

### **Minutes of the Meeting held on Monday 2<sup>nd</sup> July 2018**

**Present** – Simon Buggey, Jane Trevanion, Caroline Ilott, Peter Howell, Louise Lord, Andrew Brown, Dean Howe, Peter Tye. Geoffrey Barnes, County Councillor Peter Topping and District Councillor Deborah Roberts arrived later on in the meeting. There were two members of the public present.

- 1. Apologies for Absence** – Apologies had been received from Cllr Deborah Roberts to advise that she would be late to the meeting.
- 2. Members Declarations of Interest for items on the Agenda** – Simon Buggey declared an interest in item 7e(ii) on the agenda.

*Geoffrey Barnes arrived at the meeting.*

- 3. To approve and sign the minutes of the Meeting of 4<sup>th</sup> June** – Proposed Dean Howe, seconded Peter Tye. Approved.
- 4. Matters arising from these minutes:**

There had been no progress made on the Speedwatch study.

Advice was awaited from Peter Topping on the restoration of the grips on Fowlmere Road. This will be followed up with County Council Highways.

In relation to the illegal encampments at Duxford, the Parish Clerk is awaiting advice from Peter Topping regarding the key concerns before writing to the Cambridgeshire Constabulary and Police Commissioner. **Action AW**

*Peter Topping arrived at the meeting.*

A letter has been sent to Hill Development on behalf of the Parish Council noting their concerns. The Parish Clerk will circulate the letter to the Parish Council. **Action AW**

The Dovecote meadow has been cut since the last meeting.

### **5. Cabinet & Parish Liaison Meeting 20 June 2018**

Geoffrey Barnes and Peter Tye attended this meeting. Geoffrey Barnes advised that SCDC introduced the portfolio holders and outlined their responsibilities. The key message was that SCDC wanted to have closer contact with local communities. More detail can be found in the minutes at:

*[https://www.scambs.gov.uk/sites/default/files/minutes\\_of\\_cabinet\\_parish\\_councils\\_liaison\\_meeting\\_wed\\_20th\\_june\\_2018\\_1.pdf](https://www.scambs.gov.uk/sites/default/files/minutes_of_cabinet_parish_councils_liaison_meeting_wed_20th_june_2018_1.pdf)*

## **6. Infrastructure Report**

### **a. Harston Bypass Meeting by Caroline Ilott**

Caroline Ilott advised that she had attended the Harston Bypass Meeting on 22 June 2018 with Peter Tye, Geoffrey Barnes and Cllr. Deborah Roberts. The Harston residents would like a Harston bypass to solve traffic issues in the village, however, there could be a significant delay in this being considered according to Mayor Palmer. There was no discussion about the M11 Park & Ride. Mayor Palmer did state on two occasions that the East-West Rail route would come through Foxton. There was a call for joined up thinking between the A10 villages regarding the proposed bypasses of the Foxton Level Crossing and Harston.

### **Infrastructure Update by Caroline Ilott**

Caroline Ilott is awaiting a response from Mr Laughlin from County Council Highways regarding pothole road repair in Foxton and is chasing South Staffordshire Water for the bulbs to be replanted on Shepreth Road. **Action CI**

The bin on Vicarage corner had not been emptied by SCDC. Caroline to keep under review. **Action CI**

Caroline Ilott is completing the funding re-application for moving the 30mph speed sign on Fowlmere Road beyond the housing development at Chalk Hill. This needs to be submitted to Cambridgeshire County Council by 31 July 2018. **Action CI**

Geoff Barnes advised that the Speedwatch study would only be effective once the speed sign was moved as the speed can only be judged from the location of the speed sign.

A meeting is scheduled with Anna Hicks from Cambridgeshire County Council on 18 July 2018 to discuss management plans for Foxton Woods including thinning/coppicing work and creating a glade for a forest school. Advice has been received that S106 money could be used to provide training and tools to the community to help with woodland management. This is something that could be considered by the S106 Working Party.

## **b. Rail User Group Meeting by Simon Buggy and Geoff Barnes**

Simon Buggy and Geoff Barnes attended the Rail User Group meeting on 27<sup>th</sup> June 2018.

