

Toft Parish Council

I hereby give notice that the 780th meeting of Toft Parish Council will be held remotely due to the current pandemic on Monday 1 March 2021 at 7.00 pm

To join Zoom Meeting

<https://zoom.us/j/94768061152>

Meeting ID: 947 6806 1152

Or dial (charges apply)

0330 088 5830 or 0131 460 1196

The Public and Press and County and District Councillors are invited to be present and Members of the Parish are welcome to attend and may speak under the Open Public Session item and make representation to the Council on items on the agenda during this section of the meeting

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

23/02/21

AGENDA

Public participation on agenda items and matters of mutual interest (includes reports from County and District Councillors and representation by members of the public)

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 dispensations
2. To approve the minutes of the last meeting
3. To consider any matters arising from the last or a previous meeting including
 - 3.1 (3.1) Verges by the Church – to consider report and recommendation ^(AT)
 - 3.2 (3.3) Cambridge Approaches – proposal that the Council pays £1500 now and the balance of £3500 in FY 2022 and agrees the draft letter to be sent ^(MY)
 - 3.3 (4.2) Greater Cambridge Local Plan – to consider response to site information survey ^(MY)
 - 3.4 (7.7) Charity Donation proposal ^(MY)
4. To consider correspondence received since the last meeting requiring the Council's attention
 - 4.1 Toft Social Club request for S137 grant to cover their remote meetings
 - 4.2 Anthony Browne MP – South Cambridgeshire Development Survey
 - 4.3 CCC – Consultation on Draft Local Validation Checklist
 - 4.4 SCDC consultation on new housing policies relating to Build to Rent, Clustering and Distribution of Affordable Housing and Affordable Rent Setting
5. Finance, Procedure and risk assessment and use of delegated powers
 - 5.1 To consider the finance report and approve the payment of any bills
 - 5.2 To receive play inspection reports and consider any work required
 - 5.3 To consider any matter which is urgent because of risk or health and safety
6. To consider any Planning or Tree works applications or related items received
 - 6.1 Planning applications
 - 6.2 SCDC decisions for information
 - 6.3 Tree works applications
 - 6.3.1 21/0160/TTCA – 65 High Street – to note response made between meetings
7. Members items and reports for information only unless otherwise stated
 - 7.1 Village Maintenance ^(AT)
 - 7.2 Highways ^(AT)
 - 7.3 Toft People's Hall ^(LB)
 - 7.4 Footpaths ^(EM)
 - 7.5 Defibrillator report ^(PEE)
 - 7.6 Climate Change Working Group report ^(KP)
 - 7.7 To set the date of the next ordinary meeting of the William Eversden's Charity
8. Closure of meeting

Clerk report to Toft Parish Council meeting on 1 March 2021

1. To approve written apologies and reasons for absence – any received will be reported to the meeting.
2. To approve the minutes of the last meeting on 1 February – attached
3. To consider any matters arising from the last or a previous meeting
- 3.1 (3.1) Verges by the Church – to consider report and recommendation
Cllr Tall to report.
- 3.2 (3.3) Cambridge Approaches – proposal that the Council pays £1500 now and the balance of £3500 in FY 2022 and agrees the draft letter to be sent
Attached a letter from Matt Prior of Cambridge Approaches.

Cllr Yeadon writes:

“Total budget within s137 (FY21&22) needs to be £5000 for the pledge.

£200 for signage and publicity

£200 for a charity donation

£200 for contingency.

Total = £5600

Allowed total for 2021/22 £4100

Therefore we need to commit £1500 this year to Cambridge Approaches.”

The RFO reports the budget as approved at the last meeting shows:

Agreed budget	FY21		FY22
S137 grant payments	£1,950.00		£4,126.00

The Council is able to via funds from one heading to another.

- 3.3 (4.2) Greater Cambridge Local Plan – to consider response to site information survey
The Chairman to report.
- 3.4 (7.7) Charity Donation proposal
Deferred at the last meeting.

