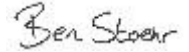


Toft Parish Council

I hereby give notice that the 817th meeting of Toft Parish Council will be held on Monday 2 September 2024 in the People's Hall, Toft, at 7.00 pm

The Public and Press are invited to be present. Members of the Public are welcome to attend and may speak under the Open Public Session only

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



Mr Ben Stoehr
Clerk, 28/08/24

AGENDA

Comments and observations from members of the public on items on this agenda only and reports from the District and County Councillors

- 1. Apologies for absence and declaration of interests**
 - 1.1 To receive 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) Queen's Platinum Jubilee area – update ^(MY)
 - 3.2 (3.2) Grass cutting contract and review of specification – update ^(BH)
 - 3.3 (3.3) Signage for Lot Meadow and the playground – to consider quotations if received ^(EM)
 - 3.4 (3.4) Bird nesting boxes – update and to consider village locations ^(ED)
 - 3.5 (5.1) Grass cutting invoices – update ^(BH)
- 4. To consider correspondence received requiring the Council's attention**
 - 4.1 CCC Community Energy Action Plan consultation (deadline 16 September)
 - 4.2 CCC Active Travel Hierarchy consultation (deadline 30 September)
 - 4.3 CCC Bus Franchising consultation (deadline 20 November)
 - 4.4 CAPALC Model Biodiversity Policy
- 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
 - 5.4 To consider whether to apply for re-designation of the People's Hall as an Asset of Community Value (expires October)
- 6. To consider any Planning or Tree works applications or related items received**
 - 6.1 Planning applications received
 - 6.2 SCDC planning decision notices for information
 - 6.3 Tree works applications
- 7. Members items and reports for information only unless otherwise stated**
 - 7.1 Village Maintenance ^(MY)
 - 7.2 Highways ^(ED)
 - 7.3 Toft People's Hall ^(CW)
 - 7.4 Footpaths ^(EM)
 - 7.5 Defibrillator report ^(CW)
 - 7.6 Birdlings liaison ^(EM)
 - 7.7 Proposal to designate the Chapel as an Asset of Community Value ^(MY)
 - 7.8 Bug hotel on Lot Meadow – restock and "tidy up" ready for Autumn ^(ED)
 - 7.9 Proposal that the Council considers taking out a subscription to Parish Online mapping ^(EM)
 - 7.10 Employment Matters (Confidential)
- 8. Closure of meeting**

Clerk report to Toft Parish Council meeting on 2 September 2024

2. To approve the minutes of the last meeting on 1 July – attached
3. To consider any matters arising from the last or a previous meeting including
 - 3.1 (3.1) Queen's Platinum Jubilee area – update ^(MY)
 - 3.2 (3.2) Grass cutting contract and review of specification – update ^(BH)

The existing specification, with updated maps, attached for info.
 - 3.3 (3.3) Signage for Lot Meadow and the playground – to consider quotations if received ^(EM)
 - 3.4 (3.4) Bird nesting boxes – update and to consider village locations ^(ED)
 - 3.5 (5.1) Grass cutting invoices – update ^(BH)

Cllr Harris and the Clerk have reviewed the May and June invoices against actual cuts (where known). The May invoice should be reduced to exclude cutting of the Rec and verges as there is evidence that these haven't been cut. The June invoice should be paid in full. May invoice attached showing adjustment.

Other to note:

20 mph bid

CCC have written:

"I wanted to reach out to you all and update you regarding your applications for the 24/25 20mph funding round.

The determination of award of 20mph funding has been postponed to the October Highways & Transport committee meeting for approval. I appreciate this is later than previously indicated to some applicants on their panel days and in subsequent email updates. Unfortunately, the September committee we had originally planned to present this report at has now been moved to October.

Should you have any questions regarding your application in the meantime, please reach out via return email."

4. Correspondence
 - 4.1 CCC Community Energy Action Plan consultation (deadline 16 September)

"I am emailing to make you aware that County Council has today published an engagement exercise on the Council's proposed Action Plan to support community energy on [Consult Cambs](#).

The draft Action Plan and survey seeking your views on the proposals are here: [Community Energy Action Plan | Consult Cambridgeshire \(engagementhq.com\)](#)

The survey will remain open until 16th September."
 - 4.2 CCC Active Travel Hierarchy consultation (deadline 30 September)

"I would like to make you aware of a consultation which has been launched by the Highways & Transport service at Cambridgeshire County Council. This follows proposals for a consultation which were presented to the Council's Highways & Transport Committee in January 2024. The committee paper can be found here: [Document.ashx \(cmis.uk.com\)](#). The consultation seeks input regarding proposals for an 'Active Travel Hierarchy'.

The Active Travel Hierarchy looks to introduce a way of prioritising maintenance activities to better reflect the use of the highway network by walkers, cyclists and other non-motorised traffic. This will support the Council's Active Travel Strategy and its ambition to make walking or cycling the natural choice for shorter journeys, in turn helping to reduce road traffic congestion, improve journey times, and contributing to carbon reduction in the County.

We would like to invite your feedback on the proposals, so that we can better understand which active travel routes and public rights of way are considered important by our communities, and what maintenance activities stakeholders might like us to prioritise.

This is a public consultation that is being promoted on the Council's social media channels. We would also appreciate you promoting this consultation locally in your parish communities, to encourage wide participation, so we can gauge residents' views.

The consultation is open for responses until Monday 16th September. I have attached a background document to this email, but you can also access the consultation website here: <https://consultcambs.uk.engagementhq.com/active-travel-hierarchy>. Please feel free to circulate this link amongst your local residents. You can do this by sharing social media posts that started from 22 July on the County Council's channels, which will be continuing in the weeks ahead.

Please direct any questions about the consultation to assetdatastrategy@cambridgeshire.gov.uk
Daniel Ashman - on behalf of the Highway Asset Management Team
Background document to the consultation attached.

4.3 CCC Bus Franchising consultation (deadline 20 November)

“Welcome to the Cambridgeshire and Peterborough Combined Authority (CPCA) bus franchising consultation.

Cambridgeshire and Peterborough Combined Authority (CPCA) is holding a formal consultation which will inform a decision by the Mayor of Cambridgeshire and Peterborough on how to reform buses across the area.