Two area managers from Govia Thameslink attended to advise how the recent service issues were being managed. A pre-interim timetable was introduced on 25<sup>th</sup> June to stabilise the service. An interim timetable that will run to September will be introduced on 15<sup>th</sup> July and this will be very similar to the timetable that was previously introduced on the 20<sup>th</sup> May. The intention is to plug service gaps by 15<sup>th</sup> July and to focus on restoring large service gaps in peak hours to 30-minute intervals (this may have a knock-on effect to off-peak services). There was a clear feeling that the 3 villages represented at the meeting were suffering from stopping trains being cancelled to maintain the fast Cambridge to London train service.

Geoff Barnes added that the information system at Foxton station was not working, as it was awaiting BT repair. On one occasion school children were not informed that a train wasn't stopping and had ended up at Kings Cross.

## **c. Parish Council Concerns**

It was agreed to write to Govia Thameslink to outline the Parish Council's key concerns including their failing duty of care to their passengers (noting impact on school children particularly during the exam period), the impact on commuters, communication issues, the resulting increased pressure on other local infrastructure (roads, buses and parking) and access to compensation. It was also agreed to write to Heidi Allen. **Action SB**

Compensation was discussed at the Rail User Group meeting and it was suggested that compensation may be provided for commuters with annual passes.

The Rail User Group contact details will be added to the Laurentian so that residents can provide their views on the recent rail service issues. **Action PH**

## **7. Committee and Working Party Reports:**

### **a. Recreation and Amenities by Jane Trevanion**

Jane Trevanion advised that a working group meeting was held on 26<sup>th</sup> June 2018 and responsibilities allocated. Peter Tye will be the main contact for David Salmons and Dean Howe will be responsible for taking a weekly walk around the village to see if there is anything needing attention.

The working group will be reviewing the maintenance and grass cutting contracts. The area behind the skatepark needs clearing and the hedge by the allotment is overgrown. David Salmons will undertake this work next week.

There will be a sports club meeting in the Autumn where all the sports clubs will be invited to attend.

The Parish Council's obligations in relation to access to the recreation ground from adjoining residential properties is under review. **Action AW**

The Parish Council's emergency contact details on the access to the recreation ground sign and defibrillator sign are outdated and therefore these signs will need to be replaced. **Action JT**

**b. MAYD (see MAYD report in appendices attached)**

A background paper and accounts had been circulated. These are available on request.

*Cllr Deborah Roberts arrived.*

Louise Lord advised that Melbourn Village Council had requested a contribution of £880 towards the running costs of MAYD. Previously the Parish Council had agreed to contribute £300 on the basis of reduced attendance figures. Revised attendance figures show that 2-4 children attend MAYD from Foxton each month.

As well as recreational activities, MAYD also looks at early intervention strategies and safeguarding issues. It was noted that young people like to have anonymity and tend to attend youth clubs spontaneously.

There are issues to be considered (transport, travel distance, capacity and focus on Melbourn residents for example), however, it was considered important to support MAYD as the only youth provision in the area for the time being. If local villages don't support MAYD it may have to cease operating. It was considered that the Parish Council should look into ways of assessing the needs of young children in Foxton as well as the needs of the wider community.

It was resolved to contribute the requested amount of £880 to MAYD. Proposed Louise Lord, seconded Dean Howe. All agreed.

**c. Finance Report by RFO (see Finance Report in appendices attached)**

**(i) Cambridgeshire Acre Payroll Agreement**

The RFO advised that an agreement had been received from Cambridgeshire Acre detailing their payroll service obligations as well as the obligations of the Parish Council under GDPR. It was resolved for the Parish Council to enter into the agreement with Cambridgeshire Acre. Proposed Jane Trevanion, seconded Simon Buggey. All agreed.

**(ii) Valuation of Play Equipment**

A valuation of Foxton's play equipment has been received from the Play Inspection Company which is higher than the current insured provision. The Parish Clerk is awaiting advice from Came & Company on how this will affect the insurance premium and will report on this at the next meeting. **Action AW**

Payments detailed in the Finance Report were approved. It was agreed to transfer £1,260.00 from the Deposit to the Current Account. Proposed Peter Howell, seconded Andy Brown. All agreed.