4. Correspondence

4.1 Toft Social Club request for S137 grant to cover their remote meetings

“I am writing in my capacity of Chairman of Toft Social Club.

As you are aware the club has been closed since March 2020 because of government restrictions. Sadly, this has meant we have not been able to generate any income for the last twelve months.

The Social Club has been operating now for over twenty years for the benefit of the local community as a non-profit making organisation with any surplus money being given to Toft Peoples Hall in the form of a Deed of Covenant. Payment of the last Deed of Covenant has meant our finances are now depleted with little opportunity of them being replenished until the lockdown for organisations such as ours being lifted.

As you are aware, we have tried to keep contact with the local community with fortnightly quizzes and a monthly village get together all courtesy of the "Extended Zoom" licence facility.

We have also offered this extended Zoom services to other village groups to try to help them to maintain contact with each other and prevent isolation.

We feel we have provided a valuable service over the last twelve months to village people and hope to continue this until such a time as we are all able to meet again in person.

We are therefore asking if the Parish Council would be preferred to pay for our Zoom licence from March 2020 up to the end of October 2021 when we hope to be back open for members.

The cost of this 18-month period being £259.02 i.e. £14.39 per month including VAT. This is the first time the Social Club has requested any financial assistance in its 21-year existence and hope the Parish Council will support this request seeing the service we have been providing as a valuable contribution to the Toft community and Toft village life.

Many thanks in anticipation.

Richard Fletcher
Chairman,
Toft Social Club.”

Accounts and completed application form awaited.

4.2 Anthony Browne MP – South Cambridgeshire Development Survey

“I wanted to make you aware that Anthony’s most recent survey, the South Cambridgeshire Development Survey, is now live on our website and has been distributed across the constituency via Royal Mail.

I know this is an issue of great interest to many Parish Councils, and given your role as statutory consultees on relevant applications I appreciate many Councillors would be personally interested. Anthony therefore I wanted to ensure as many Parish Councillors as possible were made aware and had the chance to respond. To this end, please find a link below:

<https://www.anthonybrowne.org/form/planning-survey>

I would also be very grateful if this could be circulated to your residents by any medium you believe would be appropriate, and we are happy for a link to be published. I have attached a press release should you wish to use any content.”

How important is the issue of housing and development to you?

- Very important
- Important
- Not very important
- Not important

Based on your experience of housebuilding in South Cambridgeshire, what do you think about the current level of development?

- Too low
- Low
- About right
- High
- Too High

What sort of development do you feel is most appropriate for our constituency? (pick up to two)

- Large developments on brand new (greenfield) sites
- Large developments on disused or derelict sites

- Additional development close to existing settlements
- Small-scale development around villages
- Infill in current settlements

Knowing our local roads and the amount of traffic on them, do you think our infrastructure will cope with additional homes?

- Yes
- No

Rather than building on farmland, do you think that we should prioritise building homes on brownfield sites?

- Yes
- No

Do you feel residents' views are listened to and taken into consideration when it comes to overall levels of development or comments made on specific proposals?

- Yes
- No

Do you think there is enough affordable housing available in South Cambridgeshire?

- Far too little
- Too little
- About right
- Too much
- Far too much

What improvements would you most like to see alongside new developments?

- Parks and green spaces
- Improvements to public transport
- Community buildings (e.g. public halls)
- School provision (e.g. new school buildings)
- Medical provision (e.g. new GP surgeries)
- Environmental improvements (e.g. vehicle charging points)
- Parking facilities

Do you believe developers should be required to plant more trees in order to secure planning permission?

- Yes
- No

Do you want to see more enforcement activity against illegal parking?

- Yes
- No

How often do you currently use public transport?

- Never
- At least once per month
- At least once per week
- Every day

How would you rate the availability of buses in your area?

- Very poor
- Poor
- Average
- Good
- Very good

Do you want more regular public transport services to and from your village/community?

- Yes
- No

How would you rate your Broadband or internet connection?

- Very poor
- Poor
- Average
- Good
- Very good

What connection speed are you currently getting?

How would you rate your level of mobile phone signal from home?

