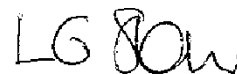


# Toft Parish Council

## Notice of the 761st meeting of Toft Parish Council on Monday 1 July 2019 at 7.00 pm in The People's Hall, Toft

The Public and Press are invited to be present and Members of the Parish are welcome to attend and any may speak under the Open Public Session item and make representation to the Council on items on the agenda

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



Mrs Gail Stoehr (Clerk)  
25/06/19

### AGENDA

#### Open public session including reports from the County and District Councillors

1. Apologies for absence and declaration of interests
  - 1.1 To approve written apologies and reasons for absence
  - 1.2 To receive declarations of interests from councillors on items on the agenda
  - 1.3 To receive written requests for dispensations and to grant any dispensation as appropriate
2. To consider arrangements to fill vacancies on the Council
3. To approve the minutes of the last meeting
4. To consider any matters arising from the last or a previous meeting including
  - 4.1 (4.5) To consider proposals for Lot Meadow access <sup>(MY)</sup>
  - 4.2 (4.6) Toft website and emails – to consider the next steps
  - 4.3 (5.0.1) Hardwick Neighbourhood Watch – suggestion for information sharing
  - 4.4 (5.0.1) Green initiative funding
5. To consider any correspondence received since the last meeting requiring the Council's attention
  - 5.1 CCC Withdrawal of services for managing street lighting energy for District and Parish Council street lights – to consider what arrangements need to be made
  - 5.2 CCC Highways LHI Improvement funding 2020/2021 – invitation to bid
  - 5.3 SCDC S106 parish indemnity agreement The Old Horse Yard
6. Finance, Procedure and risk assessment and use of delegated powers
  - 6.1 To consider the finance report and approve the payment of any bills
  - 6.2 Play inspection reports
  - 6.3 To consider any matter which is urgent because of risk or health and safety
7. To consider any Planning or Tree works applications or related items received
  - 7.1 Planning applications
    - 7.1.1 Draft Bourn Airfield New Village Supplementary Planning Document
  - 7.2 SCDC decisions for information
  - 7.3 Tree works applications
    - 7.3.1 S/1851/19/TC – 15 Comberton Road
8. Members items and reports for information only unless otherwise stated
  - 8.1 Village Maintenance <sup>(AT)</sup>
  - 8.2 Highways <sup>(AT)</sup>
  - 8.3 Toft People's Hall <sup>(LB)</sup>
  - 8.4 Footpaths <sup>(EM)</sup>
  - 8.5 Defibrillator report <sup>(PEE)</sup>
  - 8.6 Bush shelter graffiti <sup>(AT)</sup>
9. Closure of meeting

## Clerk report to Toft Parish Council meeting on 1 July 2019

All actions arising from the last meeting have been carried out.

1. To approve written apologies and reasons for absence – any received will be reported to the meeting.
2. To consider candidates to fill vacancies on the Council
3. To approve the minutes of the meeting on 3 June 2019 – attached
4. To consider any matters arising from the last or a previous meeting
- 4.1 (4.5) To consider proposals for Lot Meadow access

Cllr Yeadon has written to the landowner:

“The first proposal is to install a larger capacity kissing gate, large enough to contain a wheel chair. There are concerns about the security of such a gate. It would need to be sprung (or similar) so that it did rest against a post. It would need to be designed such that the gate was pushed against the post not away from it as a horse could likely damage it otherwise. Nick is open to suggestions but insists that the PC provide insurance to cover any incidents caused due to the failure of the gate.

The second proposal is that the Nick would gift a strip of land including the drainage ditch and pathway (exact details would need further discussion). The PC could then replace the ditch with a pipe and remove some of the boundary trees. This could give excellent access to Lot Meadow. This would be in exchange for full PC support for a new house on the land adjacent to the path.

Of course a third proposal would be to leave as is.”

The following response has been received from the insurers:

“In the event of a claim for death, injury or damage arising due to the animals escaping from the field and the parish council is found to be legally responsible for the incident the policy we arrange will respond to deal with this. A £10 million limit will apply to any one claim.”