**d. S106 by Simon Buggey**

All the Parish Council have shown interest in supporting the working party. Simon Buggey will organise a meeting in due course. **Action SB**

**e. Neighbourhood Planning by Caroline Ilott (see minutes in appendices attached)**

A Neighbourhood Plan Working Group meeting was held on 12<sup>th</sup> June 2018 to introduce the Neighbourhood Plan to the Parish Council.

**(i) Call for Sites**

The Parish Council have been advised that a Call for Sites, ensuring the Neighbourhood Plan provides sustainable development for local needs, will make the Neighbourhood Plan more robust. The process involves submitting a form to ask landowners to identify potential sites for a number of uses. Caroline Ilott requested Parish Council approval to carry out the Call for Sites. Proposed Caroline Ilott, seconded Dean Howe. All agreed.

*Andy Brown left the meeting*

**(ii) Proof Reading of Neighbourhood Plan**

*Simon Buggey left the room having declared an interest in this agenda item.*

The Parish Council had received a quote from ACB Proofreading of up to £250 to proof read the Neighbourhood Plan document. Proposed Caroline Ilott, seconded Peter Tye. All agreed.

## **8. Planning Committee Report by Caroline Ilott (see minutes and appendices attached)**

A Planning Committee meeting was held on 21<sup>st</sup> June 2018. Applications and decisions are detailed in the attached minutes.

### **Application S/0604/18/OL**

This application for a new two-story office building and associated car parking and landscaping has been refused. The Parish Council await the detailed decision from SCDC.

### **Application S/1761/18/OL**

Despite the Parish Council's recommendations, outline planning permission for this application to build one detached property on land to the rear of 59 Fowlmere Road was granted on 29<sup>th</sup> June 2018 with stipulations that the property should be no more than 5m in height and built within a 2-year time frame.

Caroline Ilott had contacted the Planning and Housing Portfolio Holders at SCDC regarding the proposed Station Road development. Planning officers will not reconsider access provision to this development despite the green bank becoming a Protected Village Amenity Asset (PVAA) under the Local Plan.

## **9. County Councillor's Report**

Peter Topping advised that Dennis Vacher would likely be replacing Evan Laughlan at County Council Highways. The Grips on Fowlmere Road should be looked at as they impact the quality of the road surface.

Peter Topping will be attending a meeting with Matt Brennan and Brian Clarkson regarding the Shepreth Rail Crossing. He will report any useful information back to the Parish Council and the Rail User Group. **Action PT**

SCDC had won funding to help some villages to develop a village design statement to help improve the quality of development design. The Parish Council have received information about this and are considering whether this would be useful to Foxton.

With regard to the East-West rail route, if it is to be built in this locality the junction would be somewhere between Newton and Foxton.

Peter Topping is chasing the Greater Cambridge Partnership for an update on progress with the Foxton Level Crossing Bypass proposals.

The County Council are struggling to manage with the budget for children's services. It is a very difficult situation.

## **10. District Councillor's Report**

Deborah Roberts advised that the Harston bypass meeting gave very mixed messages. The Harston residents were hoping for answers but were told that a feasibility study would be required and that this could take 10 years.

It is good news that SCDC have confirmed a 5-year land supply and officers are now able to refuse applications on that basis. It has been suggested that the Local Plan may not be ready until August, however, Deborah had received assurance that it was still on target for July or very early in August. The Local Plan will go to the District Council for authorising in September.

The Chalk Hill Development has been put up for an award for its very good design. Deborah will email the details to the Parish Clerk. There will be properties available on the site and Deborah will speak to officers to ensure that these properties are made available to people who have a strong connection to Foxton. **Action DR**

Deborah Roberts had contacted Jane Green at SCDC regarding provision of free planning training to new parish councillors. SCDC are currently short of reserves and officers time to run this training. Previously training was provided by an external organisation but this has a cost implication. Deborah advised that the Parish Council should contact Jane Green detailing the number of new councillors that required training. **Action CI**

## **11. Police Liaison Report – Geoff Barnes**

Geoff Barnes advised that the Police and Crime Commission was developing a new policing model to support communities but given that the Chief Constable had resigned this would not progress until a new Chief Constable was in post.

The break-in at Church View was followed up promptly by the police and forensics.

It is advised that residents remain vigilant.

