' with 9138KG's on the first collection, and just under 6 tonnes last month*).
- Currently our average weight is 3730kg's on the 1st collection, rising to 4244kg's on the 2nd. We are planning Collections twice a year, and it is working very well. All Parishes that have had one collection, have booked a 2nd – *Holywell cum Needingworth have run this event three times now.*

- Please see the attached poster we use for these events – we will place these posters at strategic points (telegraph poles/lamp-posts) approx. 3 weeks prior to collection – the driver records exactly where they go, and the same driver is responsible for their removal on the day.
- We pay you £40 per tonne rebate for materials collected (*excluding Fridges and Batteries – although they will still be collected*).
- We will collect any Household Appliance – working or not; “Anything with a plug on it, that comes from a householder” – (also including Battery Operated Appliances).
- Fact - 60% of Small Appliances still go to ‘Landfill’ - our work not only educates the public – we always collect a large portion of Small Appliances, indicating our success in diversion from Landfill.
- The event is open to everyone – Anyone who cannot move their item outside, need only to call us, and we’ll attend their property (*once the drivers have satisfied themselves the kerbsides are clear*).
- We ask that Villagers place the material out ‘on the day’ by 10:00. Our vehicles sweep through the village from 08:00, logging and loading all WEEE Waste, and bring back to our (AATF) Facility (in St Ives Cambs).
- WISER Recycling pre-sorts all WEEE items and commences its processing with manual dismantling rather than the much more energy intensive method of immediate shredding of all materials. This also enables compliance with the requirements to remove all batteries for recycling before processing. This method enables the major material groups – different types and colours of plastics and metals – to be retained in a cleaner state and requires less separation equipment further down the processing line. The method also provides greater employment opportunities. Shredding and separation equipment are then used to complete segregation. Any of your Councillors are welcome to visit our Treatment Facility to witness our processes first hand.
- We are certified to ISO 9001, 14001 and OHSAS 18001 Standards, ensuring works are carried out to exacting standards.
- Any items that are re-useable, are tested, certified, and re-sold to low income families – *a good quantity of our re-use (fridges) go to Emmaus (in Cambridge), which in turn, further supports local charities.*
- *We also work with Charities up and down the country, providing Containers, Collection & Recycling Services, and we pay them for the WEEE Waste collected (by them).*

Our Editorial is as follows:

Electrical Waste Kerbside Collection on behalf of XXXX Parish Council

Do you have electrical items that you no longer use or want? WISER Recycling can help You, and You can help your Parish Council....

WISER Recycling are a local recycling company based in St Ives and will be conducting a collection of household Waste Electrical and Electronic Equipment (WEEE) on XXXXXX 2014!

Electrical items will be collected in the morning by WISER vehicles. We will collect any electrical item (including non-working) from hairdryers, videos, microwaves, to televisions and fridge/freezers - basically, anything with a plug on. WISER Recycling will collect from right outside your house! All items will be taken to our fully licensed treatment facility in St Ives for Reuse, Refurbishment or Recycling.

The Parish Council will receive a revenue for the WEEE Waste collected, to be spent on Community Projects.

PLEASE PLACE YOUR ITEMS 'KERBSIDE' BY 10:00 – IF POSSIBLE, PLEASE AVOID PLACING OUTSIDE THE EVENING BEFORE.

If you are unable to move your larger items outside, please contact us 01480 464 111 – and our Operatives will attend your property to assist.

WISER has partnerships with many local and regional charities including Emmaus, Lighthouse, i-Trust and Eco-Computer Systems through which it sells working items back to social groups and low income families. We are full permitted and authorised by the Environment Agency and operate to international standards; ISO 9001 (Quality), ISO 14001 (Environmental) and OHSAS 18001 (Health & Safety), ensuring a professional recycling and recovery service, second to none.

Please look out for more details in the coming newsletters. In the meantime, if you'd like to find out more about WISER's services, please visit our website: www.wisergroup.co.uk

Jennie Cockcroft
PP/Paul Duggan
Customer Services Manager

8.5 CCC Electoral review

ELECTORAL REVIEW OF CAMBRIDGESHIRE

The Local Government Boundary Commission for England has formally commenced an electoral review of Cambridgeshire County Council. The purpose of this letter is to inform you of the review and seek your views on future division boundaries for the council.

The Commission is carrying out a review to deliver electoral equality for voters across the county. At present, some county councillors represent many more, or many fewer, electors than their colleagues elsewhere in the county. The review aims to correct those imbalances.

What is an electoral review?

The electoral review will recommend new electoral arrangements for Cambridgeshire County Council. In particular, it will propose:

- The total number of councillors elected to the council in the future.
- The number of divisions.
- The number of councillors representing each division.
- Division boundaries.
- Names of divisions.

For parishes, the review can recommend changes to the electoral arrangements of parish and town councils i.e. the number, names and boundaries of parish divisions and the number of parish councillors for each parish division. However, this is only in circumstances where the parished area is to be divided between divisions. Even in these circumstances, the Commission will not normally recommend any change to the number of councillors to be elected to a parish or town council. The Commission has no power to consider changes to the external boundaries of a parish or the creation of new parishes.

When?

Today 28 October 2014 is the start of a 12 week public consultation during which the Commission is inviting proposals for new electoral arrangements. The consultation will close on 19 January 2015. After considering all representations made during this consultation, the Commission intends to publish draft recommendations in May 2015. There will then be a further period of consultation on the draft recommendations. Final recommendations are expected to be published in September 2015. The new electoral arrangements will come into effect at the local elections in 2017.

How to get involved?

This is a public consultation and we welcome views from individuals and organisations across the county on where they think new division patterns should be drawn.

The Commission is minded to recommend that 63 councillors should be elected to Cambridgeshire County Council in the future. It is now inviting proposals to help it draw up a pattern of divisions to accommodate 63 county councillors.

In drawing up a pattern of electoral divisions, the Commission must balance three criteria, which are set out in law, namely:

- To deliver electoral equality where each county councillor represents roughly the same number of electors as others across the county.
- That the pattern of divisions should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

We are asking local people and organisations for their views as to the best pattern of divisions for the county which meet the requirements set out above.

The Commission will treat all submissions equally and will judge each case on its merits and against the statutory criteria. If you wish to put forward a view, we would also urge you to ensure that your submission is supported by evidence. For example, if you wish to argue that two parishes should be included in the same electoral division, make sure you tell the Commission why they should be together, providing evidence about community facilities, ties, organisations and amenities, rather than simply asserting that they belong together.

There is plenty more advice on our website about how you can get involved in the consultation and put your views forward. Log on to www.lgbce.org.uk to find out more. The website includes the technical guidance that explains the process and our policies as well as guidance on how to take part in each part of the process. We have set up a page on our site which is dedicated to the review of Cambridgeshire where you can find all the relevant information.

You can also access interactive maps of the current division boundaries across the county on our specialist consultation portal. The portal also allows you to draw your own boundaries, mark areas of interest on the map and upload documents directly to the site. Log on to www.consultation.lgbce.org.uk to access the portal or find it via our main website.

Get in touch

We encourage as many people and organisations as possible to get involved with the consultation and we encourage local organisations and parish councils to engage their local networks and communities in the review.

View interactive maps of the county, draw your own boundaries and have your say at our specialist consultation portal at: www.consultation.lgbce.org.uk.

Find out more about the review at: www.lgbce.org.uk.

Email your views to: reviews@lgbce.org.uk.