- 4.2 (4.6) Toft website and emails – to consider the next steps  
Deferred at the last meeting. Cllr Yeadon to report.
- 4.3 (5.0.1) Hardwick Neighbourhood Watch – suggestion for information sharing  
Deferred at the last meeting.
- 4.4 (5.0.1) Green initiative funding

Proposed at the last meeting.

Cllr Nieto has written:

“I seconded today a motion for putting in place a Strategy about Environment and Climate Change. One of the things I highlighted is the importance of water. As part of my other job, we launched a petition and I would like to invite you to sign it and share it with your networks!

This is an extremely important national matter and it will only take you 2min or less.

[https://www.change.org/p/water-efficiency-is-critical-to-climate-change-act-now-to-prevent-a-water-crisis?use\\_react=false](https://www.change.org/p/water-efficiency-is-critical-to-climate-change-act-now-to-prevent-a-water-crisis?use_react=false)

My full speech for this motion is posted in my Facebook page.

[https://www.facebook.com/CllrLinaNieto/posts/571178503405128?\\_tn\\_ =K-R](https://www.facebook.com/CllrLinaNieto/posts/571178503405128?_tn_ =K-R)

Other to note:

A resident has called regarding an overgrown hedge opposite the golf course and has said that at the moment a cut cannot be carried out while it is bird hatching season, but he will do so afterwards. At the time of writing no response has been received from Ely Diocese.

5. Correspondence

5.1 CCC – Withdrawal of services for managing street lighting energy for District and Parish Council street lights – to consider what arrangements need to be made

**“Withdrawal of services for managing Street Lighting Energy for District and Parish Council street lights.**

“Earlier this year, Cambridgeshire County Council’s Highways and Community Infrastructure Committee approved the withdrawal of services for managing street lighting energy for District and Parish Council street lights from October 2019.

Link to Highways and Community Infrastructure Committee meeting 12<sup>th</sup> March 2019.

[https://cambridgeshire.cmis.uk.com/ccc\\_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/786/Committee/7/Default.aspx](https://cambridgeshire.cmis.uk.com/ccc_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/786/Committee/7/Default.aspx)

We are now working with UK Power Networks (the electricity network owner for Cambridgeshire) to put a plan in place to manage the handover of the energy payments from us to the individual District and Parish Councils. We will be in contact again once the handover process has been agreed so that we can share it with you. We will also provide detailed guidance on how the transfer of energy payments can be arranged and how to go about appointing an energy supplier if you do not currently have one.

Please also be assured that the street lighting team will be available to provide support and guidance to help you at every stage of the process.

If you have any initial queries regarding this notification, please do contact us at: [Street.Lighting@cambridgeshire.gov.uk](mailto:Street.Lighting@cambridgeshire.gov.uk) or by telephone on: 01954 233331.”

The Clerk advises that the Parish Council paid CCC £1183.92 this year for energy 1<sup>st</sup> Oct 2018 to end Sept 2019.

5.2 CCC Highways – LHI 2020/2021 – Invitation to bid

“I am pleased to inform you that we are now accepting Local Highway Improvement (LHI) 2020/21 applications.

The submission deadline for LHI applications is **Sunday 4<sup>th</sup> August**, following which you will be contacted by an officer to develop your Feasibility Study. They will work with you to ensure your project scope and budget are accurate and achievable before your proposal being presented to the LHI Member Advisory Panels in January 2020.

Please ensure you have read through the supporting LHI guidance available online before completing the application.

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-your-local-highway/local-highway-improvement-funding/>

Please complete the application form electronically, save and submit via email to [Local.Projects@cambridgeshire.gov.uk](mailto:Local.Projects@cambridgeshire.gov.uk).

If you have any queries or questions, please do not hesitate to contact us using [Local.Projects@cambridgeshire.gov.uk](mailto:Local.Projects@cambridgeshire.gov.uk)”

Application form attached.