The franchising consultation is taking place over 14 weeks between Wednesday 14 August and Wednesday 20 November 2024 and as one of our statutory consultees, I would like to invite you to take part.

How to take part – please use the below options to participate:

Option 1:

We are holding six stakeholder events and would welcome your attendance at one of the events so that you can share your views. Please use this link to find out more information about the six events and to book your place at one of them

<https://forms.office.com/e/tUW5vmegdu>. Due to limited space, invitations are restricted to one person per organisation.

Please note that your organisation will be receiving a paper copy of this letter in the post over the next couple of days. This will give you the opportunity to RSVP via email but please use this online form if you are able to.

If you are unable to attend any of the events, a member of the Combined Authority's team would be happy to meet with you to discuss the Assessment and associated documents.

Please contact jackie.cockrill@cambridgeshirepeterborough-ca.gov.uk who will coordinate a meeting with an Officer from the Combined Authority. Please also get in touch with Jackie if you require any accessibility support to attend or take part in your chosen event.

Option 2:

You can participate online by visiting: <https://cpca-yourvoice.co.uk/bus-franchising-consultation/>

On the website you will find the relevant consultation documents, together with two questionnaires. A long questionnaire comprising 31 questions and a short one which comprises 11 questions. You can save your answers and return to your questionnaire if you would like more time to complete it.

Option 3:

If you would prefer a paper copy of the consultation documents or large print versions, please contact: consultations@cambridgeshirepeterborough-ca.gov.uk or call us on:

01480 277180. You can also request a copy in the following languages: Polish, Lithuanian, Portuguese and Urdu.

Background to the bus franchising consultation

In March 2023, Cambridgeshire and Peterborough Combined Authority launched 'The Road to Better Buses' strategy, which sets out five key ambitions for buses in Cambridgeshire and Peterborough:

- Add more buses to the network
- Provide bus users with better information
- More reliability across the network
- Nicer, better-quality buses
- Better value for money for users

A year on, the Combined Authority's board has committed more than £13.5million and agreed to three major initiatives to progress our journey on the Road to Better Buses including:

- The introduction of 30 new routes across Cambridgeshire and Peterborough
- The introduction of a £1 fare for young people under the age of 25
- To consult on how buses are run across Cambridgeshire and Peterborough

Our vision for Better Buses

The majority of buses across Cambridgeshire and Peterborough are currently run on a purely commercial basis. We believe our ambitions will only be realised if we change this to have greater influence and control over how buses are run. 81% of respondents to our last survey agreed.

We commissioned independent transport consultants, ITP, to undertake a detailed assessment of Cambridgeshire and Peterborough's transport needs and to provide an outline business case assessment for bus reform. Two approaches have been outlined in the assessment: a Franchising solution and an Enhanced Partnership (EP).

Under a franchised network, the Combined Authority would contract bus operators to run services on its behalf but have control over the routes, frequency, fares and overall standards of the region's buses. An alternative Enhanced Partnership solution, while producing benefits over the current bus service provides less control over the routes, frequency and overall delivery of the services. This means, as a result, while both an Enhanced Partnership and Franchising can provide enhanced networks, franchising offers the region more control to specify the desired network, levels of service and integrated fares and ticketing, ensuring a more unified and accessible network.

Franchising also allows CPCA to deliver its strategic objectives; to have full influence over outcomes and the efficient delivery of bus service improvements to passengers and bus network changes. The EP is less likely to deliver the strategic outcomes as it leaves key decisions around the network in the hands of bus operators (as per the status quo) with any outcomes subject to negotiations with operators.

Before a final decision is made (due to be on Wednesday 22nd January 2025), we are required by law to seek views from statutory consultees. We are now consulting and would welcome your feedback.

If you would like to help the Combined Authority to promote this consultation, we are very happy to send you a package of leaflets and posters. If this is of interest to your organisation please email consultations@cambridgeshirepeterborough-ca.gov.uk to request the promotional materials."

Judith Barker
Executive Director of Place and Connectivity

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.

5.4 To consider whether to apply for re-designation of the People's Hall as an Asset of Community Value (expires October)

The Council to decide whether to apply and if so, who should update the application details. The designation expires on 24 October. Attached.

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 may choose its own wording to show whether it agrees with an application or not and can now both support/approve or object/ refuse etc parts of the same application

The Parish Council should include material planning reasons why the Council take this stance via its comments.

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

Material planning reasons:

Planning reasons:

6.1 Planning applications

6.1.1 24/02903/PRIOR – CCC Social Services Building, Comberton Road – Conversion of offices (Class E) to 2 No. 2 bed two storey dwellings, 1 No. 3 bed single storey dwelling and 1 No. 2 bed single storey dwelling (Class C3)

6.1.2 SCDC decision notices

6.2.1 20/01992/CONDC – Bennell Farm, West Street – Submission of details required by condition 20 (Foul water drainage) of planning permission 20/01992/FUL - Condition discharged in full.

6.2.2 24/02174/HFUL – 66 School Lane – Two storey side extension, single storey rear extension to garage, enlargement to existing side dormer window and associated alterations – Permission granted by SCDC.

6.2.3 24/01889/HFUL – 3 Preston Close – Demolition of existing conservatory and garage. Single storey side and rear extension, single storey front porch extension and application of insulating render – Permission granted by SCDC.

6.3 Tree works

None at the time of writing.

7. Members' items and reports

7.4 Footpaths

Cllr Darbyshire has written:

"I had reported the greenery which is growing onto the cycle path heading out of Toft to Comberton (the narrow section across from the Golf Club car park), and below you will see the response.

Just letting you know that I tried. I'll keep an eye on it as I run along that stretch and regularly have to dodge brambles etc."

