

Longstanton Parish Council

Meeting Papers

Full Council Meeting, 9th March 2020



Longstanton Parish Council

Minutes of the Full Council Meeting, held at
Longstanton Village Hall, 24 High Street, Longstanton, CB24 3BS
Monday 10th February 2020 at 7.30pm

Present: Cllr Burns (Chairman), Cllr Ms Harrison, Cllr Owen, Cllr Owens, Cllr Ness
Clerk: Libby White, Parish Clerk
C Cllr Hudson
D Cllr Cheung Johnson
In attendance: 2 members of the public

19-20/165 APOLOGIES FOR ABSENCEⁱ

Apologies were received and accepted from Cllr delaMare-Lyon and Cllr Mrs Wilkins (work commitments) and Cllr Mrs Brash-Hall, Cllr McNair, Cllr Street and Cllr McPhater (personal)

19-20/166 COUNCILLORS' DECLARATIONS OF INTEREST

Declarations of interest from Councillors on items on the agenda: none

Requests to Speak: None required

To receive requests for dispensations: None

Grant of dispensations: None.

19-20/167 PUBLIC PARTICIPATION SESSION (10 min)

None.

19-20/168 APPROVAL OF MINUTES

- a) It was **proposed** by Cllr Owen, seconded by Cllr Harrison and **RESOLVED** that the minutes of the Full Council Meeting held on 13th January 2020 be approved and signed.
- b) The Clerk noted that one of the playground companies used for inspections and remedial work has gone quiet and she cannot get any communication out of them. She has approached another company for quotations to enable remedial works to be undertaken.
- c) Clerk's Report - *circulated with meeting papers prior to meeting*

19-20/169 A14 MATTERS

John Akester and Sasan Ghavami from the A14 Integrated Team were in attendance having been invited by the parish council to answer questions and concerns with the ongoing work. They noted that it had been announced by Highways England and A14 Integrated Team that the Swavesey to Milton section (A14) and Local road will be complete by end of Spring 2020. That is with no permanent traffic management but there may need to be the odd closure to complete some remedial work. New lights are installed on the road up to gyratory at Bar Hill. It was confirmed that representatives had been to the village, at rush hour and seen the traffic to understand residents' concerns. Traffic will be monitored before the signals are programmed and it should be noted that the lights are 'intelligent' and will adjust with the flow. Other work includes:

- Westbound exit to Bar Hill to be opened beginning of March.
- Tightening of the cables on the bridge being undertaken.
- Exit at Dry Drayton will close when Bar Hill exit is opened.
- Entry slip onto A14 from Bar Hill (westbound) under construction and will open over the next couple of months.

It was asked what will happen if the traffic flows do not work 6 months after the work has been completed. John Akester will pass concerns to Mr Griffin and report back to Clerk.

With the concern about poor or too much signage being used, Sasha noted that they have to follow Chapter 8 regulations and therefore what some people see as too many signs, they are what has to be complied with. The operatives at the junction who monitor traffic flows have an app on a tablet to reorder the lights to allow the cars through (they are not on their phones).

It was asked why only whips have been planted when so many mature trees have been felled to make way for construction. They stated it is more difficult for the larger trees to take and harder to get hold of that number of large trees.

19-20/170 NORTHSTOWE MATTERS

- a) Liz Davy, one of the SCDC Officers responsible for running the Community Governance Review (CGR) provided an overview following the completion of Stage 1 of the process. During the process 14 Open meetings/drop ins were held across Longstanton, Oakington & Westwick and Northstowe. There has been a good response with 430+ responses. She noted that SCDC appreciate the work that the parish council has put in to spread the word. The report to go to Civic Affairs on 3rd March is currently being drafted and though she cannot feedback too much information due to legal reasons, it is clear that the villages want to be separate as does Northstowe. Feedback was received on the form itself, but the form is governed by statutory process and some found it difficult to fill in or irrelevant to them. The officers have taken comments on board and they will run the next round of questions via the parish councils before making open to residents. There were differing views from residents about the boundaries and these various options will be given to Civic Affairs and it will be them that decide which ones are put out to residents for their thoughts. Would be happy to support another event if the council feels it is necessary.
- b) Jon London, Community Project Officer for Northstowe provided an update on Northstowe matters (via email):
 - Approximately 530 occupations
 - The Forum held on 22nd January 2020 was successfully live streamed, with individual videos of each presentation available at: <https://www.scambs.gov.uk/community-development/northstowe-community-forum/northstowe-community-forum-22-january-2020/>
 - Next Forum will be held on 1st April 2020 and will also be live-streamed.
 - Urban Splash have reached out to the community and are gearing up for an on-site presence shortly.
 - The Formal Park is looking much closer to completion, the play equipment is installed and the MUGA is tarmacked.
 - H8 has several houses nearing completion
 - H13 is currently out for consultation (or may have just closed).
- c) It was **noted** that notes from the Northstowe Community Forum held on 22nd January 2020 were shared with members in the meeting papers and available on the website.

19-20/171 FINANCE MATTERS

- a) The Clerk provided members with the most recent Finance Report for their information including the first pay out from the Property Fund investment was in excess of £1,400 for the first quarter.
- b) The Clerk provided quotations for remedial work to be undertaken on a couple of severely overgrown verges which are encroaching on either public footpath or the road and work to be undertaken on the Village Green prior to the summer. Cllr Ness will look at maps and identify parish council owned areas which could have trees planted on them.

It was **proposed** by Cllr Owen, seconded by Cllr Ness and **RESOLVED** by a unanimous vote that the quotations for the verges be accepted and work completed to ensure that likelihood of damage to property or persons is reduced.

It was **proposed** by Cllr Owen, seconded by Cllr Harrison and **RESOLVED** by a unanimous vote that the quotation to have the road traffic signs and gateways around the village be accepted.

Action: The Clerk to liaise with Brookfield Groundcare. Cllr Ness to create a map showing parish council owned land.

The Clerk noted that CAPALC have circulated invitations to several training courses to be held over the next couple of months including HR, H&S, Finance and a half day conference. All information had been circulated to councillors prior to the meeting. It was **proposed** by Cllr Ness, seconded by Cllr Harrison and **RESOLVED** by a unanimous vote that the Clerk check the timetable for the finance courses and if relevant book them for her to attend.

Action: The Clerk

19-20/172 PLANNING MATTERS

It was **noted** that an extra ordinary meeting had been called last Monday and reconvened meeting for before this meeting, to deal with 13 planning applications which had been received were both inquorate and the planning applications due to be considered were tabled for discussion at this point but discussed at the end of the meeting.

Planning Matters for comment

- a) [S/0230/20/RM](#) - Approval of matters reserved for access, appearance, landscaping, layout and scale following outline planning permission S/2102/18/OL for the erection of a detached dwelling and detached garage at Land at Ryecroft, Station Road, Longstanton.

It was **proposed** by Cllr Owen, seconded by Cllr Owens and **RESOLVED** by a unanimous vote that this planning application be recommended for Parish Council SUPPORT.

Action: Clerk to pass comments to SCDC.

Northstowe Planning Matters for comment

- b) [S/0226/20/DC](#) - Discharge of condition 10a (Emergency Fire Provision) and condition 54 (electric vehicle infrastructure) pursuant to S/2011/14/OL at Land to the East of B1050 and Longstanton, West of the Cambridgeshire Guided Busway (CGB) and North of Oakington.

It was **proposed** by Cllr Owens, seconded by Cllr Harrison and **RESOLVED** by a unanimous vote that this planning application be recommended for Parish Council SUPPORT.

Action: Clerk to pass comments to SCDC.

- c) It was **noted** that documentation had been received to confirm that the application for Phase 2A Northstowe Phase 2 will be considered by SCDC Planning Committee on 12th February 2020. Cllr Ness will attempt to attend and report back to next meeting. It was **noted** that Urban Splash had responded to the council's concerns with their application.

Planning Matters for information only

- d) It was **noted** that permission had been granted for S/3173/19/FL - conversion of garden room to self contained annex at Lyndhurst, Station Road, Longstanton,
- e) It was **noted** that permission had been granted for S/4004/19/FL - single storey side and rear extension at 41 Eaton Way, Longstanton.

19-20/173 COUNTY COUNCIL MATTERS

This item was brought forward before item 19/20-172. It was **noted** that C Cllr Hudson's report had been received and circulated with the meeting papers prior to the meeting. Cllr Hudson noted that he had nothing to add to report except that the potholes on School Lane have been reported and are being chased.

19-20/174 DISTRICT COUNCIL MATTERS

- a) This item was brought before item 19/20-172. The report from the two district Councillors had been circulated to councillors with the meeting papers. Cllr Cheung Johnson stated that there was nothing further to add to the report. The Clerk noted that she had copied in or emailed the two district councillors on the following: Green dog walking, the parish council's interest in the attenuation ponds and noted that there were still two street signs missing after having been reported over 12 months ago.
- b) Following comments made by councillors and residents about opening the attenuation ponds to the public, the Clerk has approached SCDC to find out if the Parish Council could take ownership of the ponds. In theory Longstanton Parish Council can take ownership but SCDC are keen to ensure that L&Q carry out all their obligations which currently are outstanding. It was **proposed** by Cllr Ness, seconded by Cllr Owens and **RESOLVED** by a unanimous vote that LPC would like to take on the ponds with caveat that SCDC clarify about the awarded watercourse and that L&Q carry out their obligations as proposed by SCDC but with the potential for the parish council to carry out the planting if necessary using the S106 money if this is the right course of action.

Action: Clerk to speak with Fiona Hunter.

- c) It was **noted** that SCDC have advertised two workshops to be held on 7th March: Community Safety and Resilience and Zero Carbon Communities. Cllr Harrison will attend the Zero Carbon Communities Workshop.

Action: Cllr Harrison to attend the workshop and report back at the next meeting.

- d) Cllr Mrs Brash-Hall attended the Parish Liaison Meeting on 28th January. Her report was circulated by email to all cllrs prior to the meeting.

19-20/175 HIGHWAY AND FOOTPATH MATTERS

- a) The Clerk noted that she following the failure of the administrators to sign the documents to allow the Deed of Release and Highways and Central Open Space transfers to take place. It is understood that the developers are looking at how they can progress the adoption of the Phase 2 roads. It has been advised that this can take a considerable amount of time.

Action: Clerk to continue to follow up with all parties.

- b) The Clerk noted that during a catch up telephone call with the solicitor who has been working on behalf of Longstanton Parish Council with the Central Open Space adoption, it was noted whether the parish council could work with the landowner to have the Central Open Space transferred to the parish council outside the scope of the ongoing work involving developers. Vine Technical have stated that if the parish council were to go down this route, they would not receive the commuted sums including money for the LEAP at this time. The Clerk has asked whether this would still be forthcoming at a later date once the adoption of the roads has been completed.

It was **proposed** by Cllr Ness, seconded by Cllr Owen and **RESOLVED** by a unanimous vote that the landowner be approached to adopt land directly but only if the money tied up with the administrators is still available doing it this way.

Action: Clerk to chase confirmation from the developers and contact landowner if appropriate.