Follow us on Twitter at: [@lgbce](https://twitter.com/lgbce).

Write to: Review Officer (Cambridgeshire)

Local Government Boundary Commission for England

Layden House
76-86 Turnmill Street
London
EC1M 5LG

This phase consultation closes on 19 January 2015. We will write to you again when we open our consultation on draft recommendations.

Please note that the interests of transparency, copies of the all representations we receive during this review will be placed on our website. We remove any personal identifying information such as signatures and private residential addresses prior to placing any submissions in the public domain.

Yours sincerely

Alex Hinds

Review Officer

Alex.hinds@lgbce.org.uk

020 7664 8517

CAXTON PARISH COUNCIL

**Minutes of the Meeting of the Parish Council held in the Village Hall
on Thursday 11 September 2014 at 7.45 pm**

Present: Councillors: K Howard (Chairman), K Human, E Blair, R Millard, L Post and J Molloy.

In attendance: District Cllr A Elcox and Mrs A Griffiths (Minutes Secretary. LGS Services)

1. Apologies for absence and declarations of interest

None. Cllr Blair arrived at 7.50 pm.

1.1 To receive declarations of interests from councillors on items on the agenda

None.

1.2 To receive written requests for dispensations for disclosable pecuniary interests

Dispensations for Cllrs Howard and Blair had already been granted. Cllr Human submitted an application for a dispensation as a resident of Ermine Street. The Chairman outlined the dispensation procedure.

1.3 To grant any requests for dispensation as appropriate

None.

Comments & observations from members of the public and reports from District & County Councillors

None at this point.

2. To approve the minutes of the previous meeting on 10 July 2014

RESOLVED that the minutes of 10 July be approved and signed by the Chairman at the end of the meeting ^(Prop EB, 2nd RM), after the alteration of the word “registrations” under Item 5.1 to “resignations”.

3. To consider applications for co-option to fill vacancies resulting from insufficient candidates at election

RESOLVED that Laurence Post be co-opted as a member of the Parish Council ^(Prop EB, 2nd RM) He signed the declaration of acceptance of office.

RESOLVED that Janet Molloy be co-opted as a member of the Parish Council ^(Prop EB, 2nd KHu) She signed the declaration of acceptance of office..

Cllr Post gave his apologies for the next meeting as he will be on holiday.

A third application for co-option had been received, but as the Parish Council wished to meet the applicant, who was not present, and the a section of the application form needed to be completed consideration of this application was deferred to the next meeting. ^(Prop KHo, 2nd EB)

4. Matters arising from the last meeting

4.1 (5.1) Village Hall Committee and Village Hall internal refurbishment

The Chairman reported on the recent Village Hall Committee (VHC) meeting he had attended on 30 July. Refurbishment cannot take place until the building has been given the chance to dry out, when it can be seen whether there is a residual problem.

RESOLVED to note that the Parish Council had paid £48 for Cambridgeshire ACRE membership for the VHC to benefit from their help and advice as agreed at the last meeting.

(8.1) Following the Parish Council’s complaint Mr Gawn’s professional body is convening a panel meeting, and the Council will be kept informed of the outcome.

4.2 (8.2) CCC request for contribution towards works to the watercourse - update

RESOLVED to note that the ditch work had been carried out but debris had since accumulated again.

RESOLVED to pay the £500 towards the watercourse work as this was within the limit agreed by the Parish Council at its last meeting.

4.3 (8.4) CCC Minor Highways Improvements bid update

RESOLVED as a bid for reducing the speed limit to 20 mph was not feasible on the grounds of cost and enforceability to submit a new bid for improving the narrow pavements in Ermine Street, by increasing the width to 2 metres along the length of the village.

RESOLVED that costings for chicanes and parking bays to deter on-pavement parking, and for a raised junction at Ermine Street, will be investigated and that Cllr Blair would draft the revised bid and discuss this with the Chairman and the Clerk before submitting it.

RESOLVED as that vegetation was still overgrowing the pavements, and causing problems for residents when using the pavements in Brockholt Road, especially wheelchair users that the Parish Council should investigate approaching charities to see whether financial support was available for improvements, to enhance the mobility of the elderly and wheelchair users. ^(Prop JM, 2nd EB)

(6.3) Sewage smell in Ermine Street

RESOLVED that as the smell affecting Ermine Street from Brockholt Road to 176 Ermine Street had worsened recently, believed to be due to a problem at the pumping station, a letter be sent to Anglian Water asking them to investigate the smell and rectify the matter. ^(Prop EB, 2nd RM)

(7.3) Play equipment and the RoSPA report

The swing seat had arrived and was waiting to be installed. Algar Signcraft will install the sign tomorrow

(8.3) Cllr Steve Jones, Bourn Parish Council – Proposal for coalition of Parish Councils to oppose the Local Plan

The Chairman reported that a copy of the consultant's report for the first two days' work was being obtained from Bourn Parish Council. A further two days' work had been contracted. It was stressed that Caxton Parish Council's contribution was contingent on receiving a copy of the reports, which should include West Cambourne.

The Chairman reported on his attendance at the Examination in Public pre-hearing at the Guildhall. A timetable had been drawn up for the hearings, lasting from November to Easter. The Inspector had indicated that she would examine the 15 year plan as presented. The procedure for the hearings was outlined. It was understood that no new arguments could be introduced, but as transport had already been covered in the Parish Council's response, reference to information from the transport report could be included.

District Cllr Elcox arrived at 8.50 pm. She reported that she had been granted two slots to speak at the Examination hearing.

RESOLVED to contact District Cllr Morgan to enquire whether he had been able to contact the Police about putting notices on cars parked on the pavements.

Cllr Elcox reported that Cambourne Parish Council was trying to have West Cambourne included within its parish boundaries, to gain the status of a town so that shops could be built. The Parish Council expressed the hope that Cambourne Parish Council would keep it updated.

5. Local matters and members items for info only unless stated

5.1 Report of vermin in Brockholt Road

RESOLVED in view of the complaints from residents to the residents of Brockholt Road stating that it understands there has been a problem with rats and that under no

circumstances should anyone put foodstuffs near or on the banks of the brook, or into the brook, near their properties. ^(Prop KHo, 2nd KHu) The Chairman will distribute the letters.

5.2 Footpaths and hedges

RESOLVED that as overgrown hedges were restricting passage along narrow footpaths in Brockholt Road and along the main road an article be placed in the newsletter and a letter to residents prepared pointing out that it was their responsibility to cut back hedges and bushes on their properties, and that if this was not done, the County Council could enforce action, with the costs to be borne by residents.

RESOLVED that items on topics such as hedges and dog fouling should appear separately in the newsletter.

The pond at the top of Tate's field adjacent to the footpath is overgrown with rushes and reeds, and quotations for clearing it are to be obtained. This will be an agenda item for the next meeting.

It was noted that BT were consulting on the removal of the telephone box at the corner of Brockholt Road and had asked if the Parish Council wished to take on responsibility for the box, or it would be taken away.

The Chairman reported that he had been approached by a film producer enquiring about the provision of space for tents. This had been referred to the Newsletter Editor.

6. Planning and Tree Works

6.1 Applications received since the last meeting

6.1.1 S/1574/14/FL – Kartsport, Royston Road – Change of use of land and buildings to include use Class A1 and B2 with associated storage and B8 self-storage – to note response made between meetings.

RESOLVED to note that the Parish Council had recommended approval.