5.3 SCDC S106 parish indemnity agreement The Old Horse Yard

SCDC has written “As you will likely be aware, a Section 106 Agreement was entered into in respect of the above development with effect on 2 May 2014. This required the Developer to pay over the sum of £3,104.38 as a financial contribution in lieu of on-site provision of public open space and £513.04 towards the off-site provision of community facility space. It is the intention for these monies to be remitted to the Parish Council, upon the Parish Council entering into an appropriate form of Indemnity, for use for such purposes in accordance with the Section 106 Agreement that relates to securing the use of the monies in this manner. The Agreement can be viewed on the website by using the planning application search. It will be listed under the plans and docs tab. <http://plan.scams.gov.uk/swiftlg/apas/run/wphappcriteria.display>

I attach a copy of an appropriate Indemnity for execution on behalf of the Parish Council and, assuming the Parish Council is content to proceed on this basis, perhaps two copies of the indemnity form can be printed and that both copies could be executed in pursuance of an appropriate resolution of the Parish Council. You will see that the document provides for the date of the resolution to be inserted and would be grateful if this could be completed and for the document to be executed by two Parish Councillors on behalf of the Parish Council.”

6. Finance, Procedure and risk assessment and use of delegated powers

6.1 To consider the finance report and approve the payment of any bills

Attached. Late invoices will be brought to the meeting.

6.2 Play inspection reports – to be reported to the meeting.

6.3 To consider any matter which is urgent because of risk or health and safety

None at the time of writing.

7.1 Planning Applications received

\* NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on

<http://plan.scams.gov.uk/swiftlg/apas/run/wchvarylogin.display>

7.1.1 Draft Bourn Airfield New Village Supplementary Planning Document

**“Draft Bourn Airfield New Village Supplementary Planning Document**

South Cambridgeshire District Council is seeking views on the draft Bourn Airfield New Village Supplementary Planning Document (SPD) during a six-week period of consultation starting at 9am on 17 June 2019. The purpose of the SPD is to supplement and add further detail to the policies of the Local Plan and in particular Policy SS/7 of the South Cambridgeshire Local Plan which concerns Bourn Airfield New Village, and which was adopted in September 2018.

The draft Bourn Airfield New Village SPD relates to land located to the south of the A428 on the site of Bourn Airfield situated about 11km west of Cambridge City Centre. The site comprises a former WWII airfield, adjoining agricultural land and a partially occupied employment site. The SPD provides guidance about how the new village should

be designed, developed and delivered. It has been prepared to guide a comprehensive approach to development and infrastructure across the whole site.

A number of technical documents accompany the SPD, including: a draft Sustainability Appraisal and Habitat Regulations Assessment Screening Report and an Equality Impact Assessment, on which we also seek comments. A final screening report will be produced when the adoption of the SPD is being considered, having regard to the response to consultation and all other relevant considerations as they may arise at that stage.

Make your views known either by filling in the online form on the Council's website ([www.scambs.gov.uk/bournairfieldspd](http://www.scambs.gov.uk/bournairfieldspd)), or alternatively by email or in writing using the Response Form, available to download on the website or from the District Council's offices. The Council's preferred way of receiving representations is in electronic form as it helps reduce use of resources and speeds up the management of the process. **All comments must be received by 5pm on Monday 29 July 2019.**

When the final adoption of the SPD is being considered, regard will be given to the responses to the consultation and all other relevant considerations. When the SPD is adopted it will be a material consideration when planning decisions are made for the site but will not form part of the Local Plan.

The Public Notice provides further information, including where the documents can be viewed and where exhibitions will be held, and is enclosed with this email.

Please contact the Planning Policy Team if you require any further assistance on [ldf@scambs.gov.uk](mailto:ldf@scambs.gov.uk) or 01954 713183.”

Yours faithfully,  
Stephen Kelly  
Joint Director for Planning and Economic Development

## 7.2 SCDC Decision Notices

7.2.1 S/0822/19/DC – Bennell Farm, West Street – Discharge of condition 17 (Travel plan) of planning application S/1812/17/OL planning application for up to 90 dwellings and associated infrastructure works (all matters reserved except for access) – Permission granted.