CCC's response below:

“At this time we do not feel that any action is necessary. The criteria we use when deciding to deal how to deal with highway defects can be found at <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/transport-plans-and-policies/highway-policies-and-capital-maintenance-programme>

- 7.7 Proposal to designate the Chapel as an Asset of Community Value
Cllr Yeadon to report.
- 7.8 Bug hotel on Lot Meadow – restock and “tidy up” ready for Autumn
Cllr Darbyshire to report.
- 7.9 Proposal that the Council considers taking out a subscription to Parish Online mapping
Cllr Miles writes:
“I met Paul Wheeler who I think is on the Kingston PC and were discussing the fallen tree over the bridge. I said how ridiculous it was not to know the names of landowners and he told me about PC online. He said it was very useful. He subsequently printed off a map of local fields which are numbered and we can get the name associated with the number from Land registry at only £3 per unit he said.”
The Clerk writes:
“Parish Online have set up a 90 day trial. The Council to consider if it wishes to approve the annual licence of £60 per year (with a 10% discount if it signs up before the trial ends).”
8. Closure of meeting

**Minutes of the 816th meeting of Toft Parish Council
Held on Monday 1 July 2024 in The People's Hall, Toft at 7.00 pm**

Present: Councillors: M Yeadon (Chairman), B Harris, E Miles, S Tebbit and C Watson.

In attendance: 2 members of the public and Mrs A Griffiths (Minutes Secretary, LGS Services).

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

A resident reported that overgrown hedges were forcing pedestrians to walk in the road, which was hazardous.

A resident of the High Street reported that noise from the musical play equipment was affecting their property and could be heard in the garden or with the windows open. They asked whether anything could be done to mitigate this. The Parish Council agreed to look into and monitor the position for a month or two and consider the way forward.

The resident kindly offered the use of their brush cutter if needed, and asked whether there was a mowing and management programme for Lot Meadow. He expressed an interest in the exploring the possibility of planting wildflowers and creating different environments in the space, and managing them accordingly. A suggestion was made that Lot Meadow could be used for an annual summer event such as a fete or music festival to raise funds for the village.

The Parish Council outlined the background to Lot Meadow and the considerable work done by the community and the management committee. An annual fete was held by the Church. The resident indicated that he did not wish any event to be in competition with existing events, but in addition to them.

The Parish Council thanked the resident for mowing the grass in Lot Meadow prior to the D-Day commemorations.

1. Apologies for absence and declaration of interests

1.1 To approve written apologies and reasons for absence
Apologies were received from Cllr Derbyshire.

1.2 To receive declarations of interests from councillors on items on the agenda
None.

1.3 To receive written requests for dispensations and to grant any dispensations
None.

2. To approve the minutes of the last meeting on 3 June 2024

RESOLVED that the minutes of 3 June 2024 be approved as a true record and signed by the Chairman. (Prop MY, 2nd EM, unanimous)

3. To consider any matters arising from the last or a previous meeting including

3.1 (3.1) Queen's Platinum Jubilee area – to consider the next steps

RESOLVED that the Chairman should submit an application for funding to the SCDC Green Spaces Shared Prosperity Fund, to replace the grass, put in hedging and add a bench.

RESOLVED that Cllr Yeadon should obtain costs for the next meeting.

RESOLVED that the Parish Council is willing to provide supporting funding if required, but to make clear that it has already funded tree works and the installation of a fence. (Prop MY, 2nd BH, unanimous)

3.2 (3.2) Grass cutting contract – update

RESOLVED to receive Cllr Harris's verbal report that one cut had so far been carried out by the new contractors, including the Recreation Ground and Lot Meadow.

RESOLVED, given Cllr Harris's observations that the contract was complicated in places and should be reviewed, that she discuss it with the current contractors and re-draft the specification over the summer in the light of what the village wants.

RESOLVED, noting that the arisings had not been removed from Lot Meadow, that Cllr Harris should put the contractors in touch with Mrs Ellis-Evans.
The resident commented that a village survey about the usage of Lot Meadow would be beneficial.

3.3 (3.3) Signage for Lot Meadow and the playground – to consider quotations if received
Cllr Miles reported that she had been in touch with the Men's Shed and will bring quotations if received to the next meeting.

3.4 (7.0.12) Bird boxes – to consider quotation if received
RESOLVED, as nothing further had been received, to defer this item to the next meeting.

3.5 New notice board – update
Cllr Yeadon reported that the notice boards had been delivered and should be fitted next week.

4. To consider correspondence received since the last meeting requiring the Council's attention

4.1 Resident request for speed reduction between Toft and Comberton
RESOLVED to await the decision regarding the 20 mph limit application which is due in September and then consider the request further.

A suggestion was made for a warning sign on that stretch of road as children came rushing along on their way to school.

RESOLVED that Cllr Yeadon should move the speed monitors over the summer and will look at the area.

4.2 SCDC – Green Spaces Shared Prosperity Fund Year 2 Applications – invitation to apply
Taken earlier.

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
RESOLVED to receive the financial report and check the invoices and bank statements before the payments were approved. (Prop MY, 2nd EM, unanimous)

Salaries		£181.22
S Chandler	Brush cutter	£337.50
LGS Services	Admin support April	£502.52
LGS Services	Payroll services	£79.20
CANALBS	Internal Audit	£99.00

RESOLVED that the invoice for installing the notice boards be approved for payment when received.

RESOLVED that the two invoices from Buchans for £455.87 (May) and £113.73 (June) should be placed on hold pending a check on the dates when the cuts took place.

5.2 To receive play inspection reports and consider any work required
RESOLVED that Cllrs Yeadon and Watson should liaise with the manufacturers regarding an installation date for the new climbing frame.
RESOLVED to note that Cllr Yeadon had received the mallets for the musical play equipment and had installed them.