- Very poor
- Poor
- Average
- Good
- Very good

If poor, what network are you on?

Groundwater levels in the South East are now at the lowest level ever recorded. Which of the following measures would you prefer be implemented to stem this?

- Compulsory water metering
- Increased guidance on water saving measures
- Greater investment in water infrastructure
- Other (please specify below)

Please specify

Do you have any other issues you would like Anthony Browne MP to raise?

4.3 CCC – Consultation on Draft Local Validation Checklist
Letter from CCC attached along with draft Local Validation Checklist and Draft Local Validation requirements. The deadline date for the consultation is 8 March.

4.4 SCDC consultation on new housing policies relating to Build to Rent, Clustering and Distribution of Affordable Housing and Affordable Rent Setting
“I am writing to all parish councils to make you aware of a consultation currently being carried out by the Council, to which you may wish to participate.

One of the aims of our Greater Cambridge Housing Strategy is to demonstrate what we expect new housing developments across Cambridge City and South Cambridgeshire to look like.

To build on this further, the two Councils are consulting on more detailed policies around:

- **Build to Rent:** Purpose built housing schemes providing homes entirely for rent (as opposed to those brought forward by councils and housing associations as social or affordable rent homes);
- **Clustering and Distribution of Affordable Housing:** How affordable housing should be grouped (clustered) and spread out on new developments.
- **Affordable Rent Setting:** How affordable rent levels for council and housing association homes should be set to ensure that they are as affordable as possible to those who need them

If you would like to find out more about the draft policies and make any comments, please visit our [consultation webpage](https://www.scams.gov.uk/consultation-on-new-housing-policies-relating-to-build-to-rent-clustering-and-distribution-of-affordable-housing-and-affordable-rent-setting/). <https://www.scams.gov.uk/consultation-on-new-housing-policies-relating-to-build-to-rent-clustering-and-distribution-of-affordable-housing-and-affordable-rent-setting/>

The closing date for responses is 23rd March 2021.”

Julie Fletcher | Head of Housing Strategy

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

5.1 To consider the finance report and approve the payment of any bills
Attached.

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

5.3 To consider any matter which is urgent because of risk or health and safety
None at the time of writing.

6.1 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.

The planning portal for new applications can now be found at <https://applications.greatercambridgeplanning.org/>

The Parish Council's options are
SUPPORTS or OBJECTS or HAS NO RECOMMENDATIONS
Comments:

The Parish Council *does/does not** request that the application be referred to the District Council Planning Committee *(please delete)
Planning reasons:

Guidance:

What are Material Considerations - A material consideration is a matter that should be taken into account in deciding a planning application or appeal against a planning decision.

Examples of material considerations can include (but are not limited to).

- Overlooking / loss of privacy
- Loss of light/overshadowing
- Highway Safety
- Traffic
- Parking
- Noise
- Layout and density
- Design, appearance and materials
- Effect on listed Building and Conservation Areas
- Nature Conservation and or impact on protected trees or the landscape.
- Disabled Person's access
- Government Policy
- Compliance with the Local Plan.

The following are **not normally** issues that can be taken into account:

- Loss of property value
- Issues of market competition
- Loss of a view
- The applicant's motive, character or personal circumstances
- Matters covered by other legislation including restrictive covenants
- Issues relating to landownership/property boundaries.
- Moral or religious Issue

None at the time of writing.

6.2 SCDC decision notices

None at the time of writing.

6.3 Tree works

6.3.1 21/0160/TTCA – 65 High Street – to note response made between meetings

The Clerk using delegated powers made no response as no comments were received. Cllr Ellis-Evans declared an interest.