7.2.2 S/4248/18/DC – Bennell Farm, West Street – Discharge of conditions 10 (Minimisation of dust, noise) and 11 (Phasing programme) – Permission granted.

## 7.3 Tree works

Tree works applications are now available to view on the SCDC portal.

The Parish Council now only needs to respond to tree works applications if the Council objects. SCDC writes:

“If there are no objections you do not need to let us know. We have to process each response and this is more than a click of the mouse! Since we have asked Parishes not to send in the no objections we have loosened up some time to do more interesting things like the Tree Wardens Network. Far more fun and hopefully will build to a greater positive impact for all the communities in the District.

The aide-memoire of what can be commented on in relation to tree works applications/notifications is on the reverse of the ‘Parish Notification of Tree Works’

under 'Comment Advice to Parish Councils', or the Tree Wardens training handout or go to the central governments website <https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas>.

The planning website also has a fancy 'comment on this application' button. Just look up the application and it is at the bottom of the Application Details box.”

None at the time of writing.

8. Members' items and reports for information only unless otherwise stated
- 8.1 Village Maintenance <sup>(AT)</sup>
- 8.2 Highways <sup>(AT)</sup>
- 8.3 Toft People's Hall <sup>(LB)</sup>
- 8.4 Footpaths <sup>(EM)</sup>
- 8.5 Defibrillator report <sup>(PEE)</sup>
9. Closure of meeting

# APPLICATION FORM

## Local Highway Improvement (LHI) Initiative 2020/21

Please ensure you have read through the supporting LHI guidance available online before completing this application form. You must complete all sections, further information may be requested at the next stage of the process.

Please return your completed application to [local.projects@cambridgeshire.gov.uk](mailto:local.projects@cambridgeshire.gov.uk)

Deadline for submission - **Sunday 4<sup>th</sup> August 2019**

<b>Date</b>		
<b>Applicant Name</b>		
<b>Contact Name</b>		
<b>Address</b>		
<b>District Area</b>	<input type="checkbox"/> Huntingdonshire <input type="checkbox"/> Fenland	<input type="checkbox"/> East Cambridgeshire <input type="checkbox"/> South Cambridgeshire <input type="checkbox"/> Cambridge City
<b>Email Address</b>		
<b>Phone Number</b>		

### **LOCATION OF YOUR PROPOSAL:**

Please send a plan showing the location of the proposal.

### **OBJECTIVES OF YOUR PROPOSAL**

What highway issue or improvement would you like to address?

What solution are you proposing? (e.g. Speed control, new footway, parking restrictions etc).

**OBJECTIVES (continued)**

Please attach any additional information in support of your application e.g. plans, photos or correspondence. (Maximum of 3 pages)

**FINANCIAL CONTRIBUTIONS**

County Council LHI funding applied for:	£	Maximum £15,000
+		
Applicant contribution:	£	<b>Minimum of 10%</b> of total cost
=		
Total Estimated Project Cost:	£	Total of above (see indicative costs)

Please note that you must contribute at least 10% of the total cost of your proposal. These contributions can be revised at the next stage of the process, where highway engineers will work with you to refine your application. You will then be expected to approve the final version of your application for submission to the Member Assessment Panel by the end of November 2019.

**COUNTY COUNCILLOR**

Please confirm below that you have already discussed this application with your local County Councillor, and that they are aware of, and support your bid. To find your local County Councillor, please visit our [website](#).



Please outline how your proposal fulfills the following aims of the LHI Initiative;

**PERSISTENT PROBLEM:** *(see guidance document)*

How does your proposal aim to address the problem and to what degree will it resolve or improve it?

**ROAD SAFETY:** *(see guidance document)*

How will your proposal contribute to improving road safety?

**COMMUNITY IMPROVEMENT:** *(see guidance document)*

How does your proposal provide community improvement?

**ADDED VALUE:** *(see guidance document)*

Are there any additional benefits to your proposal?