5.3 To consider any matter which is urgent because of risk or health and safety and relates to Council property
None.

5.4 To consider the Internal Auditor's report and appointment of Internal Auditor for FY2025
RESOLVED to note the Internal Auditor's report which contained no items requiring attention.
RESOLVED to re-appoint Canalbs Ltd as Internal Auditors for FY 2025.. (Prop CW, 2nd ST, unanimous)

6. To consider any Planning or Tree works applications or related items received

- 6.1 Planning applications
- 6.1.1 24/02174/HFUL – 66 School Lane – Two storey side extension, single storey rear extension to garage, enlargement to existing side dormer window and associated alterations
RESOLVED that the Parish Council has no comments. (Prop EM, 2nd MY, unanimous)
- 6.1.2 20/01992/CONDC – Bennell Farm, West Street – Submission of details required by conditions 20 (Foul water drainage) of planning permission 20/01992/FUL
Noted.
- 6.2 SCDC decisions for information
- 6.2.1 20/01992/CONDB – Bennell Farm, West Street – Submission of details required by conditions 9 (Travel plan), 12 (External materials), 13 (Hard and soft landscaping scheme) 19 (Maintenance arrangements for surface water drainage system) and 23 (Landscap and ecological management plan (LEMP)) of planning permission 20/01992/FUL – Condition discharged in full
- 6.3 Tree works applications
None.
- 7. Members items and reports for information only unless otherwise stated**
- 7.1 Village Maintenance
Cllr Yeadon provided an update on a conversation with the Police regarding the vandalised bus shelter.
RESOLVED to await further information.
Cllr Yeadon will arrange to replace the windows in due course.
- 7.2 Highways
Nothing to report.
- 7.3 Toft People's Hall
Nothing to report.
- 7.4 Footpaths
With regard to the fallen tree, the landowner's permission had been sought to pass their contact details to CCC. CCC will look at the kissing gate, which is at an angle, and the bridge.
- 7.5 Defibrillator report
Cllr Watson reported that the defibrillator was in good working order.
- 7.6 Birdlings liaison
Nothing to report.
- 7.0.7 Path through the allotments – letter of thanks
The path through the allotments had been cut and it was now possible to walk through.
RESOLVED to send a letter of thanks to the allotment holder for cutting the path through the allotments.
RESOLVED that Cllr Miles should place an item in the Calendar seeking volunteers to install the steps at the allotments
- 7.0.8 Improvements to access to Lot Meadow – letter of thanks
RESOLVED to send a letter of thanks to Tricia and Cynan Ellis-Evans for the improvements to the footpath leading into Lot Meadow and for putting down slabs and chippings prior to the D-Day 80th anniversary commemorations.
- 7.0.9 D-Day 80th anniversary event
The event had been very successful. The Parish Council recorded its thanks and appreciation to all those who had contributed for all their hard work.
- 7.0.10 Overgrown hedges
RESOLVED to note that this is the County Council's responsibility, not the Parish Council's.

RESOLVED that Cllr Miles should place an item in the Calendar stating that a number of residents had raised concerns about hedges overhanging the footpaths, especially at road junctions, and that the Parish Council wished to remind residents to be aware of this and take any necessary action.

7.0.11 East West Rail

The Chairman reported that due to the General Election, the petition had been closed down and the consultation had been delayed.

8. Closure of meeting

There was no further business and the meeting closed at 8.00 pm.

SignedChairmandate.

DRAFT

TOFT PARISH COUNCIL

(South Cambridgeshire District)

CHAIRMAN: Mr Martin Yeadon

CLERK: Mrs LG Stoehr
30 West Drive
Highfields Caldecote
Cambridge
CB23 7NY
Tel: 01954 210241
E-mail: clerk@tpc.toft.org.uk

Sent via email

17 January 2022

Dear Sir or Madam

Invitation to tender – Grass-cutting and Village Maintenance contract 2022-2024 inclusive

Toft Parish Council is now inviting tenders for the three-year contract for the grass-cutting and village maintenance for 2022-2024 inclusive. Tenders are invited, **by 5pm on Friday 31 January 2022**.

Please find below the specification, on which the tender should be based, along with the relevant maps which are attached.

Areas A

Recreation Ground (marked yellow on attached plan)

Twelve cuts during the growing season (once per month, plus an additional cut per month for the four summer months), leaving mown grass *Annual price to be quoted*

Village Green (marked purple on attached plan)

Please do not cut the Village Green until the end of May.

Box mow, cut and collect the Village Green for the Queen's Platinum Celebrations at the beginning of June. Then continue to cut until end of season, 8 cuts (once a month, plus an additional cut per month for 3 summer months) *Annual price to be quoted*

Recreation Ground hedge maintenance

Annual price to be quoted

Lot Meadow (marked red on attached plan)

Annual price to be quoted

Meadow to be topped by a flail cutter annually as the last cut of the year

Cut the grass in the centre area regularly over the summer, with 12 cuts over the year, at a cost of £xx per cut.

Maintenance of Trees on the Recreation Ground

Annual price to be quoted

Including visual inspections and removal of loose/dangerous branches.

Areas B specification 1

Highway Verges (see map)

Per cut price to be quoted

Cut six times a year during the growing season, **full width Brookside, High Street, Stony Lane (between High Street and School Lane), Comberton Road, School Lane, Mill Lane (left hand side) and Miller's Road.**

Church Road from Green lane to Brookside – To cut verge on the left hand side to a maximum of one metre width throughout the summer and cut back to hedge on last cut of the season.

Leave right hand side of **Mill Lane** – cut at end of season.

Leave ditch on left hand side of **Miller's Road**, at bottom of road before bridge – cut at end of season

Church Road: cut the verge on left hand side from Comberton Road end until the Church six times a year during the growing season. The right hand side from Comberton Road end until Green Lane to be left all summer to grow wildflowers and only to be cut back to the hedge at the end of the season.

Green Lane and Pinfold Well Lane: at end of season clear back to hedges.

To visit 6 times per annum to keep clear the tarmac path known as “**The Snicket**” and keep everything from encroaching on it. (see map 1)

Please send your tenders to the Parish Council at the above address by 31 January 2022 in a sealed envelope, clearly marked “TENDER” with your name and your tender so that it can be considered by the Council at its February meeting. All tenders will be opened in early February in accordance with the Council's tenders policy. No email submissions will be permitted.