7. Members' items and reports for information only unless otherwise stated

7.1 Village Maintenance ^(AT)

- 7.2 Highways ^(AT)
- 7.3 Toft People's Hall ^(LB)
- 7.4 Footpaths ^(EM)
- 7.5 Defibrillator report ^(PE)
- 7.6 Climate Change Working Group report ^(KP)
- 7.7 To set the date of the next ordinary meeting of the William Eversden's Charity
The date of the AGM has been set for 7 June 2021.
- 8. Closure of meeting

Pledge Drawdown Request

February 2021

To: The Toft Parish Council

I'm Matt Prince , Chair of The Eversdens' Parish Council working on behalf of Cambridge Approaches Ltd, the action group campaigning for a fair consultation on a northern route for East West Rail [EWR]

The volunteer-staffed campaign group, Cambridge Approaches, has set up a not-for-profit company (Cambridge Approaches Limited ("CA Ltd")) for the purpose of potentially seeking a judicial review of the failure by East West Rail Limited ("EWR Co") to consult on a northern approach to Cambridge for its new railway line. CA Ltd has instructed lawyers, Leigh Day, and agreed a risk-sharing fixed-fee arrangement with them. We are collecting donations now so that preparatory work can be carried out and we are in a position to launch our action, when appropriate. Leigh Day will advise CA Ltd on the chances of success at that time and CA Ltd will only proceed with the case if the chances of success are reasonable. Leigh Day have advised that only CA Ltd will be liable for EWR Co's costs if a judicial review fails, rather than any donors. This is the main reason for setting up the company.

The amounts raised by way of donations and pledges will be used solely in connection with the proposed legal challenge including some costs and donations paid before the company was set up and court-imposed costs payable to EWR Co if we were to lose the JR, which Leigh Day have advised will be capped at £10,000.

I understand that your Parish Council recently pledged funding to Cambridge Approaches Limited to support potential legal action for a Judicial Review (JR). Thank you very much for your support.

We understand that your pledge is for a total of £ 5,000. We understand that this is made under section 137 of the Local Government Act.

In view of the impending consultation from EWR Co. and the likely window of opportunity to kick off work on a JR we would now like to request a drawdown of the 2020/2021 part of your pledge.

This money can be donated via bank transfer to:

Name: Cambridge Approaches Limited

Sort Code: 08-71-99

Account Number: 02757373

Please use your council's name as a reference.

Refund Policy

Once the JR process is finished or discontinued and all liabilities of CA Ltd have been ascertained, CA Ltd intends to refund any surplus moneys to donors of £250 or more (including councils to the extent their pledges have been drawn down and those who donated before the company was set up) pro-rata to the amount donated. The timing of such refunds will be at CA Ltd's discretion.

Please do contact me if you have any questions

With thanks,

Matt Prince

On behalf of Cambridge Approaches Limited.

For more details about Cambridge Approaches Limited see the footer, but also [our entry in Companies House](#).

My ref: LVL2021
Your ref:

Date: 25 01 2021

Contact: Luke Walstow or Kate Bannigan
Telephone: 01223 703861 and 07471412431
E Mail: Luke.Walstow@cambridgeshire.gov.uk and
Kate.Bannigan@cambridgeshire.gov.uk



**Place and Economy
Environment and Commercial
Box No SH1315
Shire Hall
Castle Hill
Cambridge
CB3 0AP**

To applicants, agents, consultees and parish councils submitting planning applications to Cambridgeshire County Council

Dear Sir/Madam

Consultation on the proposed June 2021 revisions to:-Our Local Validation List Requirements and Local Validation Check List.

Introduction

Local planning authorities are required to review their existing local validation lists at least every two years. Local validation lists set out what information should accompany planning applications submitted to Cambridgeshire County Council. These requirements are relevant for Cambridgeshire County Council's applications for its own development and waste development. These are in addition to the national requirements, which require for example completion of an application form, certificates and a site location plan. Our Local Validation requirements are reviewed biannually. The requirements were last published in June 2019. We have carried out an initial review of the list and guidance notes for 2021.

What are the proposed changes?

Since our 2019 Local Validation List Review, the requirements of The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 need to be met. Consequently we have proposed amendments to the format and wording of the documents, which we hope will assist us in making our public documents and correspondence easier to understand and access by all. We have also proposed adding some additional requirements in line with the existing policy requirements, and the increase in electronic working arrangements. Additional changes may also need to be taken into account. For example, Cambridgeshire and Peterborough's Emerging Mineral and Waste Plan is progressing through its final stages and relevant references will need to be changed when this new plan is adopted. We are consulting you together with recent applicants, agents, statutory consultees, and parish councils on our draft documents.