## **12. Recreation Ground Trust Report – A closed meeting will be held after this Parish Council meeting.**

## **13. Correspondence – the Parish Clerk noted that there was a CEMEX Liaison Group Meeting on Thursday 12 July at 6pm at Barrington Village Hall to discuss an application to extend infill works at Barrington quarry for another 15 years. Two parish councillors will be attending this meeting.**

**14. Open Forum for Public Participation** – a member of the public advised that the trees between Illingworth Way and the play area had grown very large and may need pruning. Jante Trevanion to review tree inspection report. **Action JT**

**15. Any Other Business**

Jane Trevanion advised that the door to the Parish Office was hard to open. Peter Howell to ask Ian Deas to look at this. **Action PH**

Louise Lord advised that there is an MAYD annual catch up meeting and family BBQ on Tuesday 10<sup>th</sup> July 2018 at 6-8pm and Parish Councillors are encouraged to attend if they are able to.

**16. Date and time of the next Meeting: Monday 6th August at 7.45pm in the Village Hall**

Any business and payments, to be considered at a Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

The meeting closed at 9.35 pm.

Annabel Wright  
Foxton Parish Clerk  
11<sup>th</sup> July 2018

## **Appendices**

### **Appendix 1: MAYD Report**

#### **Report on Melbourn Area Youth Development (MAYD) for Foxton Parish Council: Louise Lord June 2018**

##### **Introduction**

To date I have met with Christine Eckers for a handover meeting and attended MAYD Committee Meeting on 20 June 2018. I also met with Amanda Silvester, Youth and Community Coordinators for the Community Reach Fund, South Cambs. I have provided a background paper on young people's needs and service provision which also informs this report.

##### **Background and Governance**

Melbourn Parish Council hold a contract with Groundworks for the delivery of MAYD as well as a Service Level Agreement (SLA) which is revised annually. The major funding partner is Melbourn Parish Council with Meldreth, Shepreth and Foxton also contributing funds.

MAYD was initiated in 2010 to provide youth recreational services for young people aged 11-18 years from the parishes of Melbourn, Meldreth, Shepreth and Foxton. Attendance at the group is not exclusive to young people from the group villages, the club is open to all young people.

MAYD is bound by the safe guarding procedures of Melbourn Parish Council. The minimum level of service provision is one 2 hour session per week during term time. Any additional service provision must be agreed and separately funded by the parish councils via the MAYD steering group.

The MAYD Committee acts as a Steering Group for MAYD and as Melbourn PC are contract holders for the service, they have two representatives and also Chair the meeting as well as providing administrative services. I have requested a copy of the contract but have not yet received.

It has been agreed that an annual Service Level Agreement will be developed each year in order to enable flexibility and service development.

Whilst the focus on the service is very much social and recreational, Groundwork staff seem responsive to young people's needs with activities (e.g. cooking) or inviting services such as CHUMS (a mental health service) to lead discussions with the young people. At present Matthew Barnes-Smith leads delivery, the sessional worker Sarah Roweth resigned in June and Service Manager Lisa Steeples while they recruit a new staff member.

The accounts for MAYD are presented at Annexe 1. For the coming year, Melbourn Parish Council are willing to pay annual room hire costs of £2,300.00 but will review this for the following year. The Foxton contribution includes a proportionate contribution for attendance of young people who don't live in any of the funding partners villages. At present, the service is close to capacity.

MAYD appear to offer a typical open access service, at present, there are no written aims or objectives which I suggested would be helpful. It was agreed that MAYD will suggest some service aims based on their other services commissioned by Bedfordshire.

Both Groundworks and the MAYD Steering Group are keen for Parish Councillors to understand the service and understand what it offers young people – we are all invited to attend the AGM and BBQ on 10<sup>th</sup> July 6.00-8.00pm.

### **Foxton: Attendance and Funding Contribution**

Foxton Parish Council has made the following contributions from 2014/15 to 2017/2018. These contributions were based on attendance data collected by Groundwork which consisted of overall numbers of young people by age and gender and any attendance from partner villages. That is, data showed how many young people attended from Foxton over a period of time but not how many times they attended.