Your tender should clearly show:

Areas A **total annual price £** _____

Areas B **total annual price £** _____

Terms

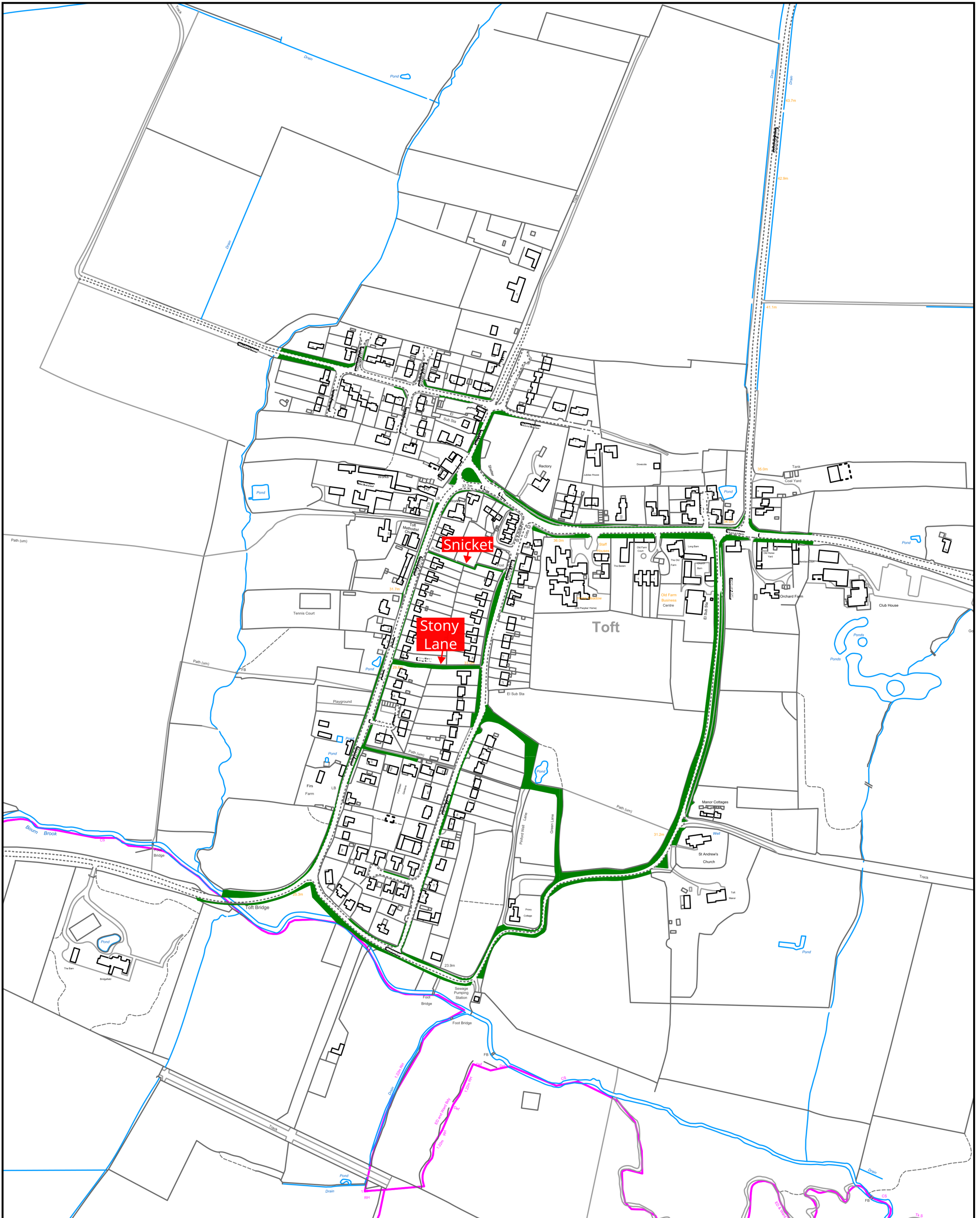
Fixed price for 3 years or

Annual increase (detail % or RPI or CPI)

Terms of the invitation to tender

- *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 and earlier or later cuts may be required. Winter work such as tree or hedge work may undertaken outside the grass cutting season.*
- *All tenders should be placed in an envelope and sealed with the word “TENDER” shown clearly on the envelope along with the name of the company*
- *Insurance will be required at the time of tender and thereafter annually evidence of Public Liability Insurance cover for £5,000,000 (five million pounds).*
- *The Council is not obliged to accept the lowest or any tender submitted.*
- *The Council does not accept any costs incurred or prices charged in the preparation and submission of tenders.*
- *If successful, invoices for payment must be itemised by area and include the date/s of the cuts.*
- *Location plans are enclosed.*
- *The successful contractor will be required to provide the Council with advance notice of when they will be visiting the village; in the event that they cannot attend due to the weather, alternative dates must be provided.*

Yours faithfully

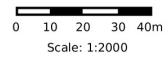


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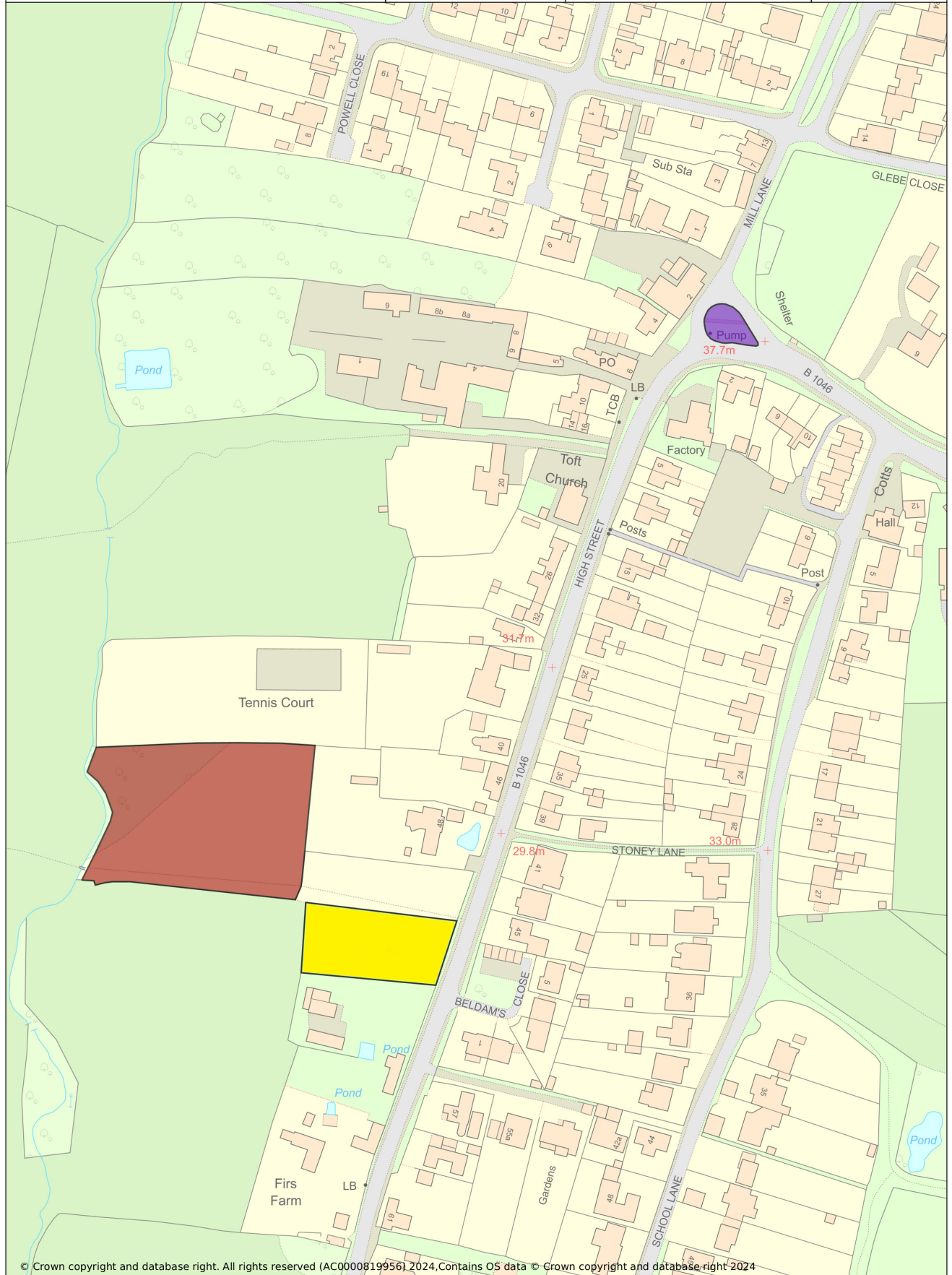
Date: 24/03/2009