19-20/176 COUNCIL ADMINISTRATION MATTERS

CAPALC are considering becoming an incorporated body. The proposed Memorandum and Articles of Association along with FAQs were circulated in the meeting papers. Essentially there are 4 questions CAPALC would like the parish council to consider before their EGM on 2nd March. It was **proposed** by Cllr Owen, seconded by Cllr Owens and **RESOLVED** by a unanimous vote that the response to CAPALC be as follows:

1. Are you in favour of CAPALC becoming a non-profit, incorporated body in the form of a company limited by guarantee? **YES**
2. Are you in favour of £1.00 from your affiliation fee being ringfenced as your maximum liability for any claims being awarded against CAPALC? **YES**
3. Do you agree with clerks of member councils being eligible to become directors as well as councillors? **YES**
4. In the event of CAPALC being wound up, are you in favour of any assets being transferred to another organisation with similar aims, e.g. a neighbouring ALC? **YES**
5. Do you have any other comments? **None**

Action: Clerk to pass comments back to CAPALC.

19-20/177 COMMUNITY MATTERS

It was **noted** that the Sustainability Working Group had achieved quite a bit since coming into being late last year. At a recent meeting, the group have asked for support from Longstanton Parish Council for two initiatives:

Green Dog Walking - a scheme where residents sign up as 'responsible dog owners' where they sign a pledge, receive a gift, etc. The initiative was started in Falkirk and is spreading around the country. Generally, it has been seen that the local District Council purchases the licence for the district. Both South Cambs and Falkirk have been contacted for further information. It was **proposed** by Cllr Owens, seconded by Cllr Ness and **RESOLVED** by a unanimous vote that Clerk investigate further and come to Council with costs.

Action: Clerk to investigate and come back with costs.

Repair Café – a scheme where residents come together to try and fix things rather than dispose of and replace. This may include bike repairs, small electrical items, toys, clothing, etc. There is support from Transition Cambridge who have lots of volunteers who can help to set this up. It was

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proposed by Cllr Owens seconded by Cllr Owen and **RESOLVED** by a unanimous vote that full support be given to the Sustainability Working Group to set up a Repair Café.

Action: Clerk to take the feedback to the group.

19-20/178 POLICE MATTERS

- a) The Clerk noted that there had been nothing to report from the police themselves. Cllr Harrison noted that the crime map does not include Northstowe. Clerk to contact police to get it updated.
- b) The letter of apology received from one resident who carried out some graffiti in the parish was noted.

19-20/179 COMMITTEE MATTERS

Draft minutes from the Finance Committee meeting held on 21st January 2020 were **noted**.

19-20/180 CORRESPONDENCE (for information only)

It was **noted** that various NALC, CAPALC and SCDC newsletters have been forwarded to Cllrs since December.

19-20/164 PLANNING MATTERS (for comment)

- a) [S/4471/19/DC](#) - Discharge of condition 7 (Traffic Management Plan) of planning permission S/0277/19/FL at The Retreat, Few's Lane, Longstanton

It was **proposed** by Cllr Owen, seconded by Cllr Owens and **RESOLVED** by a unanimous vote that this planning application be recommended for Parish Council comment as follows: having recommended objection in the past on highway safety (pedestrians using the lane which is a public footpath), members are concerned that the application is not a development at scale and the policy document implies they will be enforcing large development practices, whereas in reality it will be built by a small builder who will sub-contract out services meaning there will be more vehicles on site than stated. Based on past experience the deliveries will come on site when the supplier wants/needs it. Longstanton Parish Council remain concerned about highway safety and request that the planning authority provide contact details of who they need to contact - directly should the plan not be adhered to.

Action: Clerk to pass comments to SCDC.

- b) [S/4531/19/FL](#) - Single storey rear extension at Hollywell House, Rampton Drift, Longstanton

It was **proposed** by Cllr Owens, seconded by Cllr Ness and **RESOLVED** by a unanimous vote that this planning application be recommended for Parish Council SUPPORT.

Action: Clerk to pass comments to SCDC.

- c) [S/0040/20/DC](#) - Discharge of condition 3 (external surfaces), 5 (foul and surface water) and 7 (traffic management plan) pursuant to planning appeal APP/W0530/W/17/3188410 (S/2122/17/FL) at Land adj Lyndhurst, Station Road, Longstanton

It was **proposed** by Cllr Burns, seconded by Cllr Ness and **RESOLVED** by a unanimous vote that this planning application be recommended for Parish Council SUPPORT.

Action: Clerk to pass comments to SCDC.

- d) [S/0078/20/PA](#) - Prior approval for a proposed change of use of agricultural building to a dwelling house (Class C3) and for associated operational development at The Bungalow, Station Road, Longstanton

It was **proposed** by Cllr Owens, seconded by Cllr Ness and **RESOLVED** by a unanimous vote that this planning application be recommended for Parish Council SUPPORT.

Action: Clerk to pass comments to SCDC.

Northstowe Planning Matters for comment

- e) [S/4448/19/FL](#) - Temporary exhibition space (Use Class D1) to display local historic artefacts for a period of 5 years at Oakington Barracks, Rampton Road, Longstanton.

It was **proposed** by Cllr Burns, seconded by Cllr Owen and **RESOLVED** by a unanimous vote that this planning application be recommended for Parish Council SUPPORT.

Action: Clerk to pass comments to SCDC.

- f) [S/4441/19/DC](#) - Discharge of condition 24c (Surface water management) pursuant to outline planning permission S/0388/12/OL at Land South East of Park and Ride, Station Road, Longstanton – Northstowe Phase 1.

It was **proposed** by Cllr Owen, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that this planning application be recommended for Parish Council have a neutral position but agree with the comments of the sustainable drainage engineer, in that without sufficient information the planning authority does not have the ability to approve the application..

Action: Clerk to pass comments to SCDC.

- g) [S/4442/19/DC](#) - Discharge of condition 8 (Acoustic test- plot 168) pursuant to planning permission S/3405/18/RM at Land South East of Park and Ride, Station Road, Northstowe Phase 1.

It was **proposed** by Cllr Owen, seconded by Cllr Owens and **RESOLVED** by a unanimous vote that this planning application be recommended for Parish Council SUPPORT.

Action: Clerk to pass comments to SCDC.

- h) [S/4549/19/DC](#) - Discharge of conditions 5 (Restricted parking signage), 6 (Provision of Roads, footways and cycleways and 12 (Boundary treatments) pursuant to outline planning permission S/0388/12/OL at Parcel H11, Northstowe Phase 1, Station Road, Longstanton

It was **proposed** by Cllr Burns, seconded by Cllr Owen and **RESOLVED** by a unanimous vote that this planning application be responded to with a neutral stance on the application but fully support the comments made by the Urban Design consultee.

Action: Clerk to pass comments to SCDC.

- i) [S/4456/19/DC](#) - Discharge of condition 6 (SAP Calculations) pursuant to planning permission S/3405/18/RM at and South East Of Park And Ride, Station Road – Northstowe Phase 1

It was **proposed** by Cllr Ness, seconded by Cllr Owen and **RESOLVED** by a unanimous vote that this planning application be recommended for Parish Council recommended the application for no comment..

Action: Clerk to pass comments to SCDC.

- j) [S/0002/20/DC](#) - Discharge of conditions 15 (Lifetime homes) and 16 (Code for sustainable homes) pursuant to Outline planning permission S/0388/12/OL at Varsity Grange H3, Station Road, Longstanton

It was **proposed** by Cllr Burns, seconded by Cllr Owen and **RESOLVED** by a unanimous vote that this planning application be recommended for Parish Council no recommendation.

Action: Clerk to pass comments to SCDC.

- k) [S/0065/20/DC](#) - Approval of matters reserved for access, appearance, landscaping, layout and scale for the erection 92 no. dwellings including 25% Affordable Housing & Associated Open Space & Infrastructure following outline planning permission S/0388/12/OL at Phase 1 Land Parcel H13, Pathfinder Way, Northstowe

It was **proposed** by Cllr Owen seconded by Cllr Harrison and **RESOLVED** by a unanimous vote that this planning application be recommended for Parish Council SUPPORT and fully supports the comments made by the ecology officer about lighting and trees.

Action: Clerk to pass comments to SCDC.

- l) [S/0130/20/DC](#) - Discharge of condition 3 (Details of future management and maintenance of the proposed streets) pursuant to planning permission S/3405/18/RM at Land south east of park and ride, Station Road, Longstanton- Northstowe Phase 1

It was **proposed** by Cllr Burns, seconded by Cllr Harrison and **RESOLVED** by a unanimous vote that this planning application be recommended for Parish Council no recommendation, as the maps are not clear on screen and pixallated.

Action: Clerk to pass comments to SCDC.

- m) [S/0131/20/DC](#) - Discharge of condition 18 (screened storage) of planning permission S/3405/18/RM for approval of reserved matters for appearance, landscaping, layout and scale following Outline planning permission S/0388/12/OL for the erection of 240 dwellings along with garages, roads, sewers and all ancillary, the outline application was subject to an Environmental Impact Assessment (EIA) at Parcel H5 & H6 Land South of Longstanton Park and Ride, Northstowe Phase 1

It was **proposed** by Cllr Burns, seconded by Cllr Harrison and **RESOLVED** by a unanimous vote that this planning application be recommended for Parish Council SUPPORT.

Action: Clerk to pass comments to SCDC.

Planning Matters – for information only

- n) It was **noted** that approval had been given to [S/3758/19/FL](#) - Single storey rear extension at 15, Ladywalk, Longstanton.

Next meeting to be held on Monday 9th March 2020.

Meeting closed at 10.05pm.

Signed:
Chairman

Date:

ⁱ LGA 1972, s.85

DRAFT

Clerk's Report – March 2020

ONGOING

Community Governance Review – 1st stage of consultation has been completed. Civic Affairs meeting held on 3rd March with 3 potential governance boundaries being put forward for 2nd consultation

Website - updated as and when necessary to share ongoing PC news and activities, community news, etc.

A14 help with car park – weather dependant – though work started 30th September – waiting for break in weather to reassess.

A14 Funding – met with David to discuss our requirements. Now need to send links and specs of items we are looking for.

Longstanton Spice Museum – information received from Baby Cow Productions. Given go ahead on 9th September. Phone box has been collected (21st Jan 20) – will be restored in time for May. Update sent to Steve Coogan via PA.

Longstanton Big Weekend – Cinema booked for 27th June 2020 and deposit paid. Films to be chosen..

Meeting with Stephen Kelly meeting held with SCDC and landowner. Waiting for landowner to make some decisions on what he wants to do going forward. Chased Stephen Kelly to see if meeting with landowner has been set or held

Central Open Space – ongoing communication with Vine Technical. Deadline of 22nd December 2019 passed and the land is transferring to the Crown. Developers looking at possibility of acquiring from the Crown in long-term. Waiting to hear if we can adopt the land directly from the landowner and still get the commuted sums.

Gravel Pit – Pre-planning meeting held with SCDC. Public Consultations held 24th and 30th September. Quality panel 4th December and landowners meeting held 26th November.

Finance – ongoing ensuring work is carried out in time for Finance and/or Full Council meetings.

Village Hall – ongoing looking after bookings, invoicing, general admin and actions from meetings, etc.

Highways – addressing ongoing concerns where possible

Flood Action Group – attendance at meeting on 5th June 2019. Finding out what maintenance plan says about ponds on B1050 and checking with SCDC what they are doing about maintenance of watercourse through village.

Pavilion Working Group – Follow up meeting held with tenant on 19th September. Further meeting to be arranged.