*Thank you for taking the time to submit your proposal.*

**THIS AGREEMENT** is made the \_\_\_\_\_ day of \_\_\_\_\_ 2019  
**B E T W E E N** TOFT PARISH COUNCIL care of 30 West Drive, Highfields, Caldecote Cambridge, CB23 7NY ("the Parish Council") of the one part and SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL of South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA ("the District Council") of the other part

W H E R E A S :

- (1) Under the terms of a Section 106 Agreement ("the Section 106 Agreement") dated 2 May 2014 and made between the District Council (1) John Kenneth Tebbit and Jane Mary Tebbit (2) and James Tebbit and Sarah Tebbit (3) contributions of a) £3,104.38 (subject to indexation) is payable towards the off-site provision and future maintenance of outdoor sports play space and informal open space infrastructure ("The Public Open Space Contribution") and b) £513.04 (subject to indexation) is payable towards the off-site provision of community facility space ("The Community Space Contribution") in the circumstances and on the conditions therein prescribed
- (2) The Public Open Space Contribution and Community Space Contribution, £3,847.51 and £635.85 respectively, were received by the District Council on 23 May 2019
- (3) The District Council agrees to transfer the Public Open Space Contribution and Community Space Contribution to the Parish Council SUBJECT TO the Parish Council agreeing to comply with those covenants given in the Third Schedule of the Section 106 Agreement as if those Covenants themselves had been given by the Parish Council in favour of the Owner mutatis mutandis and to provide an indemnity as hereinafter described

NOW THIS DEED WITNESSETH as follows:

IN CONSIDERATION of the payment by the District Council to the Parish Council of the Public Open Space Contribution and Community Space Contribution the Parish Council covenants with the District Council

1. to use the Public Open Space Contribution and Community Space Contribution solely for the purposes specified in the Section 106 Agreement
2. that if it has not applied or made arrangements for the application of all or any part of the Public Open Space Contribution or Community Space Contribution within ten years from 23 May 2019 then those Contributions or unexpended proportion thereof (as the case may be) shall be payable to the Owner as provided in the Section 106 Agreement ("the Owner") with interest accrued from the date of receipt by the Parish Council until such sum is paid in full PROVIDED ALWAYS that if before the expiry of the said ten year period there is any contract or contracts in existence to which the Public Open Space Contribution or Community Space Contribution are attributable and which contract or contracts shall be completed after the expiry of the said ten year period any sum to be repaid to the Owner shall be repaid (together with interest thereon as aforesaid) following payment of the final account in respect of any and all such contracts and the sum to be repaid shall be less all costs incurred and/or paid to provide the said infrastructure pursuant to such contract or contracts
3. that it shall if requested by the Owner produce to the Owner within 28 days of such a request a statement of account as to how the Public Open Space Contribution and Community Space Contribution or any part thereof shall have been spent

4. that it will indemnify the District Council fully against any costs or claims which may arise in respect of any breach by the Parish Council of the terms of this Agreement.

IN WITNESS of which two members of the Parish Council have pursuant to a resolution of the Parish Council passed on \_\_\_\_\_ signed and delivered this Deed on the day and year first above written.

SIGNED AND DELIVERED as a Deed by )  
Councillor )  
in the presence of :- )

Witness Signature:

\_\_\_\_\_  
Witness Name: (Block Capitals)

\_\_\_\_\_  
Witness Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED AND DELIVERED as a Deed by )  
Councillor )  
in the presence of :- )

Witness Signature:

\_\_\_\_\_  
Witness Name: (Block Capitals)

\_\_\_\_\_  
Witness Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jun-19

## Summary of previous month

<b>Balance brought forward</b>	<b><u>69,843.97</u></b>
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## Adjustments

## Expenditure approved at previous / between meetings

LGS SERVICES	ADMIN SUPPORT	-460.52
CANALBS	INTERNAL AUDIT	

## Credits

<i>Total Adjustments</i>	<i>-460.52</i>
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<b>Balance revised after adjustments</b>	<b><u>£69,383.45</u></b>
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## Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Current Account	33,177.86	36,394.53	-3216.67
Nationwide BS	36,205.59	36,205.59	
<b>Total</b>	<b><u>69,383.45</u></b>	<b><u>72,600.12</u></b>	<b><u>-3,216.67</u></b>