By: fn266

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Author: L. Administrator
Date: 28/08/2024



THE ACTIVE TRAVEL HIERARCHY CONSULTATION

INTRODUCTION

Cambridgeshire County Council is the local highway authority for Cambridgeshire and wishes to seek your input into the development of its Active Travel Hierarchy. Please take the time to review this background information and provide your feedback.

CONTENTS

- 1 – What is a maintenance hierarchy?
- 2 – What is 'active travel'?
- 3 – The Active Travel Hierarchy
- 4 – What is the effect on maintenance standards?
- 5 – What about Public Rights of Way?
- 6 – What the Active Travel Hierarchy will not do
- 7 – What are we doing now?
- 8 – Your opportunity to comment
- 9 – Other information about the consultation
- 10 – Consultation timeline

1. WHAT IS A MAINTENANCE HIERARCHY?

The Council maintains a wide range of highways across a network comprising 4,550km of roads; 2,936km of footways, over 550km of designated cycleways, and over 3,000km of public rights of way.

Decisions on the maintenance and management of the highway are underpinned by a robust, risk-based approach that applies to the whole network. This approach is critical to managing and repairing defects in the highway that are a hazard to road users.

The Council uses the concept of hierarchies to set a number of key maintenance standards, such as the frequency at which a road is inspected and how quickly defects are repaired. This enables us to prioritise maintenance activities on more important highways. For example, a busy road would attract higher standards than one which is lesser used. Currently, the hierarchies we use focus on the extent of use by motor vehicles.

2. WHAT IS ACTIVE TRAVEL?

The national Cycling and Walking Investment Strategy aims to “make walking and cycling the natural choices for shorter journeys, or as part of a longer journey”¹, and the Council adopted its Active Travel Strategy in 2023, which you can see here: [Cambridgeshire's Active Travel Strategy Adopted March 2023](#).

The term ‘active travel’ within the Strategy refers to walking and cycling, but also includes other modes of travel and use of mobility aids as shown below.



walking



cycling



wheelchairs



pushchairs



mobility
scooters



adapted
cycles



e-cycles



cycle
freight

The Council is committed to walking, cycling and wheeling as key uses of our highway network, to support the aim of enabling and encouraging a shift away from journeys being made by private car.

- Please note that when using the term ‘wheeling’, we include the use of wheelchairs, powered wheelchairs, mobility scooters, rollators and other mobility aids to move around the highway network.

¹ [The second cycling and walking investment strategy \(CWIS2\) - GOV.UK \(www.gov.uk\)](#)

We also recognise the importance of our highways and public rights of way to other users, such as those who walk, cycle or horse ride for leisure, recreational or commercial activity. Although uses such as this are not included within the definition of 'active travel', as part of this consultation we welcome input from all types of highway user so that a wide range of needs and interests can be considered.

3. THE ACTIVE TRAVEL HIERARCHY

The Council wishes to develop an approach for supporting and promoting active travel, as well as facilitating other non-motorised use, through the development of active travel hierarchies, which will enable maintenance to be prioritised according to measures such as the level of use of a route, its strategic importance and the risk to users. In January 2024 this intention was set out in a report to the Council's Highways and Transport Committee, which you can find here: [Document.ashx \(cmis.uk.com\)](Document.ashx (cmis.uk.com))

The Active Travel Hierarchy will be about managing and directing the maintenance activities that the Council carries out on its active travel routes and Public Rights of Way. Implementing a hierarchy that helps the Council to prioritise these activities will benefit all highway users: By ensuring that more important routes are maintained as a priority, users will experience better journeys, and more people will be encouraged to walk and cycle. This will help to reduce the amount of motor traffic on our road network, therefore contributing to reduced traffic congestion and carbon emissions across the County.

4. WHAT IS THE EFFECT ON MAINTENANCE STANDARDS?

Following conclusion of this consultation, the Active Travel Hierarchy will be further developed and refined. We will then assess the need to prioritise maintenance of the different routes identified in the Hierarchy against the resources available to manage our highway network, in order to determine what maintenance standards are appropriate. Your input to the consultation will therefore be valuable in helping us to understand this picture more clearly.