Planning – ongoing monthly responses to SCDC with comments from LPC following review of plans at full council meetings

Playground Risk Assessments – weekly inspections of playground and Duddle Drive LEAPs. Remedial work will be required to surface in playground. Triangular net for the junior multiplay SORTED. Playmaintain carried out service on zipwire – new break cable ordered and chased 6 Jan 20.

Annual Playground Inspection – getting quotes on medium risks

Northstowe – ongoing as usual.

Reading – ongoing reading and keeping up to date with any changes in legislation or items we should be aware of

Kingfisher Pond – SCDC officer attended the September meeting and due to come back with more information following discussions held. D Cllrs chased 11th January 2020 and contacting the Chief Executive for follow up.

Sustainability Working Group – Initial ideas adopted and supported by LPC – ongoing discussions for other/future projects to be passed to LPC for support. Some further ideas raised by the Group including Green Dog Walking (to reduce dog fouling), Repair Café,

Mobile Speed Sign – with us but not had the capacity to install.

Clerk's Report – March 2020

Transfer of Management of Streetlights – contract with Opus with documentation received. SCDC contacted LPC about the lights owned by SCDC as they are planning to change to LED by March 2021.

S106 Northstowe Phase 3 – draft document sent to Andrew Thompson for his actioning

Quality Council Presentation – to provide a presentation at the Cambs ACRE event on 31st March

OUTSTANDING

Audit of burial ground – found that map is incorrect

Quality Council – application for Quality or Gold Status (if we can get it) – still awaiting profiles from 3 councillors.

Risk Assessments – organise the risk assessments to be carried out by Councillors

Community Led Plan – report and findings to be presented to residents and plan made for village

Emergency Plan – started but not completed with few volunteers having come forward

COMPLETE

Bus Shelter – replacement glass ordered and fitted to bus shelter on Hatton Park

MEETINGS HELD

SCDC Officers – Boundary queries for CGR – 4th February 2020

Police – collection of Neighbourhood Watch Signs – 14th February 2020

SCDC Officers re boundary lines from CGR – 17th February 2020

Northstowe Faith meeting – 18th February 2020

CAPALC EGM – 2nd March 2020

Civic Affairs meeting – 3rd March 2020

CORRESPONDENCE TO COUNCILLORS

Urban Splash response – 10th February 2020

Update on A14 issues – 11th February 2020

Draft minutes: full council 10th February and Finance Committee 21st January – 13th February 2020

CAPALC EGM details; 13th February 2020

Gravel Pit – Promotion Fee – 13th February 2020

SCDC Weekly Bulletin – 13th February 2020, 20th February 2020 and 2nd March 2020

NALC Chief Executive Bulletin -14th February 2020

CAPALC February Bulletin – 14th February 2020

GP Income email – 18th February 2020

NALC Spring Conference – 19th February 2020

New February Scams – 19th February 2020

Planning Delegations to Planning Committee – 20th February 2020

Chairman's Charity Concert – 20th February 2020

A14 Councillor Survey – 21st February 2020

Change to Community Safety Workshop – 2nd March 2020

Planning Delegations Update – 2nd March 2020

Stewardship Design Circle – 2nd March 2020

Agenda for Meeting – 3rd March 2020

19-20/186 St Michaels Churchyard

Jane Hatten from the Churches Conservation Trust will be attending the meeting to discuss the proposed new noticeboard to be installed at the churchyard in St Michaels. Brookfield Contracting have been asked to quote for installation of the noticeboard at St Michaels (**appendix 1**).

19-20/187 Kingfisher Pond

Liz Watts, CEO of SCDC will be in attendance to provide an update on what support South Cambs is willing to provide in respect to the potential dewatering of the gravel seam and the various ponds within the village.

19-20/188 Northstowe Matters

- a) To receive an update on Northstowe matters from Jon London, Community Project Officer.
- b) To receive the report from the CEO of SCDC in respect to the ongoing enforcement at Northstowe Phase 1 (L&Q) in respect to outstanding S106 obligations. (**appendix 2**).
- c) To note the report from the Clerk following attendance at the Civic Affairs meeting held on 3rd March 2020 to review the recommendations of potential boundaries following completion stage 1 of the Community Governance Review (**appendix 3**).
- d) SCDC officers have forwarded the draft documentation for Stage 2 of the Community Governance Review. Following some misunderstanding by residents with the first stage questionnaire, it has been suggested that the questionnaire is reviewed before it goes live on 15th March 2020. To be sent under separate cover.

19-20/189 Finance Matters

- a) To receive an update on the financial position of the council from the Clerk. One page Finance Report will be presented (**appendix 4**).
- b) The Finance Committee was unable to meet as diarised on 25th February as the meeting was inquorate. According to Financial Regulations 5.3 the invoices which have not been able to be approved have been brought to the full council meeting for approval and authorisation for payment.
- c) A Grant Application has been received from Friends of St Michaels to help with printing and advertising costs as they work to raise money for the preservation St Michaels Church. The organisation is seeking £422 (**appendix 5**).
Recommendation: to approve the grant in the sum of £422 using the Local Government Act 1972, s.137(b).

19-20/172 Planning Matters (links to all planning applications can be found on the website: http://www.longstanton-pc.gov.uk/Planning_Applications_22977.aspx)

- a) To consider the email received from Christian Brady, Historic Environment Team Leader (**appendix 6**) asking if the parish feel that the conservation area for Longstanton needs to be subject to formal review or if they are happy with the current coverage.
Recommendation: To respond to Mr Brady explaining that there is no requirement to review the coverage of the Conservation Area.
Planning Matters for comment
- b) [20/01070/HFUL](#) – Proposed demolition of existing rear elevation annex and replacement extension for assisted living conversion of the ground floor at 1 Bar Farm Cottages, Bar Road, Longstanton
- c) [20/01417/S73](#) – Variation of condition 7 (Traffic management plan) pursuant to planning permission S/0277/19/FL to reflect the proposals in the Traffic Management Plan the current wording (ii) Contractor parking shall be within the curtilage of the site and not on

the street to be replaced by (ii) Arrangements for contractor parking at The Retreat Fewes Lane Longstanton CB24 3DP

- d) To consider a response to the consultation on the Local Enforcement Plan for Minerals and Waste Development in Cambridgeshire (**appendix 7**).

Planning Matters for Information Only

- e) To note receipt of [20/01221/SCRE](#) – Environmental Impact Screening Opinion at land off Station Road, Longstanton

19-20/191 County Council Matters

- a) To receive the report from the County Councillor (**appendix 8**).

19-20/192 District Council Matters

- a) To receive the report from the two District Councillors (**appendix 9**)
- b) To consider attendance by a Councillor at the Parish Planning Forum to be held on 30th March 2020.

19-20/193 Highway and Footpath Matters

- a) To receive any update on the progress of Developers in negotiating the transfer of land from the Crown following the collapse of negotiations in the adoption of Home Farm Phase 2 land and roads. The Clerk is still waiting to see if the commuted sums would still be available to the parish if they sought to complete the land transfer directly with the landowner.

19-20/194 Council Administration Matters

- a) To receive a report from the Clerk following attendance at the Practitioners Conference on 26th and 27th February 2020 in Kenilworth, Warwickshire.
- b) Following the resignation of Mike Sinclair, there is a vacancy on the Finance Committee. This has meant that the last meeting was inquorate and a new member is required on the Committee. It meets on the Tuesday after 20th of each month.

Recommendation: that a member not currently on the Committee agree to become a member of the committee.

- c) The Annual Parish Meeting is set for Monday 27th April at 7pm (calendar invite has been sent to all members). With LPC looking at the feasibility of a Community Warden for the village, and following the Clerk's attendance at a talk on Dementia Friendly Communities at the Practitioners' Conference, it would be a useful time to have a speaker come to the meeting and help make residents more 'dementia aware'. Residents would become a 'Dementia Friend' and the talk lasts only an hour. Training would be provided by Dementia Friends (see website: <https://www.dementiafriends.org.uk/>).

Recommendation: to approve the speaker to attend and increase dementia awareness in the village.

- d) The Cricket Club have requested additional use of the Recreation Ground for two 'cricket camps' which would be over and above the usual terms of the agreement with them. The dates they are requesting are 16th - 17th April and 27th – 31st July (**appendix 10**).

Recommendation: to approve the use which would be in line with previous decisions to do this for the Football club.

- e) The Clerk has noted that there are currently no suitable rules for the Cemetery or the memorials located within it. The Clerk has spent time ensuring that the rules are consistent with advice from the ICCM and has produced two documents for consideration by members (**appendix 11**).

Recommendation: to approve the new Cemetery Rules and Memorial Policy which would be shared with existing owners of plots and new owners as and when they occur.

- f) Cllr Burns and the Clerk attended the EGM of CAPALC on Monday 2nd March 2020. They will provide a brief verbal report at the meeting.

19-20/195 Community Matters

- a) The Village Events Working Group has been working hard with members of the community to look at a series of events to commemorate the 75th Anniversary of VE Day. One event in particular sees Homes England opening its doors to hold an event on 7th May where residents can view old photos of the area during the war. LDHS have been instrumental in liaising with Homes England but would like to ensure that there is support from LPC where necessary.

Recommendation: to support the event where possible.

- b) The Clerk had spoken with LDHS to see if there was any possibility of a book to commemorate the anniversary. During discussions it was suggested that maybe an A5 booklet for all dwellings in Longstanton and Northstowe would be appropriate – detailing what the village was like during the war rather than focusing on the war itself. The booklet would be similar to the one created when Northstowe was first occupied. The cost to deliver to all dwellings would be £470.00

Recommendation: to agree to pay for the booklet for all dwellings.

19-20/196 Police Matters

- a) To receive an update on police matters from the Clerk.

19-20/197 Committee Matters

To note that the meeting of the Finance Committee was not held in February and no minutes are, therefore, available. It should also be noted that the Employment Committee is still due to meet but struggling for dates.



THE CHURCHES CONSERVATION TRUST

NEW CHURCH YARD SIGNAGE

**PROPOSED DEVELOPMENT
FOR LONGSTANTON**

**ON BEHALF OF THE
CHURCHES CONSERVATION
TRUST (CCT)**

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Oak perimeter post - dimensions and installation guidance

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White free-standing sign - dimensions and installation guidance

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1. Introduction

The Churches Conservation Trust (CCT) is the national charity protecting historic churches at risk. We have saved over 340 buildings which attract almost 2 million visitors a year. Our unique collection of English parish churches includes irreplaceable examples of architecture, archaeology and art from 1,000 years of history. Please see www.visitchurches.org.uk for further information.

The CCT wishes to install new church yard signage at hundreds of churches within its national portfolio and are working within your region with the relevant dioceses and also liaising with various local planning authorities to achieve this objective.

Please note, *no signage has yet been installed*. This is an application prior to installation; all signage is currently in storage. All costs for this project, including faculty applications and advertising consent fees are the responsibility of and will be paid for by the Trust.

This proposed development pack contains comprehensive details of all new CCT church yard signs proposed within your area, including Land Registry site maps showing exactly where the signs are to be positioned within the church yard, and a mocked-up photograph of them *in situ*.

Please note that all Land Registry site maps have been shown in full, as they were provided to the CCT at the time of the site being vested with the Trust by the Church Commissioners. The official issue date is shown at the bottom of the scanned image where possible.