2014/2015	2015/2016	2016/2017	2017/2018
£300	£300	£300	£800

As attendance figures are calculated in retrospect, contributions are based on the previous year's attendance, in some cases funding partners have requested claw back when attendance has been lower than the previous year. MAYD Steering Group members explained that in year variations in service contribution make it hard to develop and improve the service and have asked each of the funding partners to commit to funding an agreed amount annually regardless of attendance. And that 'any funds unspent which have not been utilised for the purpose can be utilised for funding items such as materials for activities and/or items for the benefit of the youth club.' (SLA Item 6).

To date, MAYD has not been well promoted in Foxton. I requested that Matthew Barnes-Smith (Youth worker, Groundworks) attends Foxton Primary to tell the Year 6's about MAYD and have put him on contact with Carol Davies, Head Teacher at Foxton Primary. I have asked that if Foxton PC does agree to contribute that an annual visit for Foxton Primary to promote the service is included in the Service Level Agreement.

### **Funding Request 2018/2019**

Based on the initial figures Foxton PC have been asked to contribute £950.00 for 2018/2019. The requested contribution is based on initial attendance data and included a proportionate contribution to service users who are out of area.

At the Steering Group Meeting on June 20, I requested additional data to better inform our assessment of service use. The revised data now provides number of young people attending from Foxton and the number of sessions they attended between them by month. It was agreed at the meeting that requests for funding would be revised in light of the revised data. At the time of writing I haven't receive the MAYD meeting notes or revised request. I suspect it will be similar to the aforementioned figure.

Based on the revised data that MAYD have provided for 2017/2018 around 25 young people attend per session. Each month 1-4 young people from Foxton attended 52 sessions between them which means that we would be paying around £18.00 per person per session assuming that attendance is the same.

MAYD advise that young people tend to attend in their peer groups so young people from Foxton who attend Melbourn Village College (MVC) are more likely to attend. Carol Davies (Head, Foxton Primary) advises that ten Year 6 pupils currently at Foxton Primary will be attending MVC in September 2018.

The FPC meeting minutes for April 2018 indicate that the decision was taken to contribute £300-£500. However, both Christine ADD and the MAYD Steering Group advise that the decision was taken to review the decision once new Parish Councillors were in post.

### **Expectations of Foxton Parish Council re Young People**

In thinking about our options, I sought the guidance of *The Good Councillors Guide, 2018* to better understand our role in relation to young people. Parish Councils can be expected to:

**Offer services:** Central Government is encouraging local councils to deliver more services which improve the quality of life of their communities. Government is committed to encouraging local councils to achieve this and empower them to become effective designing and delivering services.

**Understand the needs of our community:** The job of our council is to represent the interests of the whole community and in order to do so, we must understand the needs of different groups in the community and be well-informed about diverse local views. We can be expected to consult with electors in order to understand their needs.

**Value for Money:** It is essential that the council is seen to provide value for money. This means ensuring that public money is spent efficiently to provide an effective service. The aim is to get more council activity for the least possible expense without compromising quality.

### **Conclusions**

1. MAYD seem to offer a well-attended open access service for a key age group and that service delivery is guided by young people's needs as good practice would indicate. Transition from primary to secondary is identified as period of challenge for many young people so it is a good time to offer support. There is no information available regarding service effectiveness.
2. The Steering Group and service providers appear to be collaborating in development of service delivery and are monitoring in line with the size of the contract which is also in line with good practice.
3. Offering and administering a Foxton based service would undoubtedly be more expensive than the requested contribution. Groundworks fee is £14,962 and room hire costs are additional. The current rate of £18.00 per a 2 hour session is the same cost as one hour individual session for a targeted youth worker (as advised by Amanda Silvester, CC).
4. The service model is flawed because young people must travel in order to attend. Vulnerable young people are less likely to have access to lifts and may struggle to use public transport for a variety of reasons. This is precisely the group who would benefit from attending MAYD and who may need referral to other services. I understand that MAYD has trialled circulating the youth service around village locations and organising transport but neither improved service attendance outside Melbourn.

5. Finally, I am not aware of any information on the needs of Foxton young people who do/ do not attend MAYD so it is difficult to determine whether this service meets their needs or whether another service model would be more appropriate or even whether spending the suggested amount on a small number of young people is justifiable.
6. Similarly, as I am not aware of any village objectives or action plan, it is not possible to determine whether the requested funding contribution is in line with existing aims. Although the Neighbourhood Plan is extensive and sets out a range of objectives, these relate to primarily to infrastructure rather than service or community needs.