The County Council already uses maintenance hierarchies on its road network to help determine the following:

- frequency of safety inspections
- thresholds for repair of potentially dangerous defects
- speed of repair for potentially dangerous defects
- allocation of budget for maintenance of different types of highway asset
- prioritisation of capital maintenance schemes for different types of highway asset
- prioritisation of winter services, such as road gritting.

These are the sort of maintenance activities that might be subject to change on our active travel network as a part of the Active Travel Hierarchy.

5. WHAT ABOUT PUBLIC RIGHTS OF WAY?

We recognise that Public Rights of Way (PROW) are a distinct part of the highway network, with many rural PROW presenting a unique opportunity for leisure journeys and wellbeing

activities. The Hierarchy does not seek to change this. However, a number of Cambridgeshire's PROW do form parts of well-used active travel routes, so it is appropriate to consider PROW as a constituent part of the Active Travel Hierarchy. However, we have deliberately categorised PROW into a standalone hierarchy to ensure that their legal status and diverse character can be recognised.

Including PROW within the Active Travel Hierarchy consultation will help us to identify those parts of the PROW network that are more important and well-used, so that we can consider how maintenance actions could be prioritised accordingly and suitably for the intended use. It will also give us a greater understanding of which PROW our communities and stakeholders wish to safeguard.

6. WHAT THE ACTIVE TRAVEL HIERARCHY WILL NOT DO

The Active Travel Hierarchy will not promote physical or legal changes to the highway network (for instance, changes to the surface or status of a PROW), which are subject to other legal and administrative processes.

Please also note that this consultation is not intended to be a highway fault reporting tool. If you wish to report a highways defect, please do so here: [Cambridgeshire County Council - ReportIt](#)

7. WHAT ARE WE DOING NOW?

Three draft hierarchies are under development this time, intended to reflect the different types of use that take place on different sections of the highway network. These hierarchies will form constituent parts of the Active Travel Hierarchy.

- **The Walking and Wheeling Hierarchy.** This includes highways where walking/wheeling is permitted (eg, roads and footways), but which are not recorded as Public Rights of Way.
- **The Cycling Hierarchy.** This includes highways where cycling is permitted (eg, roads and cycleways), but which are not recorded as Public Rights of Way.
- **Public Rights of Way.** This includes all Public Footpaths, Bridleways, Restricted Byways and Byways Open to All Traffic.

To date the content of the hierarchies has been based upon a consideration of:

1. *The importance of the sections of highway to users* (eg, where a route links localities or important destinations like schools or workplaces)
2. *The level of risk to users* (eg, where pedestrians have to share spaces with motor traffic, or a cycleway next to a high-speed road)
3. *The level of use of that section* (eg, how many people use the route)

The draft hierarchies have been developed using a data-driven approach to the above criteria, reflecting factors such as proximity to local services and workplaces.

8. YOUR OPPORUNITY TO COMMENT

We want to ensure that communities, user groups and stakeholders have the chance to input into the development and refinement of the hierarchies by understanding which active travel routes and Public Rights of Way are important to them. A consultation website has been set up, which you can view here: <https://consultcambs.uk.engagementhq.com/active-travel-hierarchy>

- **Hierarchy Maps**

For the **Walking and Wheeling, and Cycling Hierarchies**, we have created County-wide maps which show how each highway has been designated within the draft hierarchies. These maps are based on our data-driven assessment and initial oversight by officers. Please note that category 1 represents the most important highway for the relevant mode of travel, followed by category 2 and so on. We would like your feedback on how the highways shown in these hierarchies have been categorised.

Public Rights of Way have not been categorised in this way and at this time we are seeking community and user input to help identify which Public Rights of Way are considered most important by users and stakeholders.

Mapping has been created to enable respondents to give location-specific feedback about each of the hierarchies and our Public Rights of Way. We also welcome your written comments, which can be added when you give feedback on a particular location. You can view the map here: www.cambridgeshire.gov.uk/active-travel-hierarchy-map

Where appropriate, your feedback will be used to enhance the draft hierarches, which will be reviewed and updated following this consultation exercise. The finalised Active Travel Hierarchy will be considered by the Council's Highways and Transport Committee.

- **General consultation**

There is also a further questionnaire for general feedback on the principles related to an Active Travel Hierarchy, seeking your preferences on priority maintenance activities. You can view this survey here: [Active Travel Hierarchy: your feedback | Consult Cambridgeshire \(engagementhq.com\)](https://www.cambridgeshire.gov.uk/active-travel-hierarchy-your-feedback)

We would welcome your views, or those of your organisation, on the draft hierarchies.

In order that we can better understand the feedback we receive, we would value it if respondents could provide contact details² or information about any organisation they might be representing, such as a parish council.

² You do not have to give us any personal information. Any personal information will be collected and used in line with Data Protection legislation under the Council's public task and our responsibilities under the Highways Act 1980. Your contact details will not be shared with any third party and will only be used to seek clarification or to provide an update on this consultation. We will only store personal data for 12 months after the consultation results have been analysed and the associated report published. We will not publish any personal details you do give us, but may publish our response, and include it in public reports, with personal details removed. Personal

9. OTHER INFORMATION ABOUT THE CONSULTATION

A series of Frequently Asked Questions have been developed, which you can see on the consultation web page here: [FAQs | Active Travel Hierarchy | Consult Cambridgeshire \(engagementhq.com\)](#)

Please be aware that if a particular highway is not shown where you would expect it to be on one of the three hierarchies, it will most likely appear on one of the other two hierarchies. This will be because of how the highway is legally classified in our highway records. This may be of relevance in cases where cycling has been permitted on Public Footpaths, often in urban areas. In such cases the affected route will be shown on the PROW maps. We still welcome your feedback on these routes.

If a route is not shown on any of the maps, this is most likely because the route is not recorded as a highway maintained by Cambridgeshire County Council. You can still provide feedback about these routes by adding comments about them in our general consultation, but please be aware that routes which are not considered to be maintainable by the County Council cannot ultimately be shown on the Active Travel Hierarchy.

10. CONSULTATION TIMELINE

This consultation will be open for responses from **22 July 2024** until **16 September 2024**.

data will be held securely, in accordance with data protection legislation. Further details about how we use this data and the rights you have around this can be found at www.cambridgeshire.gov.uk/privacy

RESPONSE TO THE BIODIVERSITY DUTY

30 October 2023

INTRODUCTION - STATUTORY DUTY

Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity.