A coloured symbol key has been devised to show the exact position of the sign within the church yard, and a photographic image has been mocked-up to show the aesthetic impact of the proposed installation.

New Sign Symbols Key (see the Appendices for further information):

-  Notice Board, single-bay post-mounted
-  Notice Board, double-bay post-mounted
-  Notice Board, single-bay wall-mounted
-  Notice Board, double-bay wall-mounted
-  Oak Perimeter Post
-  White Free-Standing Sign

Mock-up photographs

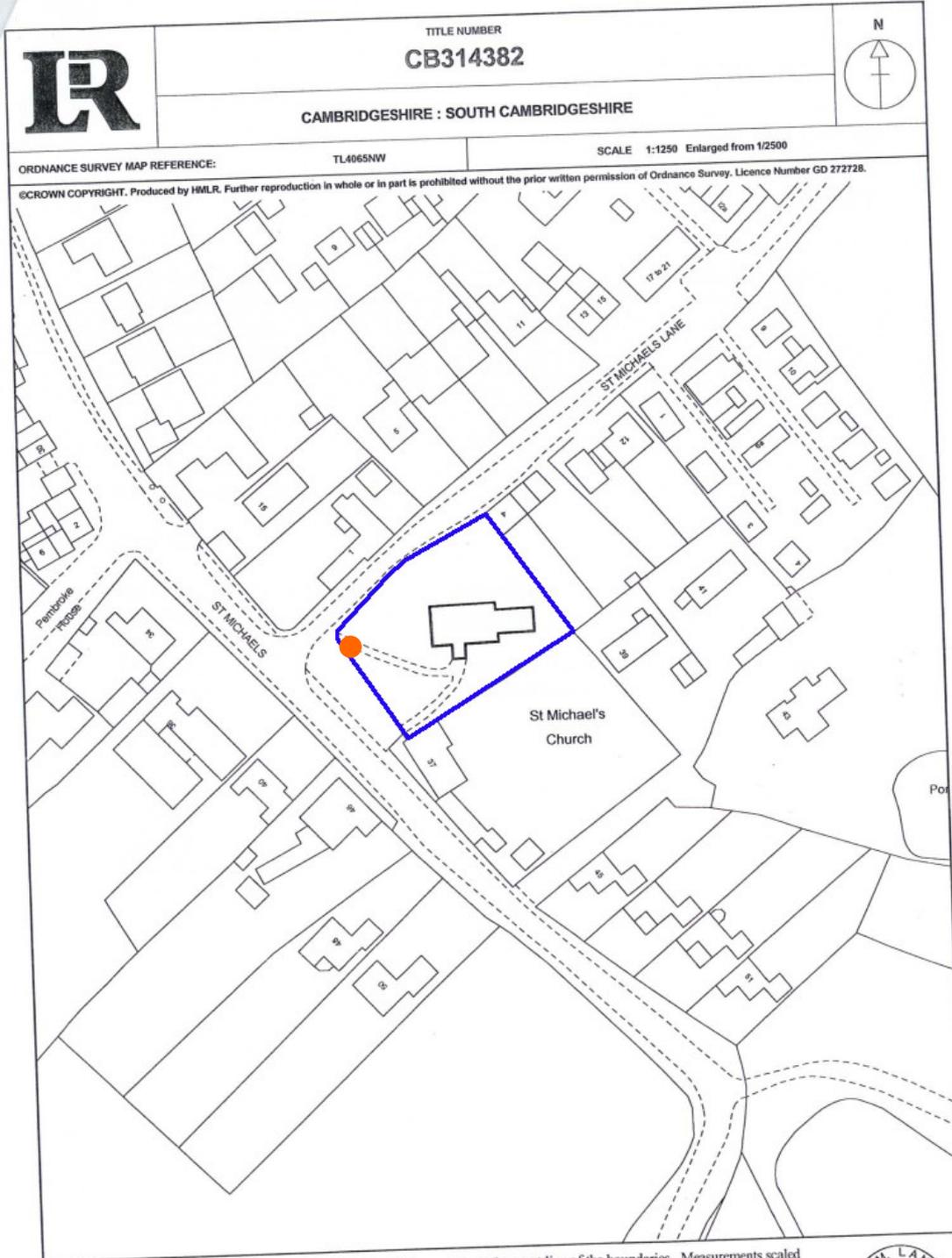
The image displayed herein have been obtained from a variety of resources, ranging from digital photographs taken by the CCT regional teams to those obtained via online resources, such as *Google earth*.

Please note that all maps and mock-up photographs contained in this document are intended to be for *illustrative purposes only* and are not to scale. All measurements for each of the CCT churchyard signage elements can be found in the Appendices.

It is presumed that, unless otherwise stated, the new sign is to be installed *within* the church yard curtilage, as far as is reasonably possible. Due to the limited availability of photographic evidence, with barriers such as gateposts, walls and railings, it has not always been possible to present the mocked-up image of the sign *in situ*, behind such church yard boundaries and it is hoped that artistic license will be employed in these circumstances.

As such, where an old notice board is present and the new sign has been placed in front, the old notice board will be replaced by the new. Please also note the wording on the white freestanding sign is bespoke to each church, the current wording on the image "Church, Dedication" is only supplied as a template.

CHURCH: LONGSTANTON, ST MICHAEL



ORDNANCE SURVEY MAP REFERENCE: TL4065NW SCALE 1:1250 Enlarged from 1/2500
©CROWN COPYRIGHT. Produced by HMLR. Further reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey. Licence Number GD 272728.

This title plan shows the general position of the boundaries: it does not show the exact line of the boundaries. Measurements scaled from this plan may not match measurements between the same points on the ground. For more information see Land Registry Public Guide 7 - Title Plans.
This official copy shows the state of the title plan on 31 October 2006 at 12:22:16. It may be subject to distortions in scale.
Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
Issued on 31 October 2006.
This title is dealt with by the Peterborough District Land Registry.

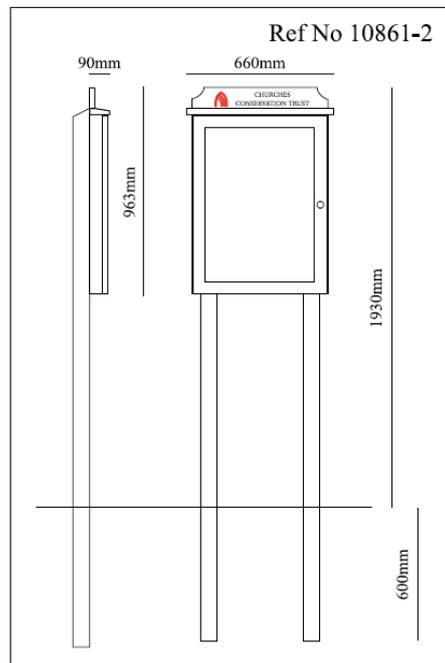




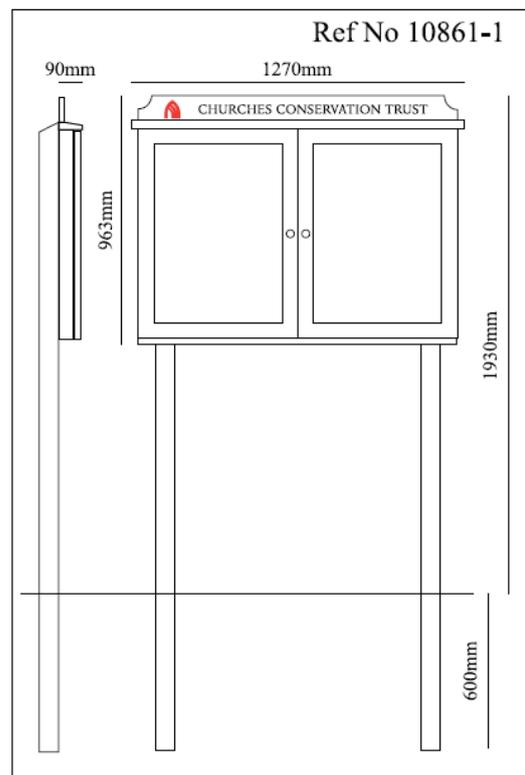
3. APPENDICES

Notice board(s): Modular range glazed/polycarbonate lockable notice board, header in straight pattern 95mm high, self-healing pin-board, engraved CCT logo, engraved Omnes semibold text with blackfill, T-handle.

Single bay post mounted



Double bay post mounted



Single bay wall mounted

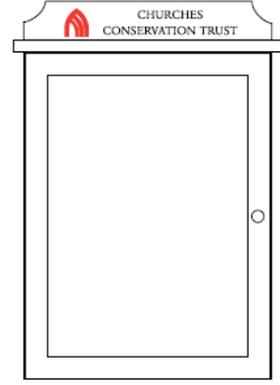


90mm



963mm

660mm



Double bay wall mounted

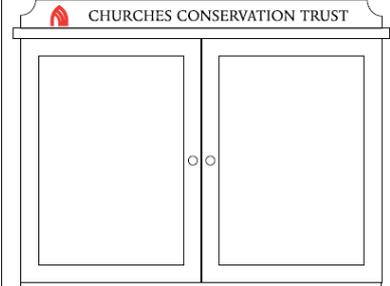


90mm



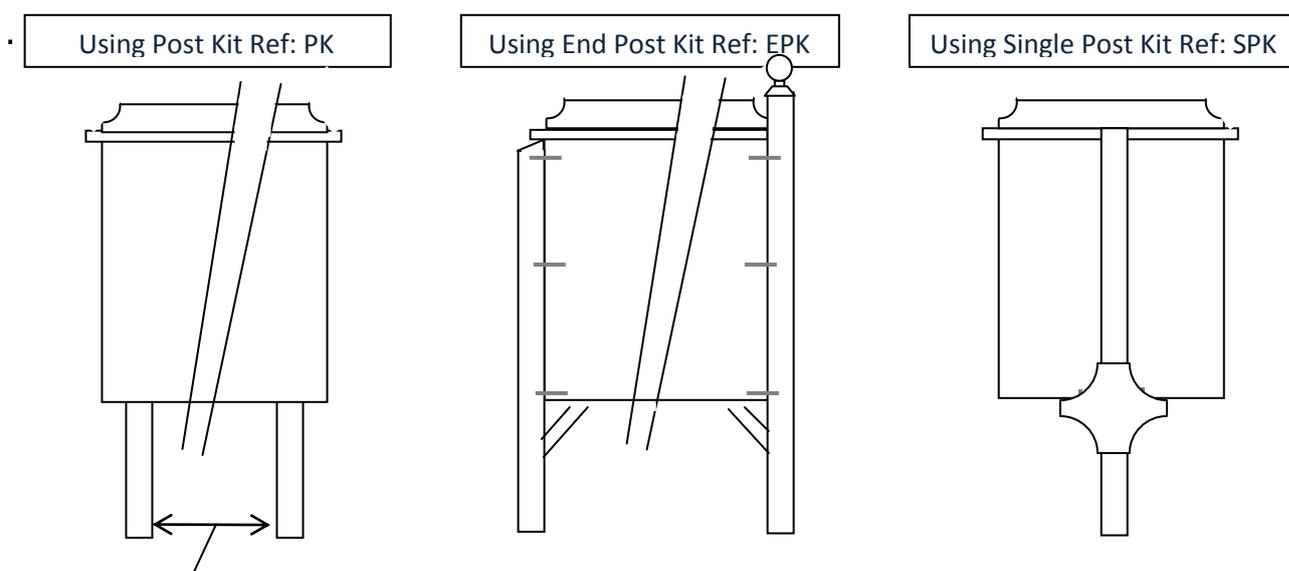
963mm

1270mm



Notice board(s) - Manufacturer's Recommended Installation Method:

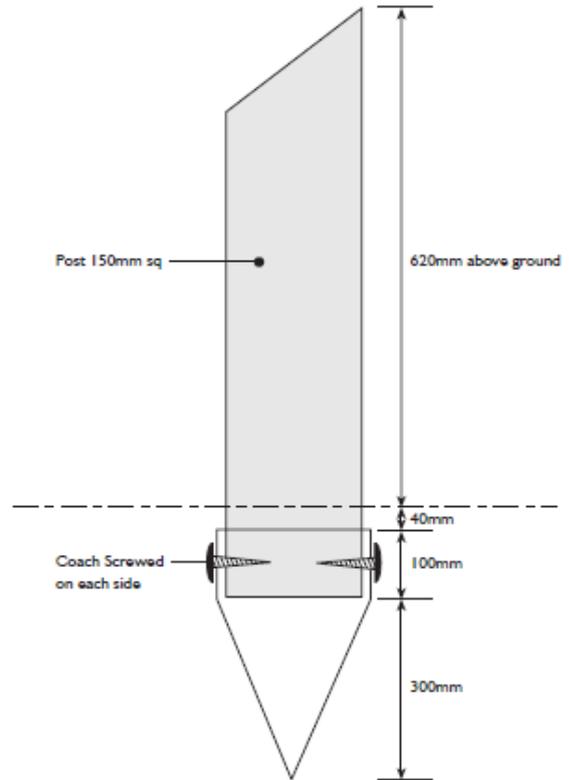
1. Remove pinboards by undoing the four retaining screws per board. [not on unglazed bays]
2. WALL-MOUNTED: Drill [4no for single and 2 Bay or 6no for 3 bay] 6mm ($\frac{15}{64}$ "") diameter holes in back panel of notice board, approximately 75mm. (3") in from each corner. Exact positions may be varied to suit surface to be mounted to. Fasten to the wall using screws and wall plugs supplied with the plastic sealing washers provided located inside the board, between the screw head and the back panel.
3. POST-MOUNTED: Drill [4no for single and 2 Bay or 6no for 3 bay] ($\frac{15}{64}$ "") diameter countersunk holes in back panel of notice board (PK) or sides of board (EPK) positioned as per drawing below. Drill 3.5mm. ($\frac{9}{64}$ "") pilot holes in the posts and fasten board to posts (PK) or posts and brackets (EPK), with screws supplied. For PK only the plastic sealing washers provided should be located inside the board, between the screw head and the back panel. Concrete the posts approximately 600mm. (24") into the ground. Posts must be plumb and level.
4. Refit pin board/s, ensuring that the gap is at the bottom of the board.



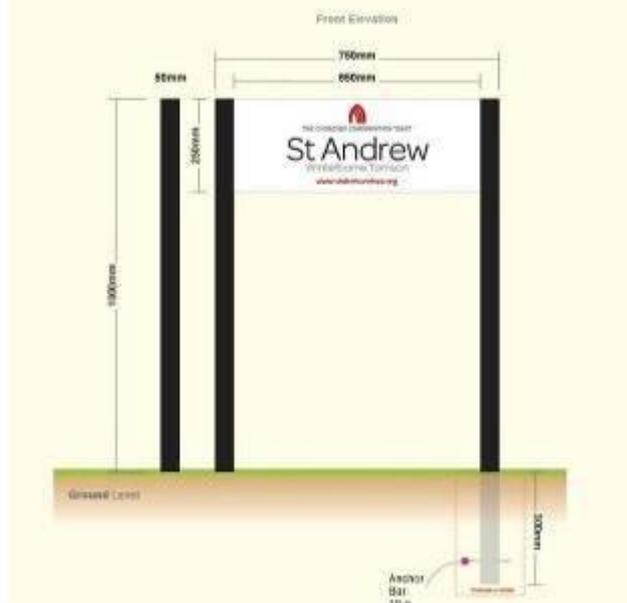
Distance between posts for fixing:

SN	390mm	6/9A4	640mm
DN	1000mm	D6/9A4	940mm
TN	1270mm	T6/9A4	1430mm
LN	590mm	L8A4	740mm
DLN	1060mm	DL8A4	1360mm
PL10A4	1000mm		

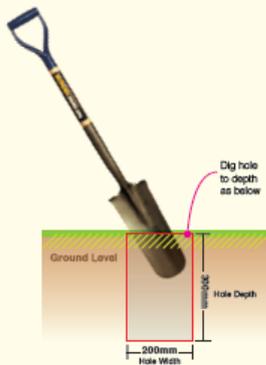
Oak Perimeter Post: ● 1300 x 150mm seasoned joinery-grade oak post with micro-porous oil coating, angled top fitted with stainless steel plaque with mild and galvanised steel stake fitting.



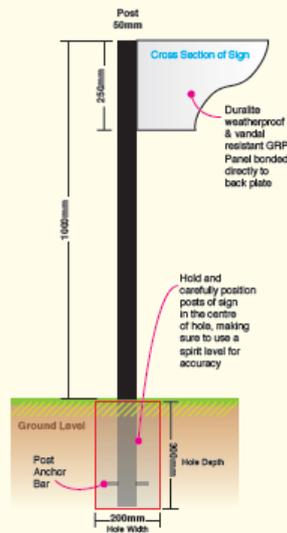
White free-standing sign: ● Duralite weatherproof and vandal resistant panel 5mm thick in black and corporate red. Visual dimensions 650mm x 250mm bonded to a freestanding steel frame fabricated from a 650mm x 250mm x 6mm backing plate, welded to 2 no. capped 50mm x 50mm vertical legs with anchor bars for burial mounting (91300mm overall) and up to a maximum of 1500mm overall.



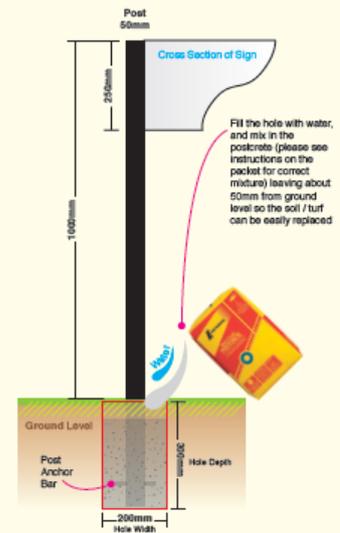
Step 1.

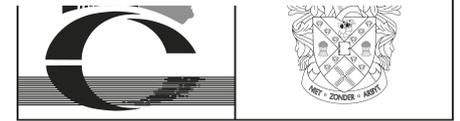


Step 2.



Step 3.





Mr Stuart Field
L&Q Estates
Gallagher House
Gallagher Way
Warwick
Warwickshire
CV34 6AF

Our ref: S/0388/12/OL
Your ref:

04 March 2020

Strategic Sites
Contact: Chris Carter
Email:
Chris.Carter@greatercambridgeplanning.org
Direct dial: 07851 383902

Dear Mr Field

Northstowe Phase 1, South Cambridgeshire - S/0388/12/O – Condition Compliance

The Council are aware of two breaches of planning conditions for Northstowe Phase 1 which require your immediate action as detailed below. Whilst the Council hopes to avoid taking any formal enforcement action, in the event that these two breaches are not successfully resolved, this is a route which may be pursued.

Breach of Condition A: Infrastructure delivery is not in accordance with Outline Condition 7 Phasing Plan approval of details permission reference S/2884/16/DC, including the Green Routes, Water Park, Primary Roads and Strategic footpaths and cycleways.

In respect of Breach of Condition A the Council require that an Approval of Details Reserved by Condition application is submitted, with the appropriate fee, within 5 weeks from the date of this letter. Due to development not complying with the approved programme to date, we ask that the following information is included within the application for the Green Routes, Water Park, Primary Roads and Strategic footpaths and cycleways:

- A work programme, including start date and a completion date;
- Key milestones to achieve completion and such that each milestone can be monitored;
- Each work programme should include confirmation of internal resources and project lead personnel who will be engaged or otherwise put in place to successfully achieve completion of each of the work programmes;

- Confirmation of any external resources including details of the relevant contractors and professional consultants who will be engaged to successfully achieve completion of each of the work programmes;
- Confirmation that a written update will be provided to the Council on a monthly basis and which will include confirmation of any delivery slippage in the programmes; and
- Confirmation of key points of contact for each project, including details of the relevant site manager who will arrange for access for the Council's Officers to visit the project sites for monitoring.

Breach of Condition B: No installation of the water fountain in the Local Centre Square as approved under permissions reference S/3164/15/RM & S/2884/16/DC.

In respect of Breach of Condition B the Council require evidence that the Council has given permission for this variation, or that a resolution is put forward for the Council's consideration within 5 weeks from the date of this letter.

If you wish to discuss the content of this letter, please contact Fiona Hunter, Senior Planer Strategic Sites, contact details below. Please also include Fiona Hunter in any response(s) to this letter.

Fiona Hunter

E: fiona.hunter@greatercambridgeplanning.org

T: 07704 018448

Please confirm within 10 working days that this letter has been forwarded to the company's Directors.

Yours sincerely,

Chris Carter
Delivery Manager – Strategic Sites



GREATER CAMBRIDGE
SHARED PLANNING

Mr Stuart Field
L&Q Estates
Gallagher House
Gallagher Way
Warwick
Warwickshir
CV34 6AF

Our ref: S/0388/12/OL
Your ref:
27 February 2020

Strategic Sites
Contact: Chris Carter
Email: chris.carter@scamb.gov.uk
Direct dial: 07851 383902

Dear Mr Field

Northstowe Phase 1, South Cambridgeshire - S/0388/12/O

Section 106 Agreement dated 22 April 2014 (the “S106 Agreement”)

The Council wishes to work with L&Q Estates to resolve a number of outstanding S106 matters which we have sought to summarise in an Appendix enclosed with this letter. The Council would wish however to give L&Q Estates notice that it would be the Council’s intention to make one or more application to the Courts for orders of Specific Performance. Any such application(s) will inevitably involve lawyers, and additional time and costs and the Council would wish to avoid going down that route if possible. If you are not familiar with the remedy of specific performance, we would suggest that you immediately take legal advice in such regard.

In order to avoid going down the route of application(s) for specific performance we ask that L&Q Estates provide the information detailed in the following paragraphs.

In relation to each of the items listed in the Appendix which are development, we ask L&Q Estates provide the following for each development project within the next 5 weeks:

- A work programme, including start date and a completion date;
- Key milestones to achieve completion and such that each milestone can be monitored;
- Each work programme should include confirmation of internal resources and project lead personnel who will be engaged or otherwise put in place to successfully achieve completion of each of the work programmes;

- Confirmation of any external resources including details of the relevant contractors and professional consultants who will be engaged to successfully achieve completion of each of the work programmes;
- Confirmation that a written update will be provided to the Council on a monthly basis and which will include confirmation of any delivery slippage in the programmes; and
- Confirmation of key points of contact for each project, including details of the relevant site manager who will arrange for access for the Council's Officers to visit the project sites for monitoring.