## Expenditure for approval

£

	SALARY	57.92	
HMRC	PAYE/NIC	86.8	
NEST	PENSION	57.96	
RH LANDSCAPES	GRASSCUTTING	552	<i>DD</i>
CCC	LHI - MVAS	480	
	<i>Sub-Total</i>	1234.68	
	<b>Balance C/F</b>	<b><u>68148.77</u></b>	

Gail Stoehr  
Responsible Financial Officer

## Notes:

*Late invoices will be brought to the meeting*



**South Cambridgeshire Local Plan**

**Public Participation**

**Bourn Airfield New Village**  
**Supplementary Planning Document**

**Notice of Arrangements for Public Participation on Consultation Draft  
Supplementary Planning Document [Regulation 13 public consultation  
in accordance with the Town and Country Planning (Local Planning)  
(England) Regulations 2012]**

South Cambridgeshire District Council has prepared the draft Bourn Airfield New Village Supplementary Planning Document (SPD) for public participation. The purpose of the SPD is to assist in delivering the objectives as set out in Policy SS/7 (Bourn Airfield New Village) of the adopted South Cambridgeshire Local Plan (2018).

The draft Bourn Airfield New Village SPD relates to land located to the south of the A428 on the site of Bourn Airfield situated about 11km west of Cambridge City Centre. The site comprises a former WWII airfield, adjoining agricultural land and a partially occupied employment site. The SPD provides guidance about how the new village should be designed, developed and delivered. It has been prepared to guide a comprehensive approach to development and infrastructure across the whole site.

A six-week consultation period begins on Monday 17 June 2019 during which comments can be made. The responses received will be considered by the Council before finalising the SPD for adoption. **All comments must be received by 5pm on 29 July 2019.**

From the start of the consultation period the draft SPD and its accompanying Sustainability Appraisal & Habitats Regulations Assessment Screening Report, Equality Impact Assessment and Consultation Statement, and other relevant supporting documents can be viewed online at the District Council's website (<https://www.scams.gov.uk/bournairfieldspd>) and will be available for inspection at:

- South Cambridgeshire District Council offices at South Cambridgeshire Hall, Cambourne, Cambridge CB23 6EA (8.30am – 5.00pm Monday to Friday).
- At Cambourne Library, Sackville House, Sackville Way, Cambourne, CB23 6HL (Monday & Friday 9am – 5pm, Tuesday & Saturday 9am-1pm, Thursday 4-7pm).

We are holding three drop in events locally. This is your chance to come and talk with one of our planning officers about the SPD. The events are:

	JUNE	
Thursday 27	Cambourne Village College, Sheepfold Lane Cambourne, CB23 6FR	3.30-8.00pm *
	JULY	
Wednesday 3	Caldecote Village Hall, Furlong Way, Highfields Caldecote, CB23 7ZH	3.00-7.30pm
Wednesday 10	Sheltered Housing Communal Building, Hall Close, Bourn, CB23 2SN	3.00-7.30pm

\* Transport officers from Cambridgeshire County Council, Greater Cambridge Partnership and Highways England will also be in attendance at Cambourne.

Key elements of the exhibition will then be on display at the District Council's offices until the end of the consultation period and on the District Council's website.

Comments on the consultation documents should be made using the:

- Online consultation system, which is available on the District Council's website (<https://scambs.jdi-consult.net/localplan/>);
- Consultation Response Form, available from the District Council offices in Cambourne, or to download from the Council's website (<https://www.scambs.gov.uk/bournairfieldspd>). Completed Response Forms should be emailed to [planningpolicy@scambs.gov.uk](mailto:planningpolicy@scambs.gov.uk) or sent to the Council's offices in Cambourne, (address above).

Any comments submitted may also be accompanied by a request to be notified of the adoption of the document.

Stephen Kelly  
Joint Director for Planning and Economic Development  
South Cambridgeshire District Council