Government guidance published on 17 May 2023 clarifies that, as a public authority, town and parish councils must:

- consider what they can do to conserve and enhance biodiversity.
- agree policies and specific objectives based on their consideration.
- act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the [Government guidance](#) requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and must reconsider the selected actions within five years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

- have biodiversity as an agenda item for a meeting before the end of 2023.
- note what action they are already taking to conserve and enhance biodiversity.
- agree what further steps they should take to conserve and enhance biodiversity.

Such steps may include:

- reviewing what biodiversity or nature recovery plans are already in place from other local authorities, e.g. potential for jointly-supported wildlife corridors.
- making contact with local voluntary groups working on nature conservation.
- carrying out a biodiversity audit of council landholdings and/or the whole council area, potentially involving residents in a ["BioBlitz"](#)
- gathering expert advice on possible actions in support of biodiversity, such as from [Caring for God's Acre](#) and the [Eco Church initiative](#) in respect of churchyards
- drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.

All these steps may inform an agreed biodiversity policy for which a model example is attached. Guidance for town and parish councils on developing a [local nature action plan](#) has been published by South Gloucestershire Council, as well as a [field guide](#) for those with little or no ecological background.

MODEL BIODIVERSITY POLICY

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **[insert council name]** (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the **parish / town** to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.

- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

This policy was adopted on **xx** (Minute reference **yy**) and will be reviewed in two years or sooner should legislation dictate / each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

DRAFT MODEL ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter, social media, website
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Cemetery / churchyard	<p>Additional planting</p> <p>Maintain and renew bird boxes as required.</p> <p>Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance.</p> <p>Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates.</p>	<p>Increased diversity of habitats and food sources</p> <p>Increased cover for invertebrates, reptiles, amphibians and small mammals.</p> <p>Encouraging insects particularly butterflies and bees.</p>		
Recreation ground	<p>Sympathetically maintain hedging.</p> <p>Leave some areas unmown.</p> <p>Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.</p>	<p>Food sources and cover</p> <p>Encourages insects.</p> <p>Sustain and enhance natural habitats.</p>		
Common / other open spaces	<p>Adopt a management plan.</p> <p>Encourage residents to remove litter and pick up after their dogs.</p> <p>Work with the county council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety.</p> <p>Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost and no chemicals.</p>	<p>Sustain and enhance natural habitats.</p> <p>Protecting habitats</p> <p>Protecting/enhancing habitats</p> <p>Regular attention.</p>		

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
The Built Landscape	<p>Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan</p> <p>Encourage hedgehog/small animal highways with permeable boundaries</p>	<p>Protecting/enhancing habitats</p> <p>Extending habitats.</p>	Ongoing	
Increase community awareness of biodiversity	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish magazine.</p> <p>Create a page on the parish council website for photographs / information / links</p> <p>Encourage local farmers to contribute.</p> <p>Provide seed bombs / bulbs etc. for residents' use.</p> <p>Discourage floodlighting.</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Extending habitats.</p> <p>Protect nocturnal animals.</p>	Ongoing	Neighbourhood plan consultation
Support Community Projects	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p>		

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Sep-24

Summary of previous month

Balance brought forward	131,530.07
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Adjustments**Expenditure approved at previous / between meetings**

SALARIES JULY		-181.02
DEAN MISSEN	QPJ FENCING	-500.00
UNITY TRUST	SERVICE CHARGE	-18.00
OPUS ENERGY	STREETLIGHTING ENERGY	-186.13 DD

Credits

CCC FINANCE	VERGES GRANT	626.06
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Total Adjustments

-259.09

Balance revised after adjustments**131,270.98****Bank Reconciliation to latest statement**

Account	Funds	Statement	Outstanding
Unity Trust Bank	93,872.34	93,871.34	1.00
Nationwide BS	37,398.64	37,398.64	
Natwest Current Account (Charity)	0.00		
Total	131,270.98	131,269.98	1.00

Expenditure for approval

£

SALARIES	AUGUST & SEPTEMBER	498.04
BUCHANS	GRASSCUTTING	103.36
BUCHANS	GRASSCUTTING	113.73
BROXAP	INSTALLATION PLAY EQUIPMEN	15,252.00
BROXAP	MATERIALS PLAY EQUIPMENT	8,724.00
RH LANDSCAPES	GRASSCUTTING	200.40
RH LANDSCAPES	GRASSCUTTING	794.40
TOFT PEOPLES HALL	ROOM HIRE	15.00
LGS SERVICES	ADMIN SUPPORT JUNE	534.84
LGS SERVICES	ADMIN SUPPORT JULY	514.31
LGS SERVICES	ADMIN SUPPORT AUG	501.62

27,251.70

Balance C/F

104,019.28

Ben Stoehr

Responsible Financial Officer

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

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge,
CB23 6EA
www.scambs.gov.uk
01954 713000



South
Cambridgeshire
District Council

Toft Parish Council
30 West Drive
Highfields Caldecote
Cambridge
CB23 7NY

Transformation
Contact: James Croft
Email: partnerships@scambs.gov.uk
Direct dial: 01954 713009

Reference: CRtB/2019/021

08 December 2024

Dear Sir/Madam

Expiry of ACV Listing – Toft Peoples Hall, School Lane, Toft, CB23 2RE

On 19th December 2019, the above property was listed as an Asset of Community Value (ACV). This listing is due to expire on **19th December 2024** at which point the land/building(s) will cease to be registered as an ACV, unless you wish to consider re-nomination.

Should you wish to nominate this asset for inclusion on the register for a further five years, please do so between 8 and 12 weeks prior to the above expiry date. This will give officers the best opportunity to ensure the two listings are continuous.

Please be aware that a new listing is subject to the same criteria as before, including submitting a completed nomination form with the required evidence. A new listing would also be subject to the same terms for review, if requested by the owner. Prior listing is not a guarantee that the asset will be re-listed.

Please contact us for the latest version of the nomination form. The Guidance and Procedure document can be found on our website: <http://www.scambs.gov.uk/ACV>.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'James Croft'.

James Croft
Project Officer