In relation to non-development aspects of S106 compliance we ask that for each of the items listed in the Appendix, L&Q Estates submit any and all necessary plans, strategies and applications, as may be appropriate within the next 5 weeks.

If you wish to discuss the content of this letter, please contact Fiona Hunter, Senior Planner Strategic Sites, contact details below. Please also include Fiona Hunter in any response(s) to this letter.

Fiona Hunter

E: fiona.hunter@greatercambridgeplanning.org

T: 07704 018448

Please confirm within 10 working days that this letter has been forwarded to the company's Directors.

Yours sincerely

Chris Carter

Delivery Manager – Strategic Sites

Appendix – S106 Action Required

Schedule 5 - Flood Mitigation Works (Hatton Road Ponds)			
Part	Para	Page No.	S106 Extract
1	1.1	77	<p>The Owners shall:</p> <p>layout construct and complete the Off Site Flood Mitigation Works prior to the Occupation of 800 Dwellings or if earlier within 24 months of the substantive commencement of the Off Site Flood Mitigation Works and in either case complete in accordance with the Off Site Flood Mitigation Works Specification and the details submitted and approved pursuant to planning condition 26 appended to the Planning Permission.</p>
<p>Action Required: A Non-Material Amendment is required to be submitted to amend the approved plans to match as built. An as-built survey of the ponds as they currently exist, and an Ecology / Biodiversity Report will be required as supporting information. If this application is unsuccessful further action will be necessary.</p> <p>3rd works area planting/ landscaping is also outstanding and a Programme for the development should be submitted to South Cambridgeshire District Council within 5 weeks of the date of this letter.</p>			

Schedule 7 – Affordable Housing			
Part	Para	Page No.	S106 Extract
1	5 & 6	98	<p>The Owners shall be permitted subject to para 6 below to seek to amend the Approved Affordable Housing Scheme at any time following the initial approval or deemed approval of the Affordable Housing Scheme pursuant to paragraph 2 above SAVE THAT in seeking to do so the Owners shall submit such amendments for approval to SCDC in writing and thereafter the provisions of clause 18 shall apply.</p>
<p>Action Required: Affordable housing scheme needs to be amended due to Parcel H8 deviating from the approved scheme. This needs to be amended to replace a 2-bedroom house to a 2-bedroom flat. Please therefore submit an updated Affordable Housing Scheme within 5 weeks from the date of this letter.</p>			

Schedule 8 – Community Centre and Sports Pavilion			
Part	Para	Page No.	S106 Extract
1	6	115	<p>The Community Building Detailed Specification shall be submitted to SCDC for approval and subject to para 7 below such Community Building Detailed Specification shall be approved by SCDC (or in relation to 6.3 only deemed to have been approved by SCDC) either:</p>
2	1 & 1.3	117 - 118	<p>Prior to Occupation of any Dwelling the Owners shall serve written notice on SCDC which sets out which of the options set out in paragraphs 1.1, 1.2, 1.3 and 1.4 of this Part 2 of this Schedule 8 the Owners intend to elect to progress but subject always to the provisions as to the use of the Flexible Sum or part of the Flexible Sum as set out in Part 9 of this Schedule 8: ...</p> <p>Option 3:- SCDC to construct both the Community Building and Pavilion and the Owner's to pay the Community Building Actual Contribution and Sports Pavilion Actual Contribution to SCDC 10 be used for the Community Building Purpose and Sports Pavilion Purpose PROVIDED THAT if the Owners elect to pursue this option the written notice shall also include an offer to transfer to SCDC (or the Town Council</p>

			if so nominated by SCDC and if such Town Council is constituted at the time of the written notice being served on SC DC) the Community Building Land pursuant to the Community Building land Transfer and the Sports Pavilion Land pursuant to the Sports Pavilion Land Transfer PROVIDED THAT if SCDC (or the Town Council if so nominated by SCDC and if such Town Council is constituted at the time of the written notice being served on SCDC) accepts the offer of the Community Building Land and the Sports Pavilion land the actual transfer of the Community Building Land will be completed prior to Occupation of 750 Dwellings and the actual transfer of the Sports Pavilion Land will be completed prior to Occupation of 350 Dwellings
<p>Action Required: On the 18th January 2016 Gallagher Estates sent South Cambridgeshire District Council, ('the Council'), notice that JJ Gallagher Ltd elected for the Council to construct both the Community Building and the Sports Pavilion. The letter made specific reference to "Paragraph 1.3, Part 2, Schedule 8" of the s.106 Agreement.</p> <p>As part of this, the owner should have identified the Community Building Land, and this matter is outstanding. The Council have written to L&Q on the 30th January 2020 putting them on notice that the Community Building Land should be confirmed within 12 weeks of the date of the letter. We therefore, remind L&Q of this notice.</p>			

Schedule 14 – Open Space			
Part	Para	Page No.	S106 Extract
5	1	160	The Owners shall prior to Occupation of any Dwelling comprised in the Development submit the Northstowe Phase 1 Management and Maintenance Strategy to SCDC for approval or deemed approval
5	3	160	No Occupation of any Dwelling shall be permitted until SCDC has approved or be deemed to have approved the Northstowe Phase 1 Management and Maintenance Strategy in writing.
<p>Action Required: The Northstowe Phase 1 Management and Maintenance Strategy must be submitted to the Council within 5 weeks from the date of this letter. Two previous attempts to discharge this obligation have been made in September 2017 and March 2018 both of which were refused. Please refer to the email sent 14/05/2018 from James Stone to Stuart Field for further information on the amendments required.</p> <p>If there are any adoption or maintenance agreements sought with Anglian Water, which have not yet been resolved, full details of the timetable for engagement to date, details of any forthcoming related meetings, points of dispute and key contacts for Anglian Water should be provided within 5 weeks of this letter.</p>			
8	1.1	165	Prior to Occupation of 350 Dwellings to complete the Sports Pitches which shall be evidenced by the issuing or the deemed issue of the Council Completion Certificate; and
<p>Action Required: Programme for the development to be submitted to South Cambridgeshire District Council within 5 weeks of the date of this letter.</p>			
8	1.4	166	Prior to Occupation of 350 Dwellings to complete the Formal Park and NEAP which shall be evidenced by the issuing or the deemed issue of the Council Completion Certificate.
<p>Action Required: Programme for the development to be submitted to South Cambridgeshire District Council within 5 weeks of the date of this letter.</p>			
8	1.5	166	No later than whichever of the following shall be the first to occur to complete each respective LEAP and/or SIP which shall be evidenced by the or the deemed issue of the Council Completion Certificate in respective of each

			<p>respective LEAP and/ or SIP:</p> <p>1.5.1 Occupation of 50% of the Dwellings within the Development Parcel that the LEAP and/ or SIP forms part of: or</p> <p>1.5.2 Occupation of 75% of the Dwellings which are adjacent to or have a frontage facing the respective LEAP and/ or SIP.</p>
<p>Action Required: Programme for the development (in this instance LEAP 1) to be submitted to South Cambridgeshire District Council within 5 weeks of the date of this letter.</p>			

Notes from Civic Affairs Meeting

Tuesday 3rd March 2020

Attended by Libby White, Clerk

[Civic Affairs Committee](#)¹ of SCDC met on 3rd March 2020 to discuss the Community Governance Review (CGR) for Longstanton, Oakington and Westwick and Northstowe following completion of Stage 1 of the process.

The Chairman, Cllr de Lacey asked that comments/questions from members of the public be held off until Clare Gibbons, SCDC Officer, had provided an overview of the process so far which meant that cllrs would have a better understanding when listening to concerns.

Clare provided a detailed overview to members indicating that the majority of the 430+ responses wanted the villages to remain separate to Northstowe. The report illustrated 4 possible new boundaries based on the responses, 2 options which had not been mapped due to either lack of understanding (wanted boundaries to remain the same which would mean a merger of all areas) or a merging of the three communities which was only supported by 3 responses. In addition, it should be noted that Homes England provided a submission long after the deadline and a separate map was provided to members to consider.

Clare noted the various options as follows:

A1	Homes north of Guided Busway to become part of Willingham
A2	As A1 with land being taken from Over parish to provide clear boundary using the Over Road
B	Homes north of Guided Busway to become part of Northstowe
C	Excludes Phase 3b from Northstowe – meaning it would remain in Longstanton as would houses north of Guided Busway
D	Residents wanted no changes to boundary – no map provided as not feasible
E	Merger of all communities to one governing body – no map provided as not enough support
A3	Homes England late submission. Differing boundary edge next to Oakington taken from A1

Clare stressed that Longstanton Parish Council had offered support for residents but gave no 'view'. Responses had also been received from Oakington & Westwick, Rampton, Willingham and Over.

Dr Moore, Chairman for Oakington & Westwick spoke during the public participation session expressing concern about the 'discourteous' response from Homes England which had ignored all deadlines and that Homes England did not seem to understand the difference between Governance, Ownership and Management.

Cllr Twiss from Over also spoke, detailing that the PC had not felt they needed to comment on the original CGR until they saw the proposed map A2 which took land from Over. This change would mean that the proximity of Northstowe to Over changed from 1.5km to 400m.

Cllr de Lacey commented that members were not there to make a decision on which option is best, but to decide which options are put forward for the second round of consultation.

It was agreed that the options to be put forward for consideration by residents be:

A1 – B - C

¹ Link to the agenda and background documentation for the Civic Affairs Meeting

Parish Council 2019/20 to the end of January 2020 (in £'s)

	General					Northstowe					Earmarked Reserves					Total				
	Actual YTD	Budget YTD	Variance	Budget	Forecast	Actual	Budget YTD	Variance	Budget	Forecast	Actual	Budget YTD	Variance	Budget	Forecast	Actual	Budget YTD	Variance	Budget	Forecast
Receipts																				
Precept	74,290	74,294	(3)	74,294	74,290	24,579	24,575	3	24,575	24,579	0	0	0	0	0	98,869	98,869	0	98,869	98,869
Other Receipts	22,158	7,630	14,528	8,630	22,408	910	0	910	0	910	3,620	0	3,620	0	4,370	26,688	7,630	19,058	8,630	27,688
Total Receipts	96,448	81,924	14,525	82,924	96,698	25,489	24,575	913	24,575	25,489	3,620	0	3,620	0	4,370	125,557	106,499	19,058	107,499	126,557
Expenditure																				
Staff Costs	(17,150)	(15,946)	(1,205)	(19,135)	(20,339)	(5,661)	(5,275)	(386)	(6,330)	(6,715)	0	0	0	0	0	(22,811)	(21,220)	(1,591)	(25,464)	(27,055)
Loan Interest/Capital Repayment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Payments	(216,255)	(51,336)	(164,918)	(56,836)	(221,004)	(7,121)	(4,715)	(2,407)	(5,261)	(7,667)	(10,440)	0	(10,440)	0	(11,190)	(233,816)	(56,051)	(177,765)	(62,097)	(239,861)
Total Expenditure	(233,405)	(67,282)	(166,123)	(75,971)	(241,344)	(12,782)	(9,989)	(2,793)	(11,590)	(14,383)	(10,440)	0	(10,440)	0	(11,190)	(256,626)	(77,271)	(179,355)	(87,561)	(266,916)
Surplus/Deficit	(136,957)	14,641	(151,598)	6,953	(144,645)	12,707	14,586	(1,879)	12,985	11,106	(6,820)	0	(6,820)	0	(6,820)	(131,070)	29,228	(160,297)	19,938	(140,359)
Brought Forward Reserves	109,033	109,033	109,033	109,033	109,033	3,270	3,270	3,270	3,270	3,270	499,776	499,776	0	499,776	499,776	612,079	612,079	0	612,079	612,079
Allocation to Earmarked Reserves			0								-	-	0	-	-	0	0	0	0	0
Carried Forward Reserves	(27,924)	123,674	(42,565)	115,986	(35,613)	15,977	17,856	1,391	16,255	14,376	492,956	499,776	(6,820)	499,776	492,956	481,009	641,306	(160,297)	632,017	471,720
Reserves cover				1.6	-0.5				0.7	0.6										