6.2 SCDC notifications - to note any received

6.2.1 S/1259/14/FL – 31 Bourn Road – Two storey rear extension, re-roofing of porch and utility room and rendering of all masonry external walls, part retrospective – Permission granted by SCDC – Noted.

6.3 Tree works applications – to consider any received – None.

7. Finance and procedure

7.1 To receive the financial report and approve the payment of bills

RESOLVED to receive the financial report, and that the invoices and bank statements be checked at the end of the meeting, before the cheques are signed.

RESOLVED that the payments as listed, plus Buchans (Grass cutting) £384.00, be approved for payment. ^(Prop KHu, 2nd EB)

FLP (Swing seat)	£88.80
LGS Services (Admin support)	£886.31
Salaries	£240.14
HMRC (PAYE/NIC)	£87.60
Buchans (Grass cutting)	£384.00

Credits including the SCDC Notice Board Grant, the S106 agreement money for the land at the rear of the Cross Keys, and the CCC Verges Grant, were noted.

7.2 To consider any quotes for urgent works required because of risk – None.

7.3 To consider quotations for insurance cover

RESOLVED that the three quotations received should be circulated to all members for consideration and that they should let the Clerk know which quotation should be accepted. The exemplary service provided to date by Came and Company was

acknowledged. RESOLVED to check that the new playground equipment is covered. RESOLVED to insure the wall around the fountain in addition to the fountain itself, which is already covered. (Prop EB, 2nd RM)

7.4 To consider the requirements of the Openness of Local Government Bodies Regulations 2014

RESOLVED that updated details of members' names and addresses and up to date agendas and minutes be sent to SCDC for inclusion on their website, and also on the Parish Council's website which is hosted by SCDC. Draft minutes are to be received within two weeks of meetings.

8. To consider matters arising out of correspondence received including

8.1 Cambridgeshire ACRE Housing Needs Survey – to consider the report and request from SCDC for a meeting

The survey had indicated a need for ten affordable homes in the village. RESOLVED that local occupancy should be maximised and that if people have a connection to Caxton, there should be housing available to them. RESOLVED that the Parish Council support the findings of the Housing Needs Survey (Prop KHo, 2nd EB, carried with 2 abstentions) and acknowledge that there was a need within Caxton, and the Council should work to secure this need in any new development coming forward. There should be a means of facilitating shared ownership based on what local people could afford, and it would be reasonable to return to the individuals concerned to check their views on the affordability of the three bedroom bungalows proposed by the survey.

RESOLVED that to argue strongly against the inclusion of a MIP clause, as it wished to guarantee housing in perpetuity.

RESOLVED that the Chairman, together with Cllr Blair, should attend any informal meeting with SCDC, but if a formal meeting was required, SCDC should come to a Parish Council meeting.

8.2 Eltisley Parish Council proposal for shared purchase of mobile speed warning sign and request for financial contribution

RESOLVED that members should study the equipment on the website and to reply to Eltisley Parish Council asking how it envisaged the scheme working, and who would be responsible for the equipment.

Deferred to the next meeting pending a response.

District Cllr Elcox left the meeting at 10.00 pm.

8.3 CCC Flooding questionnaire

RESOLVED that members should review the questionnaire and complete it individually if possible.

8.4 Cambridge City Council consultation on the future of Park Street Car Park

RESOLVED to respond that the Parish Council supports Option 3 because it is self-funding. (Prop KHo, 2nd LP)

8.5 SCDC notes from Planning Forum meeting on 21 July – Noted.

9. Closure of meeting

There was no further business and the meeting closed at 10.11 pm.

SignedChairmandate.

CAXTON PARISH COUNCIL

**Minutes of the Extra-ordinary Meeting of the Parish Council held in the Village Hall
on Thursday 16 October 2014 at 7.45 pm**

Present: Councillors: K Howard (Chairman), K Human, E Blair, L Post and J Molloy.

In attendance: 7 members of the public, District Cllr A Elcox and Mrs A Griffiths (Minutes Secretary, LGS Services)

1. Apologies for absence and declarations of interest

None.

1.1 To receive declarations of interests from councillors on items on the agenda

Cllrs Howard, Blair and Human declared an interest in Item 2.1 as residents of Ermine Street, and also the existence of their dispensations. Cllr Molloy declared an interest in Item 2.1 as a resident of Ermine Street.

1.2 To receive written requests for dispensations for disclosable pecuniary interests

Cllr Molloy submitted an application for a dispensation as a resident of Ermine Street.

1.3 To grant any requests for dispensation as appropriate

The dispensation request from Cllr Molloy enabling her to speak and vote on matters relating to Ermine Street was approved (Prop KHo, 2nd EB, carried with 4 in favour and 1 abstention).

Comments & observations from members of the public and reports from District & County Councillors

Residents spoke to their letters of objection to the proposed development at 94 Ermine Street, and urged the Parish Council not to support the application. The points made included:

The need to preserve the rural aspect of the area and the objection to the felling of two mature trees, leading to urbanisation of the area and the creation of a cul-de-sac, on the grounds of which previous applications had already been refused. The building would be close to the adjacent residents' fence and driveway.

The potential increase in traffic movements and the consequent deterioration of the track. The need for three cars was questioned.

Concerns were expressed that if approved, further applications for the adjacent area of land, which was outside the village framework, would follow.

The design of the house was not felt to be in keeping with the surrounding area or properties and was sited close to the village framework boundary on two sides.

Removal of the trees would be detrimental to the rural character of the area.

The track used by both vehicles and pedestrians was considered hazardous and the splay dangerous, with limited visibility. It was already difficult to turn right on to Ermine Street and existing problems would be exacerbated. An increase in the number of vehicles using the track could restrict residents' ability to access/exit their drives. In times of heavy rain water was funnelled down the track taking sand and gravel with it, which washed into drains and made the track surface hazardous. There appeared to be no turning space for vehicles and it was difficult to see how vehicles could park or manoeuvre, or how construction vehicles could access the site, without causing disruption to residents and blocking them in.

It was observed that the rear of the building was on the boundary line of the village framework.

It was observed that the Planning Inspector had commented that the last plan for the site was not in keeping with the local area and would have an adverse impact on the countryside. Of the seven points raised by the Inspector, only the one relating to the Framework had been addressed by the developer.

The Chairman confirmed that the Parish Council had sought clarification and checked the plans with South Cambridgeshire District Council, and had established that the dwelling itself was contained within the village framework. It had been confirmed that the plans received by the Council were in accordance with the application under consideration. SCDC had stated that

any additional garden space situated within the blue area would be subject to planning and change of use applications.

A query was raised as to whether there was adequate access for emergency vehicles, and whether requirements were met.

Cllr Blair stated that, whilst he had indicated he was predisposed to refuse the application, he had not yet made or pre-determined his decision.