## **Options**

Option 1: Cease funding contribution to MAYD – given our lack of knowledge of need and the lack provision of similar service elsewhere this option is difficult to justify.

Option 2: Provide the requested funding for 2017/18 and invest further in the service by further promoting the service to young people and their parents and finding creative solutions to barriers to access, particularly travel. Explore how we could share information on young people's activities and services within the village, this should be guided by young people. It should be noted that the service is near capacity and that the offer could be increased with cost.

Option 3: Carry out a project to better understand the needs of young people in the village to inform an action plan, this would need resourcing. This could sit alongside implementation of the Neighbourhood Plan and could cover a wider age group.

Option 4: Encourage young people's involvement in decision making and planning within the village to help ensure their needs are met.

Option 5: Provide the requested funding for the duration of the contract and make allowances for an increased contribution to make allowances for increased attendance. As per Option 2 work to promote the service and reduce barriers to attendance.

## Appendix 2: Finance Report

<b>FOXTON PARISH COUNCIL</b>			<b>Legislation</b>
<b>FINANCE REPORT – 2 July 2018</b>	<b>£</b>	<b>£</b>	
<b>BARCLAYS BANK</b>			
<b>DEPOSIT ACCOUNT -10359939 Sort Code 20-17-19</b>			
At 4 June 2018	31,365.34		
Less: Transfer from Current Account Add: Transfer from Current Account for payment of expenses not required Add: Interest	4,080.00 143.00 11.18	27,439.52	
<b>CURRENT ACCOUNT - 70374067 Sort Code 20-17-19</b>			
At 4 June 2018	73.02		
Add: Transfer from Deposit Less: Transfer not required (for expenses £143.12) Less: Cheques Paid (including Glasdons £64.60) Less: Direct Debit to npower Add: cheques received – Foxton Dynamo (overseeding contribution) £337.50, Fowlmere PC (Planning Consultant contribution) £200, Foxton Football Club £12, Foxton Bowls Club £12 (defibrillator battery)	4,080.00 143.00 3,901.52 22.00 561.50	648.00	Parish Councils Act 1957, s3; Highways Act 1980 s301
<b>BASE RATE REWARD ACCOUNT – 23390160 Sort Code 20-17-19 – Interest 0.25% Monthly</b>			
At 4 June 2018	64,722.26		
Add: Interest 28 June 2018	0.00	64,722.26	
<b>METRO BANK – Sort Code 23-05-80</b>			
<b>COMMUNITY INSTANT ACCESS DEPOSIT ACCOUNT-24737942 - Interest 0.35% Monthly</b>			
At 4 June 2018	23,687.75		
Add: Interest 28 June 2018	0.00	23,687.75	

<b>100 DAY TRACKER NOTICE ACCOUNT- 24738019 -Interest 0.80% Monthly</b>			
At 4 June 2018	60,349.41		
Add: Interest 28 June 2018	0.00	60,349.41	
<b>Cheques for Payment</b>			
Annabel Wright Salary - Hours: Regular 49, Finance 11, Total 60 hours	808.66		*LGA 1972 s112
HMRC – NI Contribution	31.26		LGA 1972 s112
Annabel Wright – Expenses - Computer 20.00, Travel 10.24 ,Phone 41.13,	71.37		LGA 1972 s174
Maps4Planners – Neighbourhood Plan Mapping	150.00		Town & Country Planning Act 1990, S61F(1),(2)
Foxton Village Hall – hire of hall	31.20		LGA 1972 s111
SCDC – election administration cost	135.00		LGA 1972 s111
Cambridgeshire Acre – Payroll Service VAT 7.20	43.20		LGA 1972 s112
The Play Inspection Company (Valuation) VAT 10.00	60.00		LGA 1972 s111
D Salmons – Warden Duties	112.00		Open Spaces Act 1906 ss9 & 10; Litter Act 1983, ss5-6
D.P Garden Works & Grounds Maintenance	360.00		Open Spaces Act 1906 ss9
Total	1,802.69		
<b>Transfer £1260.00 from Deposit leaving £105.31 in Current</b>			

\*Local Government Act

### **Appendix 3: Planning Committee Minutes**

#### **Minutes of a meeting of the Planning Committee of Foxton Parish Council**

Held on 21<sup>st</sup> June 2018 at 7.30pm in the Parish Council Office

**Present:** Caroline Ilott, Andy Brown, Peter Howell

**Apologies:** Simon Bugey

The meeting was quorate.