Earmarked Reserves

	Receipts	Expenditure	Surplus/Deficit	Brought Forward Reserves	Allocation from General Reserves	Carried Forward Reserves	Council Minute for agreement
Home Farm	0	(5,520)	(5,520)	275,083		269,563	
S106	0	0	0	63,796		63,796	
Pavilion	3,620	(4,920)	(1,300)	18,858		17,558	18-19/118c
Youth Council	0	0	0	360		360	18-19/118c
Election	0	0	0	1,679		1,679	18-19/118c
Project Reserve	0	0	0	140,000		140,000	18-19/118c
Total	3,620	(10,440)	(6,820)	499,776	0	492,956	

Budget Report

These notes should be read in line with the summary provided above. Minus figures in the variance column means we are better off than we expected, assuming LPC correctly forecast what the financial situation of the council would be. This report provides an overview of the Council's financial situation as at 31st January 2020.

Bank Reconciliation

Account Name	Current Int Rate	Statement Date	Sheet No.	Closing Balance	Notes
Current Account (Unity)	0.32%		111	9,741	
Optimum Card				223	
Current Account (CCLA)	0.71%			458,715	
Sum Up					
Total				468,679	
Add unrepresented cheques				497	
Plus receipts not banked/cleared					
Balance as per Bank				469,176	

Debtors

Account	Total	30 days	60 days	90 days +
Pavilion	375	375	0	0
Total	375	375	0	0
Provision		25%	50%	100%
Total	(94)	(94)	0	0
Debt	281	281	0	0

Creditors

The total of outstanding creditor invoices currently stand at £5,104.91 - all of these invoices will be presented to the Finance Committee on 25th February 2020.

Mrs Libby White PSLCC
Responsible Financial Officer to Longstanton Parish Council



Grant Application Form

Please read the guidelines before completing this form. Please use black ink and block capitals. Applications will only be considered if accompanied by a copy of up to date examined accounts in support of this application and your group's constitution. Should you need to use additional sheets, please ensure the name of the organisation is on each sheet.

Your Organisation

Please provide the following information about your organisation:

Name of Group/Organisation: FRIENDS OF ST. MICHAEL'S CHURCH
 Address: LONGSTANTON
CAMBS CB24 3JD
 Contact Name: DR. FRANCOISE CLOSE / MRS NARELLE HASLE
 Position: TREASURER / SECRETARY
 Email: fosm2017@gmail.com
 Telephone (evening & mobile):

Description of the Group/Organisation's activities including aims and objectives:

See item 2 of the Constitution: The object of the Association. N.B.: fundraising to achieve our objects involves tested cultural, recreational, educational activities.

How long has the Group/Organisation been in existence? 2 years

Do you have a 'Parent' or 'Umbrella' organisation? The Churches Conservation Trust (CCT).

Application

Please provide the following information about your grant application:

Brief description of project/activity: We need to advertise the Association's fundraising activities & present information on display boards. see additional page 5 APPLICATION.

Who will benefit from the grant?: The people of the Parish & Northstowe

What number are Longstanton residents: about 3000?

Total cost of project/activity: 422.20

Total cost of grant applied for: 422.20

If the total cost is greater than the grant applied for, please provide information on how the difference will be funded:

NA

If you have unspent balances in your bank account, please confirm why you need this grant.

FOSM is a COMMUNITY ASSOCIATION FUNDRAISING FOR THE PROTECTION AND PRESERVATION OF ST MICHAEL'S CHURCH

Please provide an itemised breakdown of the expenditure for the project this money is being applied for. Please include evidence by means of quotations, price lists, etc. where possible.

Item	Cost
MOBILE JUMBO DISPLAY BOARDS, 3.	211.80 (inc VAT)
ADVERTISING BANNERS	189.92 (inc VAT)
ESTIMATED COST OF FLYERS PRINTING	40.50
Total	422 -

Have you made any application for grants to any other body for this project? Yes/No. No.
If Yes, please give details:

Name of Organisation Applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please provide details:

FOSM HAS NOT RECEIVED FUNDING FOR RUNNING EXPENSES

Previous Application

Has your organisation previously applied for a grant from this Parish Council? If YES, please provide details of the project and the date and amount of grant received if any. Was the project as described completed?

NO

Additional Information

Please use this space to enter any further comments you wish to make to support this application. If you need any further space, please attach a separate sheet

SEE SEPARATE SHEET.

Financial Situation

All applications must be accompanied by the following financial information. *If you do not supply this information, your application will not be considered unless previously agreed in writing by the Council.*

- A copy of your latest approved statement of Income and Expenditure or other financial report which indicates your financial position, or
- * • Photocopy of bank statements cover the past six months
- A statement of your capital assets, if any.

If you are unable to supply this information, please contact the Parish Council for advice before submitting this application.

Signed:

Date:

27.02.2020

Please return to Libby White, Parish Clerk, Longstanton Parish Council, 24 High Street, Longstanton, Cambridge CB24 3BS

If you have any queries, please contact the Parish Clerk on 01954 782323 or email parish.clerk@longstantonvillage.org

Application:

It is vital that FOSM advertise their local community fundraising events and their sponsorships of charity appeals.

For the past 2 years, FOSM committee members have been borrowing panel displays and paying Longstanton PC who agreed graciously to print their leaflets. They have not been able to afford banners, large signs, nor have they been able to afford FOSM's events display boards.

In the coming months, FOSM will need to advertise:

- Their Wildlife Appeal on March 15th with display of the tragic outcome of the Australian fires, and display information
- This My Theatre regular performances in St Michael's Church, the first being on May 1st with *The Tempest*, and the second *Jane Eyre* on Saturday 7th June. More may be organised.
- Their commemoration of VE Day from May 8th to 10th with historical displays.
- A fundraising Cream Tea and Sunday Desserts event on Sunday 7th June
- A Michaelmas Medieval Fair on Sunday September 7th.

Other events are in the planning such as choir concerts.

FOSM would be extremely grateful to Longstanton Parish Council to consider helping them to meet advertising costs (banners, flyers printing) and a display board.

Friends of St Michael's Church

Break down of expenses

Noticeboard website:

https://www.panelwarehouse.com/display-boards-c2/jumbo-display-stands-and-boards-c117/mobile-jumbo-display-boards-3-panel-aluminium-frame-p664?gclid=Cj0KCQiAnL7yBRD3ARIsAJp_oLZpmE-NE3CLkYFEAiKslsrhcuop0iOxyXba0anDeE8Url4Xelbv-nEaAp9mEALw_wcB

£211.80

As far as banner printing is concerned we would need the following:

Wildlife Appeal.	3
TiMT May	1
VE Day.	2
Cream Teas.	2

£158.27 +vat £31.65 = £189.92

Additional printing for flyers etc:

£40-50

Total: £442.22

• Home

- Display Boards
- Jumbo Display Stands and Boards
- Mobile Jumbo Display Boards, 3 Panel, Aluminium Frame



Mobile Jumbo Display Boards, 3 Panel, Aluminium Frame

code: panel0652

- £176.50(EX.VAT)
- £211.80 (Inc.VAT)

Dr F. Close

Last logged on 20 February 20 at 10:15 AM.

[Settings](#) [Log off](#)

TREASURERS ACCOUNT
FRIENDS OF ST. MICHAEL'S CHURCH

[View IBAN and BIC](#)

£ 3,215.00 Current balance

£3,215.00 Available funds

[Brexit and your business - read our FAQs >](#)

Statement

Search your statement

Dec 2019 Jan Feb [All transactions](#)

[View pending debit card transactions](#)

All transactions

[Statement options](#)

View pending debit card transactions and cheques being processed

DATE	DESCRIPTION	TYPE ?	IN (£)	OUT (£)	BALANCE (£)
20 Feb 20	NARELLE HASSELL 100000000566491655 FOSM EXPENSES 111190 10 20FEB20 10:17	FPO		40.57	3,215.00
09 Jan 20	LONGSTANTON PARISH 600000000552621981 INVOICE 19/20-020 608301 10 09JAN20 14:15	FPO		13.05	3,255.57
09 Jan 20	000003	CHQ		40.00	3,268.62
23 Dec 19	MARKS&SPENCER PLC CD 0316	DEB		11.80	3,308.62
23 Dec 19	HOBBYCRAFT CD 0316 21DEC19	DEB		6.00	3,320.42
20 Dec 19	SAINSBURYS S/MKTS CD 0316	DEB		15.40	3,326.42
17 Dec 19	DUNELM LTD CD 0316	DEB		7.00	3,341.82

17 Dec 19	DUNELM LTD CD 0316	DEB	5.40	3,348.82
16 Dec 19	LOYD 3 SIDNEY STRE	CSH	80.00	3,343.42
16 Dec 19	LOYD 3 SIDNEY STRE	CSH	5.00	3,263.42
12 Dec 19	CO-OP GROUP FOOD CD 0316	DEB	7.00	3,258.42
04 Dec 19	LOYD 2 THAMES STRE	DEP	20.00	3,265.42
28 Nov 19	DUNELM LTD CD 0316	DEB	12.30	3,245.42
26 Nov 19	HOBBYCRAFT CD 0316	DEB	5.60	3,257.72
15 Oct 19	500037	DEP	20.00	3,263.32
15 Oct 19	500036	DEP	15.00	3,243.32
15 Oct 19	500036	DEP	358.80	3,228.32
02 Sep 19	THIS IS MY THEATRE	BP	373.00	2,869.52
30 Aug 19	500035	DEP	136.50	3,242.52
30 Aug 19	500034	DEP	10.00	3,106.02
30 Aug 19	500034	DEP	158.00	3,096.02
27 Aug 19	TESCO STORE 2065 CD 0316 25AUG19	DEB	39.75	2,938.02
23 Aug 19	500033	DEP	30.00	2,977.77
23 Aug 19	500033	DEP	257.00	2,947.77
22 Aug 19	NARELLE HASSELL 600000000501495954 FOSM EXPENSES 111190 10 22AUG19 16:10	FPO	138.77	2,690.77

[Load more transactions](#)

FRIENDS CONSTITUTION FOR the Friends of St. Michael's Church, Longstanton

1. DEFINITIONS

- (a) The Association – means the “Friends of St. Michael’s Church, Longstanton”;
- (b) The Building – means the church of St. Michael’s;
- (c) The Objects – means the objects of the Association set out in paragraph 2;
- (d) The Committee – means the people elected at the inaugural meeting and subsequently at each annual general meeting of the Association as set out in paragraph 5 of this document;
- (e) The Incumbent – means the incumbent for the time being of the benefice in which the Building is situated;
- (f) The Trust – means The Churches Conservation Trust being the body incorporated under s. 44(1) Pastoral Measure 1983.