When can I comment?

The consultation period will run for 6 weeks from 25 January 2021 until 8 March 2021.

How can I comment?

Please send all comments that you wish to make in writing by e-mail to planningdc@cambridgeshire.gov.uk or by post to: -County Planning, Minerals and Waste, Box No SH1315, Shire Hall, Cambridge, CB3 0 AP Please ensure that all comments arrive by 8 March 2021. All comments received by 8 March 2021 will be taken into consideration.

What happens next?

We will consider all comments received by us 8 March 2021. We are working towards reporting to the Planning Committee on 15 April 2021 if possible. A report to the Planning Committee will be published on the Council's website 5 working days before the Planning Committee meeting to which the revised changes will be reported. We intend to publish the final documents by June 2021. You can check with us near the date.

Further information

Copies of the draft revised documents are attached. The existing Local Validation List June 2019 and the accompanying Local Validation Guidance List:- Guidance for applicants and their agents on the Local Validation List (June 2019), and supporting documents are displayed on the County Council's website. Please see [Cambridgeshire County Council's Submitting a Planning Application Website page for existing Guidance for applicants and agents on the Local Validation List and the Local Validation Check List \(June 2019\)](#)

Yours faithfully



Jane Stanley
Interim Business Manager County Planning Minerals and Waste

Draft: Our Local Validation List Requirements (June 2021)

NOTES:-The text and links within this draft document have been amended to take into account the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. Some new requirements that have been added to our published Local Validation List Guidance Notes June 2019 are in CAPITALS below. Links to newly added guidance documents are followed by the following symbol*.

We will check that the links to websites that are provided in this document are correct at the time of publication. This guidance will be updated when there are significant changes to planning policy documents and will be reviewed and republished at least every 2 years.

The preparation of a new Cambridgeshire and Peterborough Minerals and Waste Local Plan is in its final stages. A virtual Examination in Public was held 15-17 September 2020. Consultation on further modifications has taken place, which closed 15 December 2020. The Council expects to provide the Inspector with a schedule of representations and its response in January 2021. After the new plan has been adopted by this Council, it is our intention to update the relevant references to the Cambridgeshire and Peterborough Minerals and Local Plan within this document.

Purpose

This document sets out the information that Cambridgeshire County Council requires to be submitted with a planning application to enable it to be accepted and processed. This guidance note sets out the circumstances in which you will need to submit information. Not all the items listed will apply in every case and you are strongly advised to seek pre-application advice to find out what is required before submitting your application. Failure to consider all of the necessary points will mean that the application will be invalid until the necessary information has been received. An invalid application cannot be registered. The submission of poor quality or conflicting information is likely to delay or prevent the processing on an application.

Pre-application advice

Applicants are encouraged to take advantage of the pre-application services that we offer in accordance with Paragraph 40 of the National Planning Policy Framework (February 2019).

Our planning advice

As noted above, we offer a planning pre-application service for County Planning, Mineral and Waste planning applications. More information about planning pre-application advice can be found by scrolling down the following page on our website. [Submitting-a-](#)

[planning-application.](#)

In addition to giving planning policy advice, we are able to assist in advising: which documents will need to be submitted to meet the requirements of the validation checklist; upon the appropriate level of community engagement; and encouraging engagement with the relevant statutory and non-statutory bodies at an early stage.

Our other specialist advice

Cambridgeshire County Council also offers separate specialist pre-application advice for:

- Ecology and Biodiversity
- Transport and Highways
- Sustainable travel and smart travel measures including advice on best practice travel plans
- PUBLIC RIGHTS OF WAY AND HIGHWAYS RECORDS
- Archaeology and Historic Environment

And

- Surface Water Drainage and sustainable drainage schemes (Cambridgeshire County Council is the Lead Local Flood Authority).