2. Planning Applications

2.1 S/2135/14/FL – 94 Ermine Street – New dwelling

RESOLVED unanimously to recommend refusal. ^(Prop JM, 2nd LP) An accompanying letter is to be sent outlining the objections on the following grounds:

- Vehicle access and volume - The very narrow width of the access track does not allow any passing of vehicles. The track is dual purpose, for pedestrians and vehicles, is used by parents with pushchairs, and is not suitable for heavy vehicles. The Council has concerns that emergency vehicles would have difficulty in attending/accessing the properties. The splay is dangerous, and it is already very hazardous and difficult to turn right onto Ermine Street; another building bringing additional traffic movements would exacerbate existing problems. The surface of the track is lime and gravel and in times of heavy rain the surface washes away as water is funnelled down the track and washes loose gravel away down the track, making the surface hazardous.
- The proposed development is in a conservation area, and it is not in keeping with the rural environment or the surrounding properties. The Parish Council is concerned about the removal of trees, including a healthy ash tree, which would detract from the rural scene and nature of the surroundings. The comments of the Planning Inspector on this aspect, made at the time of the last application on this site, are to be quoted as they are pertinent to the current application.
- The proposal indicates there will be provision for space for 3 cars, but no garaging or parking area is shown on the plan. No turning area is possible within the site, and it is unclear how construction vehicles would access the site. The plans are ambiguous as to where cars can manoeuvre, and the building of an additional dwelling resulting in three extra parked vehicles is likely to restrict existing residents' access to their properties.
- Of the seven points raised by the Inspector at the last appeal for a property built adjacent to the site, only one has been addressed, namely the issue relating to the Framework. The walls of the building appear to be at the very edge of the village envelope.
- If the Planning Officer is minded to approve the application, the Parish Council asks that the application be called in for the Planning Committee to consider. In that event, Cllr Elcox indicated her willingness to speak on this, in addition to the Parish Council.

Six residents left the meeting.

3. To consider any correspondence received

3.1 SCDC Neighbourhood Planning

RESOLVED to respond to SCDC that the proposed model appeared to be a perfect template for a Service Level Agreement between the interested parties.

RESOLVED that Cllrs Howard and Molloy should attend the one day training session on Neighbourhood Planning.

Brief consideration was given to the process of preparing a Neighbourhood Plan, which would involve assessing the benefits, setting up a working group of Councillors and

others, considering becoming a Quality Council, and the possibility of co-operation with other Parish Councils.

4. To consider a report from the Chairman on a meeting with representatives from Cambourne Parish Council about the Caxton/Cambourne boundary

The Chairman reported on the informal meeting held with Cambourne Parish Council. RESOLVED that while the Parish Council was opposed to the inclusion of Cambourne West to find out what stage the S106 agreement had reached, noting that it would be necessary to define what Caxton would want from the agreement and how any money should be spent.

RESOLVED to invite the SCDC S106 officer James Fisher to the next meeting to provide information and discuss S106 agreements.

Consideration of any suggestions and the way forward will be an agenda item for the next meeting. Support and input from the village would be necessary in due course.

5. Closure of meeting

CIlr Elcox reported on the renewable energy fund for installing solar panels on public buildings, and offered to forward information about this.

There was no further business and the meeting closed at 9.30 pm.

SignedChairmandate.

DRAFT

CAXTON PARISH COUNCIL MONTHLY FINANCIAL STATEMENT
MEETING Nov-14

Summary of previous month

Balance brought forward £28,233.34
Adjusts/transfs/inc during period

Expenditure approved at last/between meetings

BUCHANS	GRASS CUTTING	-£320.00
CAME AND CO	INSURANCE	-£545.32
PKF LITTLEJOHN	AUDIT	-£240.00

Misc credits

SCDC	PRECEPT	£7,500.00
HMRC	VAT	£552.45

<i>Total Adjustments</i>	<u>£6,947.13</u>
Balance revised after adjustments	<u><u>£35,180.47</u></u>

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Current Account	£25,149.27	£19,937.99	£5,211.28
Cambs & County Bank	£10,031.20	£10,031.20	
Unity Trust Bank	£0.00	£0.00	
Total	<u><u>£35,180.47</u></u>	<u><u>£29,969.19</u></u>	<u><u>£5,211.28</u></u>

Expenditure for approval

	SALARY	£109.10
BUCHANS	GRASS CUTTING	£141.60
BUCHANS	GRASS CUTTING	£454.80
LGS SERVICES	ADMIN SUPPORT	£479.91
ALGAR SIGNCRAFT	PLAY AREA SIGN	£232.80
LGS SERVICES	ADMIN SUPPORT	£395.73
	SALARY	£22.57
	SALARY	£109.30
BOURN PC	TRAFFIC CONSULTANT	£307.23
CCC	FLOOD IMPROVMENTS	£500.00

<i>Total expenditure</i>	<u>£2,753.04</u>
Balance c/f	<u><u>£32,427.43</u></u>

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be reported to the meeting

The Unity Trust Account has been opened.

CAXTON PARISH COUNCIL

(South Cambridgeshire District)

Clerk: Mrs Gail Stoehr
Chairman: Councillor Bill Agg

30 West Drive
Highfields Caldecote
Cambridge
CB23 7NY

Tel: 01954 210241

Fax: 0870 7052759

E-mail: caxtonpc@lgs-services.co.uk

16 November 2010

To whom it may concern

Village maintenance specification for 2011 to 2013 inclusive

(to be read in conjunction with accompanying maps and tender form)

Tenders are invited, by **Friday 7 January 2011**, for the three year contract for the grasscutting/maintenance of the following:

Parish Verges (marked on Cambridgeshire County Council maps 1 & 2 plus the additional areas at the entrance to the new housing development map 4 (more detailed map of verge at Rosemary Greene Close map 2a, roadside of highway markers only)

- To cut eight times during the season

Public Open Space (POS) off Brockholt Road (map 3 marked with No.1) **and Village Green, Gransden Road** (map 4)

- (a) To cut the grass on both areas 12 times per season
- (b) Additional cuts may be requested please give a price for additional cuts.
- (c) To maintain the landscaping areas by attending to any plantings, weeding and collecting litter as necessary – twice per year. Also to notify us of any failed planting that may need replacing (and provide a cost of replacement for the councils consideration)

Pond Area, Gransden Road (marked as a hatched area on map 1)

- To cut the grass eight times per season

Ditch and Hedge in Gransden Road Adjacent to POS (marked on map 5)

- (a) clearing the ditches (as necessary) alongside the POS, the pond and village green once per year of any rubbish, hedge and root obstructions etc to ensure a free flow
- (b) to cut hedge both sides and top annually

Path 7 (marked on map 6)

- Two cuts per season.

Please note:

- *To ensure a fair tender process your tender must be itemised and detailed on the accompanying form Tender for Grass Maintenance.*
- *You shall tender for a net price per cut exclusive of VAT. The season should be anticipated 1 March to 31 October, but this may vary depending on each season.*
- *All tenders should be placed in the enclosed envelope and sealed.*
- *Insurance will be required at the time of tender and thereafter annually evidence of Public Liability Insurance cover of £5,000,000 minimum (five million pounds).*
- *Each area above will be considered individually by the Parish Council and therefore may be awarded to different contractors.*
- *This Council does not accept any costs incurred in the preparation and submission of any tender.*
- *If successful, accounts for payment must be submitted monthly itemised and dated with the date of the cut.*
- *Location plans are enclosed.*

Yours sincerely

A handwritten signature in black ink, appearing to read 'G Stoehr', with a stylized flourish at the end.

Mrs Gail Stoehr
Clerk

encs

CAXTON PARISH COUNCIL

(South Cambridgeshire District)

Clerk: Mrs Gail Stoehr
Chairman: Councillor Bill Agg

30 West Drive
Highfields Caldecote
Cambridge
CB23 7NY

Tel: 01954 210241

Fax: 0870 7052759

E-mail: caxtonpc@lgs-services.co.uk

TENDER FOR VILLAGE MAINTENANCE

N.B. Each area and cut must be priced separately. You should indicate below if this is a fixed price for the three years or if it is indexed linked; if the latter what the increase would be.