Two members of the public were present.

#### **Declarations of interest**

There were no declarations of interest.

#### **Minutes of the previous meetings**

The minutes of the meeting held on 28<sup>th</sup> May 2018 were accepted as a true record of the meeting with no matters arising.

**Application S/2113/18/FL – Provision of one new two storey family residence and garage block. Land south east of College Farmhouse, 29 Barrington Road, Foxton, Cambs CB22 6SJ**

***The Parish Council recommend refusal for the following reasons:***

*Foxton is identified as a Group Village in the Adopted Core Strategy DPD 2007, and the proposed site is outside the village framework of Foxton.*

**Application S/0204/16/CW – Cambridge County Council County Planning Minerals and Waste –Importation by rail and deposit of inert restoration of material to restore former clay and chalk quarry Barrington Quarry, Haslingfield Road, Barrington, Cambs, CB22 7RQ**

*The Parish Council have no objections to this application but makes the following comments:*

*The CCC Planning Officer has stated that this application does not include proposals to increase the number of trains beyond that proposed when planning application S/0204/16/CW was initially submitted. Currently the quarry is restricted to accepting no more than three loaded trains per day. The Company does not, as part of the development proposed, seek to deviate from this as calendar monthly average, but does seek to accept no more than four trains per day on any given day. This additional flexibility will allow the Company to better manage peaks and troughs in demand."*

*Will the 4<sup>th</sup> train be running outside of peak hours ie 22.00 to 0600?*

**Application S/2111/18/FL – Mr and Mrs Hastings 2 The Green, Foxton, Cambs, CB22 6ST – Alterations to fenestration and insertion of rooflights, windows and doors. Demolition of porch. Replacing of balustrading to bridge. Associated alterations.**

*The Parish Council has no major objections to the overall application but makes the following comments:*

*The reinstatement of the first floor front elevation window should be in wood to be in keeping with the rest of the fenestration, not metal as proposed.*

*Provided that SCDC Listed Buildings and Conservation departments are satisfied that all internal alterations meet their regulations eg may be required to be reversible, there is no objection.*

*Can all the roof lights be checked for overlooking to neighbours, in particular the south west elevation roof light possibly overlooking No 4 The Green.*

*Have all fire escape issues been addressed by the internal alteration proposals?*

*Is there a right of access across the stream?*

*What is the traffic management plan for construction and contractor vehicles as No 2 The Green is on a private road and the application site and the nearby green are in the Foxton Conservation Area?*

*Finally there has been concern in that not all immediate neighbours to the application site have been notified of this application.*

### **Decision notices**

Application S/0117/18/OL for 32 houses on Shepreth Road has been refused as it would have an adverse effect on the open countryside and it is outside the Village Development Framework.

Application S/0087/18/OL for 20 houses at Villiers Park on Royston Road has been refused for similar reasons to the Application S/0117/18/OL.

Application S/0604/18/OL for a new two story office building and associated car parking and landscaping has been refused.

A Lawful Development Certificate for 17 St Lawrence Road has been received.

### **AOB**

CI Caroline Ilott emailed Cllrs Hazel Smith and Tumi Hawkins, Planning and Housing Portfolio Holders at SCDC to ask if the sale of the access land for the Station Road application S/2148/16/OL, which has outline planning permission, could be withdrawn. The reply was that it could not be held up.

The meeting closed at 8.20pm.

## **Appendix 4: Neighbourhood Plan Working Party Minutes**

### **NEIGHBOURHOOD PLAN WORKING GROUP**

**Notes from the meeting held on 12<sup>th</sup> June 2018 at 7.30pm  
to introduce the Neighbourhood Plan to the Parish Council**

**Present:** Catherine Cairns (NP chair), Geoff Barnes (PC), Andy Brown (PC), Malcolm Bore (NP), Simon Buggy (NP & PC), Liam Elliott (NP), Laura Finemore (NP), Caroline Ilott (NP & PC), Louise Lord (PC), Jane Trevanion (PC), Peter Tye (NP).