More information on our specialist advice

More information can be found about Cambridgeshire County Council's specialist advice services, including the separate application forms for seeking its specialist pre-application advice and its charges by visiting [Cambridgeshire County Council's Developing New Communities web page.](#)

Also for more information, Cambridgeshire County Council's Ecology Team can be contacted by emailing Ecology@cambridgeshire.gov.uk.

And Cambridgeshire County Council's Historic Environment Team can be contacted by emailing ArchaeologyDC@cambridgeshire.gov.uk

Pre-application advice from others

Most other government organisations also offer chargeable pre-application advice. For example the District and City councils, Natural England, Sport England, Historic England, Highways England, the Environment Agency, and Middle Level Commissioners, which can be contacted directly through accessing their websites. Applicants are encouraged to engage with the local community and statutory and non-statutory bodies prior to submitting a planning application.

Submitting a planning application

Planning applications for the County Council's own development and for waste development can be submitted by visiting [The Planning Portal](#).

For County Council development

Cambridgeshire County Council must be the applicant (or a joint applicant) given in answer to question 1 on the application form. The name of a Council officer should not be included. A full stop can be placed in the name box of the planning portal's electronic form to allow an application to be submitted.

Mineral development

Please note that neither the Standard Planning Application Form nor the Local Validation List applies to applications for mineral development. Application forms for new mineral development can be downloaded from [the Submitting a Planning Application website page](#) on the County Council's website. Prior to submitting a planning application for mineral development please contact the County Planning, Minerals and Waste Team to check what information should accompany the application by submitting a request for planning pre-application advice.

National validation requirements

The national validation requirements need to be met, in addition to our local validation list requirements which can all be found by accessing the website legislation.gov.uk. The national requirements are set out in Article 7 of [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#). Guidance on the National requirements can be found by visiting [Paragraph 16 Reference ID: 14-016- 20140306 to 37 Reference ID: 14-037-20140306 of the Planning Practice Guidance](#). The national validation requirements include the payment of the correct fee. A summary of application fee categories and costs can be found by visiting [The Planning Portal English application fees page](#). An additional fee is charged by the Planning Portal for processing application fees that are submitted through the planning portal. There are additional requirements for Environmental Impact Assessment development, which are set out in [The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#).

Our local validation list requirements

The following sections describe each of the Local Validation List requirements indicating in which circumstances each should be provided. They also give the development plan policy behind the requirement (policy drivers) and advise where you can find further information. Information can also be found about emerging policy on the policy pages of the relevant Council's website. Some items will require advice from a technical specialist.

1. Planning Statement

Policy Drivers

- Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that all applications for planning permission be determined in accordance with the development plan unless other material considerations indicate otherwise.
- South Cambridgeshire Local Plan (September 2018) policy HQ/2 Public Art and New Development.

Applications that require this information

All, except those for very minor development where there are no policy implications.

Information required

A planning statement should identify the context and need, WHEN APPROPRIATE, for a proposed development and include an assessment of how it accords with relevant national and development plan policies. Where the proposal does not accord with a

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Mar-21

Summary of previous month

Balance brought forward	<u>76,020.06</u>
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Adjustments

Expenditure approved at previous / between meetings

CAM VALLEY FORUM	AFFILIATION FEE	-10.00
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Credits

Total Adjustments

-10.00

Balance revised after adjustments**£76,010.06****Bank Reconciliation to latest statement**

Account	Funds	Statement	Outstanding
Unity Trust Bank	16,748.72	18074.78	-1326.06
Natwest Current Account	22,819.76	22819.76	0
Nationwide BS	36,441.58	36441.58	
Total	<u>76,010.06</u>	<u>77,336.12</u>	<u>-1,326.06</u>

Expenditure for approval

£

SALARIES	202.88
LGS SERVICES	ADMIN SUPPORT JANUARY
LAND REGISTRY	1ST REGISTRATION FEE
	40.00

682.20

Balance C/F

75327.86

Gail Stoehr

Responsible Financial Officer

Notes:*Late invoices will be brought to the meeting*