PARISH VERGES (Map 1, 2, 2a & 4)

To cut eight times during the season £ _____ per cut

PUBLIC OPEN SPACE (POS) OFF BROCKHOLE ROAD (Map 3 with No 1)

- (a) To cut grass on both areas 12 per season £ _____ per cut
(b) Additional cuts as advised/requested £ _____ per cut
(c) Maintain landscaping areas £ _____ per annum

POND AREA, GRANSDEN ROAD (Marked as a hatched area on Map 1)

To cut grass eight times per season £ _____ per cut

DITCH AND HEDGE IN GRANSDEN ROAD ADJACENT TO POS (Marked on map 5 & 7)

- (a) Clearing ditches (as necessary) alongside POS, the pond and Village Green once per year of any rubbish, hedge and root obstructions etc to ensure a free flow £ _____ per annum
(b) to cut hedge both sides and top annually £ _____ pre annum

PATH 7 (Marked on Map 6)

Two cuts per season £ _____ per annum

Continued/ . . .

Terms

Fixed price for three years

.....

Index linked terms detail

.....

.....

% Discount offered on the above for

2 3 45 Parish Council contracts being awarded

Signature:

Date.....

Name and address of Contractor:

.....

.....

.....

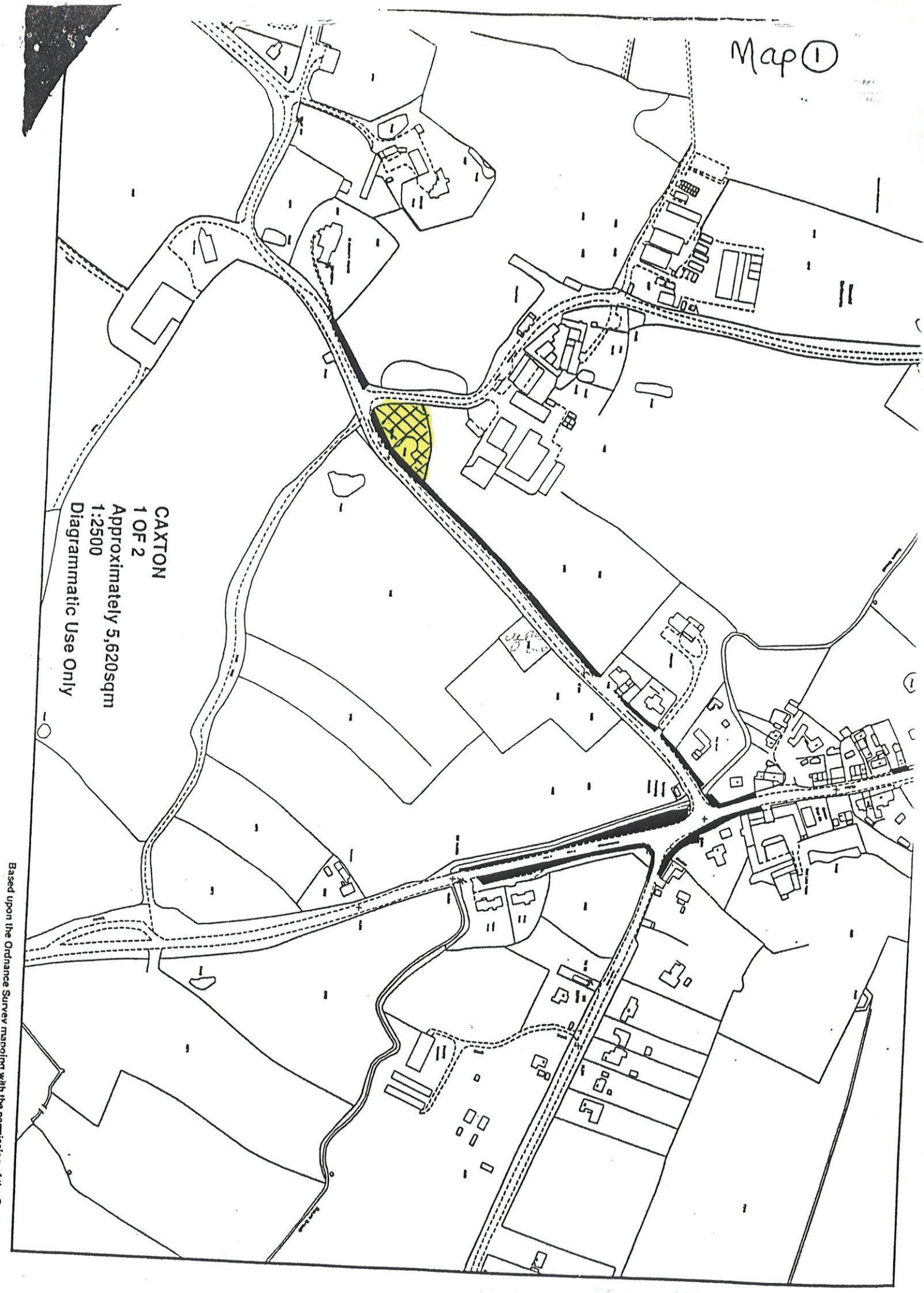
.....

Telephone Number:

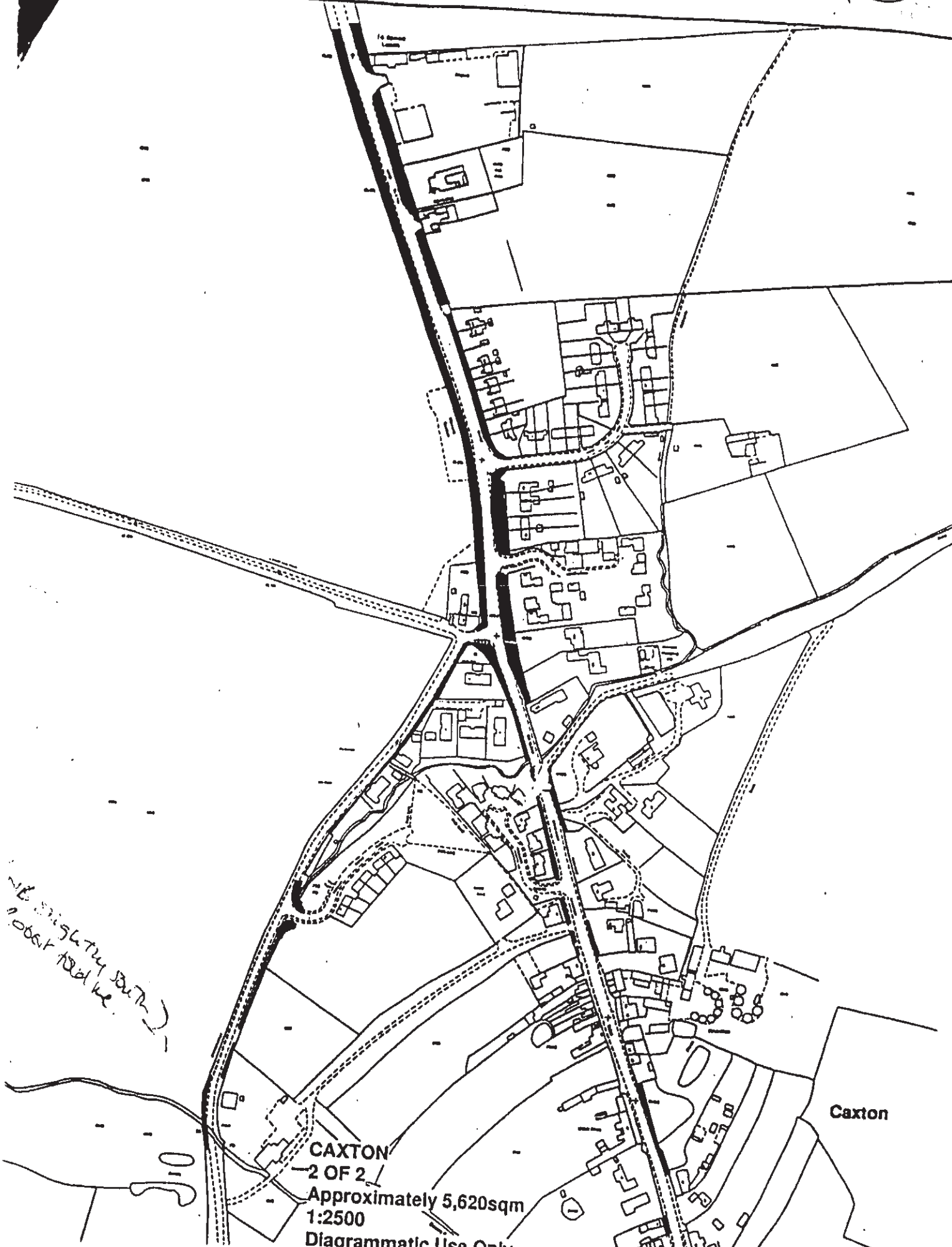
Mobile Number:

Map ①

CAXTON
1 OF 2
Approximately 5,620sqm
1:2500
Diagrammatic Use Only



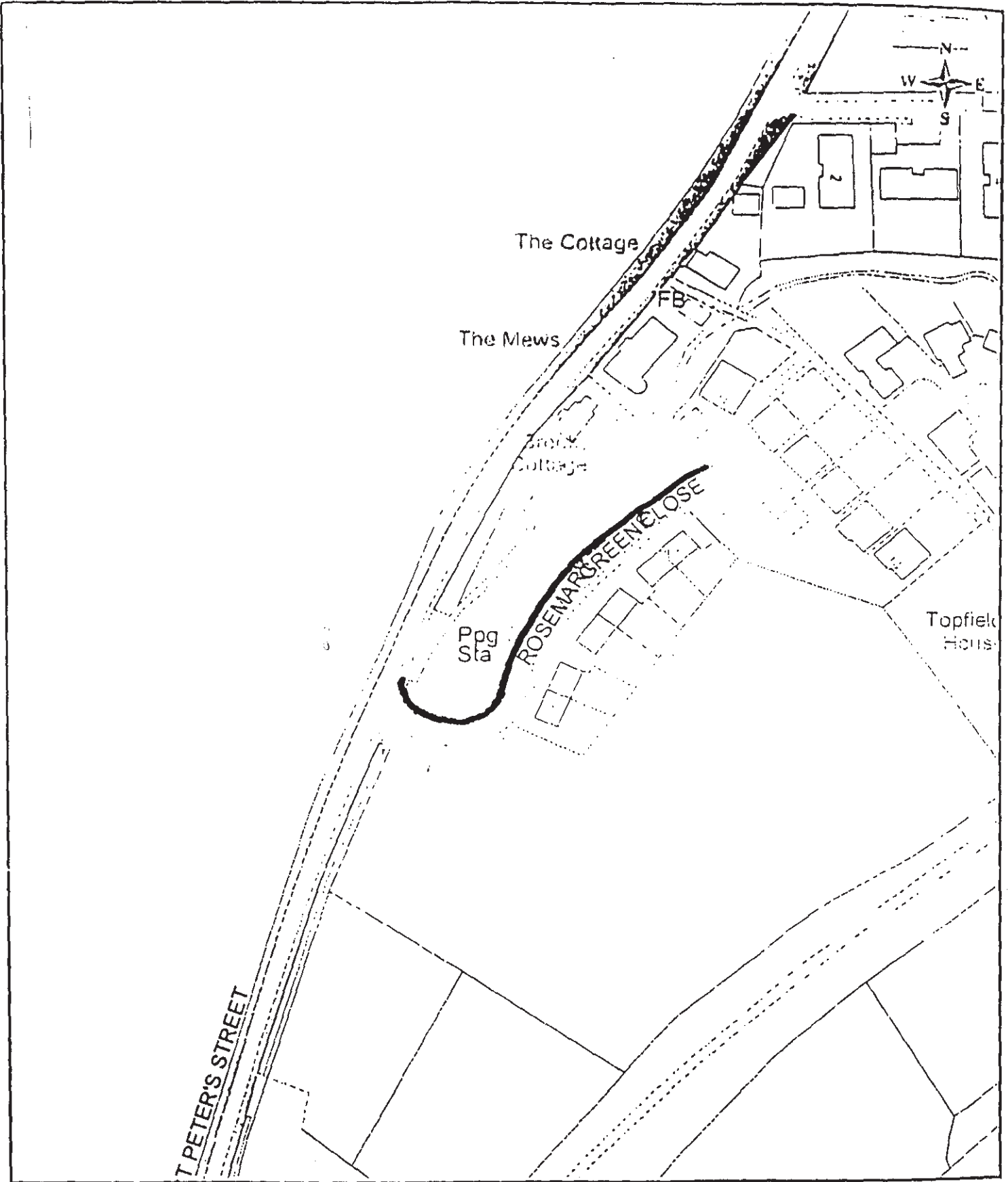
Based upon the Ordnance Survey map on which the name of the site is shown.



Handwritten note:
Slight to the south
of the road

CAXTON
- 2 OF 2 -
Approximately 5,620sqm
1:2500
Diagrammatic Use Only

Caxton



Scale: 1:1250
Date: 15/09/2003
By: fs283

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File:

Map 4

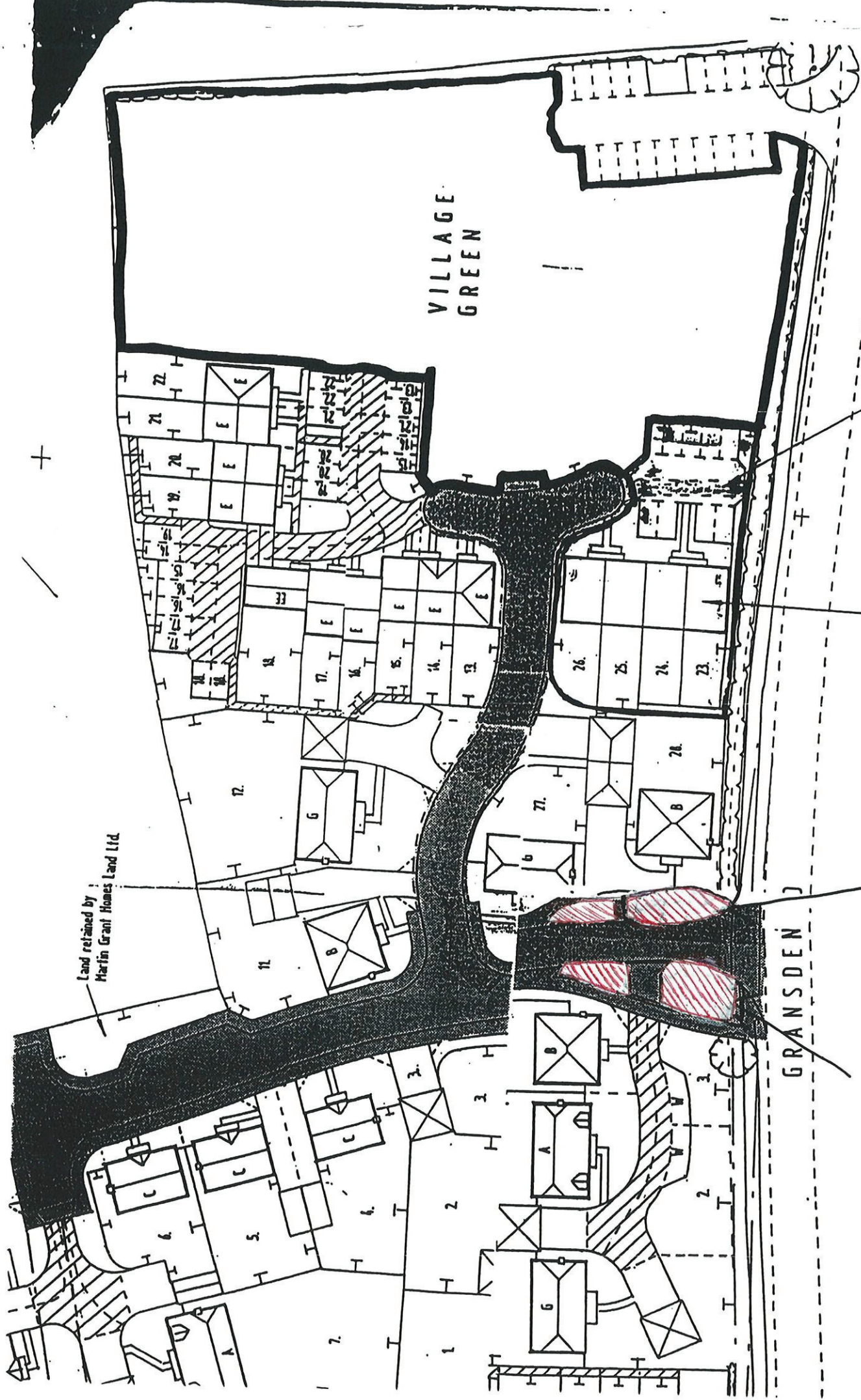
VILLAGE GREEN

Land retained by
Marfin Grant Homes Land Ltd.

Electricity easement
Plots 23 - 26inc. are units allocated
for affordable housing

GRANSDEN

Vegetables



27

VILLAGE HALL

VILLAGE GREEN

Land retained by Harin Grant Homes Land Ltd.