**Apologies:** Rachel Edgar (NP), Peter Howell (PC).

#### **Introduction to the Neighbourhood Plan**

Catherine introduced the Neighbourhood Plan and outlined the process so far, as well as the steps still to take. She emphasised that it gave the community the opportunity to influence development and land use change. Foxton Parish Council is the 'qualifying body' for the Neighbourhood Plan, and as such must make some of the key decisions.

The NP adds local context to SCDC's emerging Local Plan; although SCDC have said that we should not include any information in the NP that is covered by Local Plan policies, the NP that is put forward for consultation will contain an appendix with the Local Plan policies that are relevant to Foxton.

Liam described the various stages of public consultation that had been undertaken by the working party. Some of the consultation results could provide statistically significant evidence of needs, particularly in the area of housing.

Simon outlined the process of coming up with the policies in the plan and described some of them, emphasising that these were standalone policies and should not duplicate others from elsewhere (particularly the emerging Local Plan).

Caroline described what was entailed in the 'Call for Sites' process, ensuring that the Neighbourhood Plan provides sustainable development for local needs. This involves asking landowners to identify potential sites for a number of uses including housing, leisure, businesses etc. Although this may seem controversial, we have been advised by our consultant that it gives us a better chance of the NP standing up to scrutiny and the unwanted advances of developers. All sites put forward will be assessed independently and against a number of constraints at the national, district and local level, which will 'sieve' out any that are unsuitable.

#### **Discussion**

The Station Triangle was discussed. This area of the village would benefit from some redevelopment, although there are multiple landowners and this would need to be approached with care.

It was emphasised that the Village Development Framework (VDF) had not changed, despite the recent approvals of applications outside it, and would not be changed by the Neighbourhood Plan.

Louise asked whether sites could have a certain percentage of social housing; it was noted that we could only provide genuine *social* housing on an exception site, and we may or may not be able to specify 'affordable' housing on sites of less than 10 houses. She also noted that there no longer seemed to be a policy for sustainable homes, although Catherine replied that this was covered by other Local Plan policies. The policy for 'Lifetime homes' (accessibility for older residents, such as height of plug sockets) seemed to have gone.

Peter asked whether sites outside the VDF could be allocated for travellers sites by SCDC or higher government, given the shortage of such sites in the county as a whole. It was thought that this would be unlikely.

Peter noted that the sites included in the NP from the 'Call for sites' should have some information about drainage (to avoid overburdening the existing infrastructure) and also the number of bungalows, etc. Catherine noted that the distribution of housing types would be specified as part of our list of criteria.

### **Next steps**

Catherine summarised the next stages in the process:

- Caroline is preparing a document on the 'Call for Sites' for the Parish Council to discuss at their July meeting. Providing the Parish Council approve this, the process will start as soon as the SCDC Local Plan is finally completed (a finished Local Plan will ensure that we can rely on its policies, such as Foxton's status as a 'Group Village').
- The NP working party will organise advertising and contacting local landowners to ask them to submit sites. This process will take approximately 4-6 weeks.
- Aecom will then perform an independent assessment of the sites, rating them as Red / Amber / Green. The NP working party will then apply our own criteria to sieve the sites even further.
- Meanwhile, V8 of the NP draft will be tweaked and the necessary maps, graphs and photographs added. This will become V9 and will be ready for the October PC meeting.
- The NP working party will organise a 6-week consultation (formal request for comments) from the community and stakeholders. Following this, the working party and the Parish Council will need to agree on what changes (if any) to make to the plan, based on the feedback received.
- The working party will prepare a 'Consultation statement', which outlines the consultation that has taken place and how it has informed the process of preparing the NP.
- The changed NP draft, V10, will be send to SCDC along with this Consultation statement. They will organise their own consultation (which will take approx. 6 weeks).
- The NP will then go to the government inspector, who will inspect it for soundness against planning laws.
- SCDC will arrange a referendum in the village. Providing 51% of voters agree the NP, it will become a statutory planning document for the village until 2031.