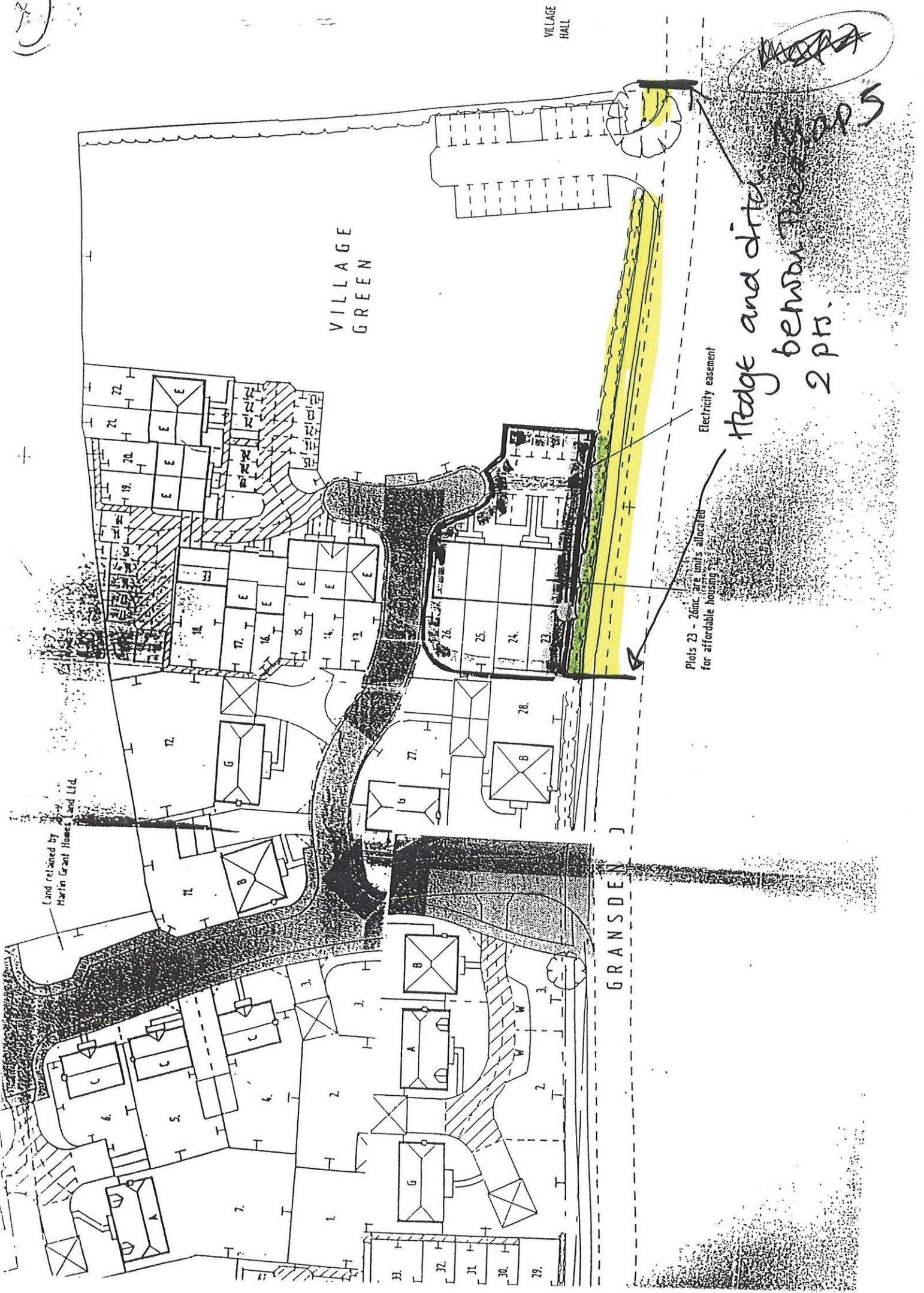
GRANSDEN

Plots 23 - 26inc. are units allocated for affordable housing

Electricity easement

Hedge and ditch

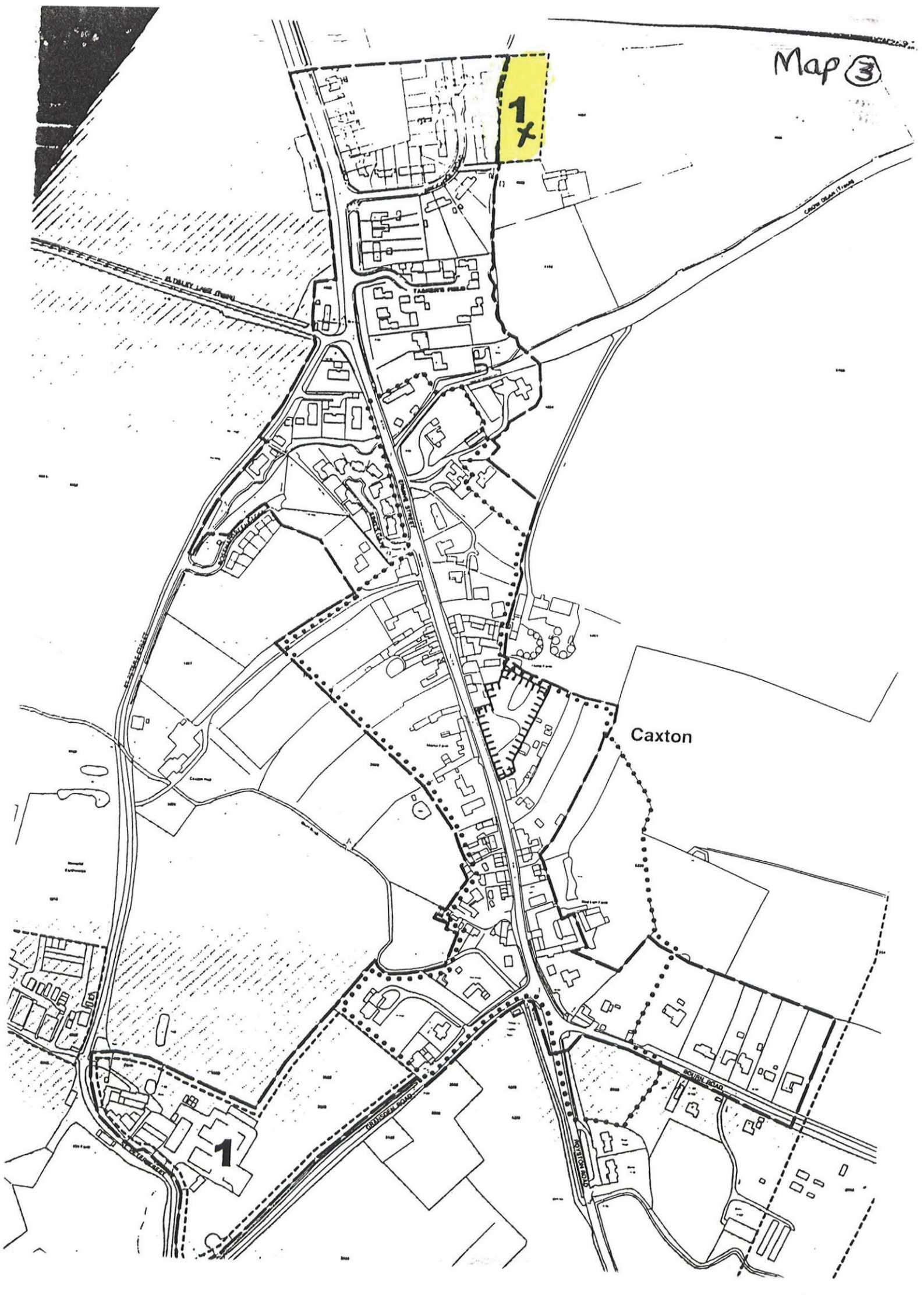
between trees 20.5
2 pts.



1x

Caxton

1



DRAWN FROM THE DEFINITIVE MAP - KEY

- FOOTPATH
- |- BRIDLEPATH
- v-v- BYWAY
- SCALE 1:10,000

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9933 21
20

19

20

18

2

2

File: 1:5000
Date: 01/02/01
By: gh078

CROXTON

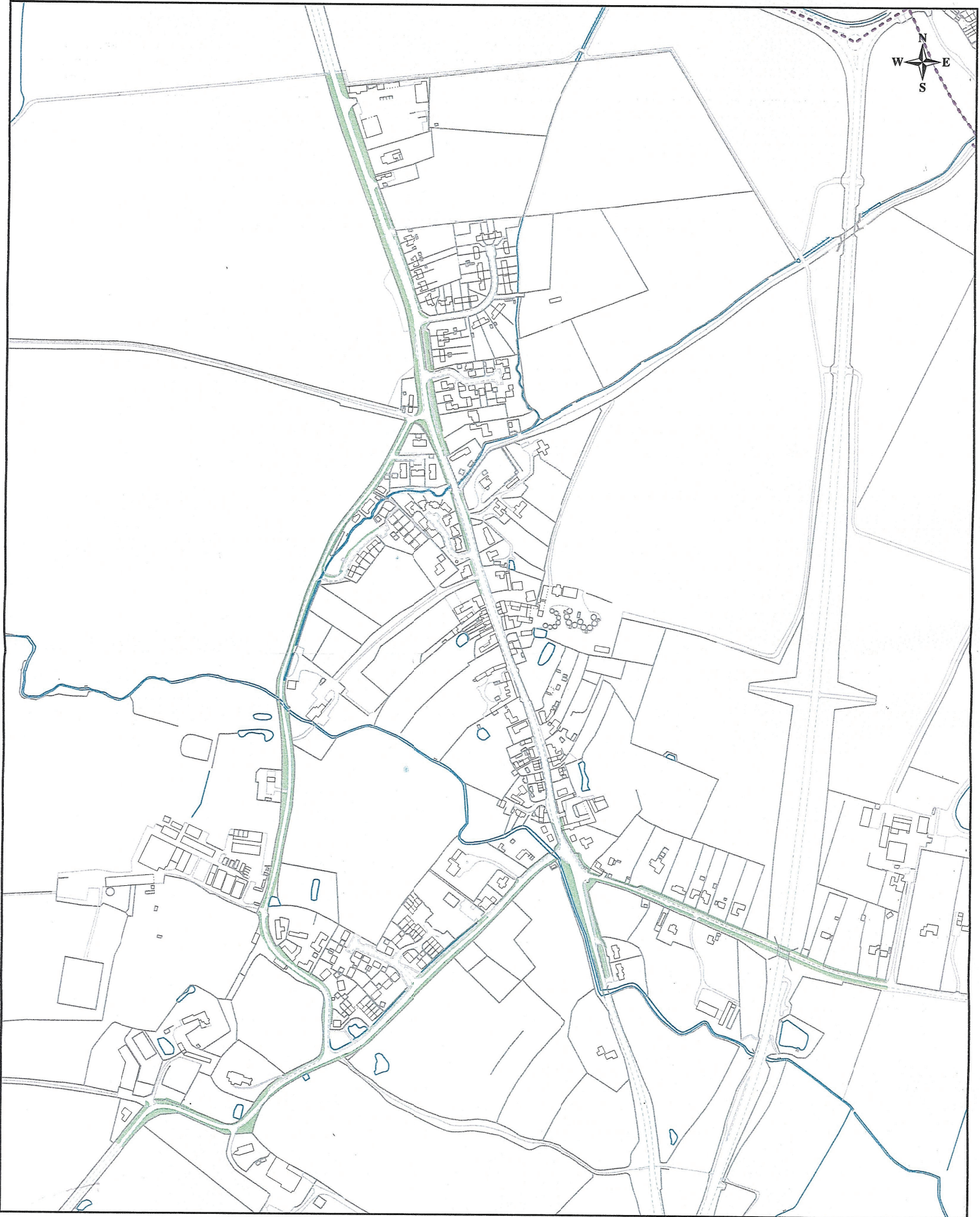
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ST. PETERS CHURCH
770048

Map 6



Scale: 1:4500

Date: 12/02/2009

By: Produced By

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