2. THE OBJECTS OF THE ASSOCIATION

The Objects of the Association include but are not limited to the following:

- (a) To protect and preserve for the benefit of the Nation and in particular the people of Longstanton and Northstowe the Building and if appropriate the historical, architectural, archaeological and environmental heritage that may exist in the Building and churchyard;
- (b) To make and keep the public aware of the history art archaeology and architecture and social history of the Building, in particular by encouraging the use of the Building for suitable community activities and other events and publicising the availability of the Building for visits community activities and encouraging the use of the Building for educational activities;
- (c) To liaise with various authorities and others regarding fundraising for maintenance of the building;
- (d) To work in close association with the Longstanton and District Heritage Society so that the two organisations can be mutually supportive and help ensure that the Constitutional obligations of both societies can be met;
- (e) To fundraise to achieve the objects above.

3. POWERS

In furtherance of its objects the Association may:-

- (a) Raise funds by any lawful means and through any lawful activity;

- (b) Liaise with the Trust and with other charities, voluntary bodies, educational organisations and statutory authorities operating in furtherance of similar objects and exchange information and advice;
- (c) Invest the Association's monies not immediately required for the Objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law;
- (d) Make such arrangements as are necessary to enable the public to view and enjoy any building or land (whether free or at a charge) as set out in paragraph 2(b) above;
- (e) Make donations of money to the Trust, the amount of these donations to be made at the discretion of the committee;
- (f) In furtherance of paragraph 2(b), liaise with tourist boards businesses amenity societies and similar organisations and encourage visitors and users of the Building to make contact with local schools and encourage their use of the Building for educational activities;
- (g) Do all such other lawful things as are necessary for the attainment of the Objects;
- (h) Following the election of the committee at the inaugural meeting, and subsequent AGM, they will be duly authorised to carry out the day-to-day administration and decision making for the Association without the need for further meetings. The exception to this is where there is any expenditure proposed greater than £100 in which case members with email will be notified of the proposal and will have 7 days to register any concerns or ask for further information. No expenditure over £1000 can be incurred without calling a meeting of members. Two thirds of members present at the meeting must approve the expenditure before it can be allowed.

4. MEMBERSHIP

- (a) Membership shall be open to any individual who has paid any annual subscription laid down from time to time by the Committee;
- (b) Each individual shall have one vote.

5. COMMITTEE

- (a) At each Annual General Meeting of the Association, members shall elect from among those members falling under paragraph 4(a) a chairman, a secretary and a treasurer who shall (with the others mentioned below) form the Committee and hold office from the conclusion of that meeting. In addition the Incumbent and a representative appointed by the Trust shall be entitled to attend and speak at but not vote at Committee meetings. Any decision voted by the committee must adhere to the regulations that bind the CCT and the Church of England and Listed Buildings. The Committee is empowered at its discretion to co-opt other members of the Association to the Committee for any period that does not run beyond the next Annual General Meeting;
- (b) The committee shall have authority to put forward names for consideration at the AGM for the offices of chairman, secretary and treasurer. Members may put forward alternative nominations for those offices providing written notice is received by the secretary to the Association not less than 21 days before the Annual General Meeting. The consent of the nominee must be obtained before the nomination is submitted.

6. GENERAL MEETINGS

- (a) Members are entitled to attend General Meetings; these meetings are also open to the general public. General Meetings are called with at least 21 days prior written notice specifying the business to be discussed;
- (b) The Annual General Meeting shall be held as soon as possible each year after preparation of the annual accounts provided that it shall not be held more than 6 months after the end of the previous financial year. Motions for discussion shall be submitted in writing to the secretary with the names of the proposer and seconder at least 21 days prior to the Annual General Meeting;
- (c) Extraordinary General Meetings shall be called by the chairman at his/her discretion, at the request of at least 25% of total membership;
- (d) In addition, the Incumbent and a representative appointed by the Trust shall be entitled to attend, speak at but not vote at any General Meeting.
- (e) There shall be a quorum at any General Meeting when at least 5 members of the Association including the committee are present.

7. VOTING

- (a) Voting at all General Meetings shall be by a show of hands, a simple majority of members present and voting being sufficient to carry a motion except in the case of alterations to the constitution where rules in the following section entitled "Alterations" shall apply. At the chairman's discretion a ballot may be taken in place of a show of hands;
- (b) At Committee Meetings each member of the Committee shall have a single vote and the chairman shall have a second or casting vote.

8. ALTERATIONS

- (a) No amendment to the constitution may be made which would have the effect of changing the objects of the Association;
- (b) Subject to 8(a) above, the constitution may be altered by resolution passed by a majority of the members present and voting at the General Meeting. The notice calling the General Meeting at which the alteration is to be considered must include notice of the resolution setting out the terms of the alteration proposed.

9. SUBSCRIPTIONS

The amount of the subscription shall be reviewed and set on an annual basis by the Committee.

10. ACCOUNTS

The financial year of the Association shall run from the 1st [April] to the 31st [March] after which date the treasurer shall prepare a statement of accounts which shall be independently examined and presented to the Annual General Meeting.

11. BANK ACCOUNT

(a) A bank or building society account shall be maintained in the name of the Association. Any cheque drawn on the account must be signed by two, out of three approved signatories. One of the three signatories must include the Treasurer;

(b) Debit card-holders must be approved by the committee and the use of these cards will be subject to the limits of paragraph 3(h) and use will be subject to a specific procedure to be decided by the committee;

(c) All sums received by the Association, including all subscriptions, donations, contributions and bequests made to it, shall be paid into the said account and shall be applied only in furthering the Association's objects;

(d) In the event of the winding up of the Association the residue of the said funds in the said account, after expenses, shall be paid to the Trust;

(e) All funds paid to the Trust under subparagraph (d) above will be held by the Trust to be applied solely for the maintenance and upkeep of the Building and its contents.

12. DISSOLUTION OF THE ASSOCIATION

(a) If the Committee decides that it is necessary or advisable to dissolve the Association, a meeting of all the members shall be called of which no less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Committee shall have power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities, if agreed by the Committee, shall be given or transferred to the Trust (together with a copy of the statement of accounts) to be applied in the protection and preservation of the Building and its contents.

(b) If this action is taken, notice of the dissolution should be made public.

Costings for banner printing



SPECIALIST SCREEN & DIGITAL PRINTERS

www.screensandgraphics.co.uk

Screens and Graphics
25 High Street
Cottenham
Cambridge
CB24 8SA
United Kingdom
Tel : 01954 251790

jay@screensandgraphics.co.uk

QUOTATION

Ref No. SG37736/1
Dated 15/01/2020
Contact Narelle Hassell
Tel -
Fax

Narelle Hassell
The Friends of St. Michael's Church
Longstanton
United Kingdom

Many thanks for your enquiry, please find our quotation detailed below...

Re : Banners 1100 x 600

Item	Qty	Pack	Description	Unit Price	Total
A	1	Unit(s)	Print artwork supplied onto 500gsm premium banner vinyl, hem edges and fix eyelets: 1 off	£25.56	£25.56
B	1	Unit(s)	Print artwork supplied onto 500gsm premium banner vinyl, hem edges and fix eyelets: 2 off	£39.57	£39.57
C	1	Unit(s)	Print artwork supplied onto 500gsm premium banner vinyl, hem edges and fix eyelets: 3 off	£53.57	£53.57
D	1	Unit(s)	Print artwork supplied onto 500gsm premium banner vinyl, hem edges and fix eyelets: 4 off	£67.57	£67.57
E	1	Unit(s)	Print artwork supplied onto 500gsm premium banner vinyl, hem edges and fix eyelets: 5 off	£81.57	£81.58
				Sub Total	£267.85
				VAT	£53.57
				TOTAL	£321.42

This quotation is valid for 60 days from the date of this document

I look forward to hearing from you in due course...

Yours sincerely,

Jay Lewis

From: [Christian Brady](#)
To: clerk@longstanton-pc.gov.uk
Subject: Longstanton Conservation Area
Date: 24 February 2020 11:48:24

Dear Mrs White,

The Joint Director of Planning has undertaken to consult certain organisations about the need for a review of the Conservation Area at Longstanton. Accordingly, I would be grateful if you will indicate whether there is a view from the Parish Council that the Conservation Area needs to subject to a formal review or whether it is happy with the current ongoing coverage of the Conservation Area?

An early response would be appreciated.

Regards,

Christian Brady | Historic Environment Team Leader



GREATER CAMBRIDGE
SHARED PLANNING

t: 01223 457160 e: Christian.Brady@greatercambridgeplanning.org
<https://www.scambs.gov.uk/planning/>
<https://www.cambridge.gov.uk/planning>

Greater Cambridge Shared Planning: a strategic partnership between Cambridge City and South Cambridgeshire District Councils

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Enforcement Plan

County Planning, Minerals and Waste

January 2020

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1 Introduction and Purpose

- 1.1 Cambridgeshire County Council (the Council) is committed to delivering an effective and proportionate planning control service for 'County matters' which are defined in Schedule 1 of The Town and Country Planning Act 1990 (as amended) and The Town and Country Planning (Prescription of County Matters) (England) Regulations 2003, i.e. those relating to mineral and waste.

The Council also determines applications for its own development such as new roads and transportation schemes, and education facilities under Regulation 3 of the Town and Country Planning Regulations 1992 (as amended), but is not the Local Planning Authority responsible for any other planning matters that take place within the County.

- 1.2 The purpose of this Enforcement Plan (the Plan) is to explain our approach to achieving planning compliance at mineral and waste management sites within Cambridgeshire. The Plan also sets out what action can be taken and how decisions will be made in respect of pursuing formal action.
- 1.3 The publication of this Plan accords with paragraph 58 of the National Planning Policy Framework (NPPF), published February 2019, which states:

“Effective enforcement is important to maintain public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control.”

Local planning authorities should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate.”

- 1.4 Section 55 of the Town and Country Planning Act 1990 (as amended) defines 'development' as:

'...the carrying out of building, engineering, mining or other operations, in, on, over or under land or the making of any material change in the use of any buildings or other land.'

- 1.5 A Breach of planning control is defined under section 171A (1) of the Town and Country Planning Act 1990 (as amended), as carrying out development without the required planning permission or failing to comply with any condition or limitation subject to which planning permission has been granted.

- 1.6 Our approach consists of two broad elements: monitoring and enforcement.

Monitoring refers to the proactive periodic inspection of permitted mineral and waste management sites. Monitoring mineral and waste sites is a statutory duty under Regulation 19 of The Waste (England and Wales) Regulations 2011.

Enforcement refers to how investigations into allegations that a breach of planning control has occurred will be undertaken, and, where appropriate, the steps that the Council may pursue to remedy a breach.

2 General Principles

- 2.1 A key principle of the Council's approach to planning is to support sustainable growth, which takes into account the needs of the environment.
- 2.2 The principles in this Plan align with the vision, corporate objectives and priorities of the Council.
- 2.3 Each set of circumstances is unique and must be considered on its own merits. However, the Regulators' Code published by the Department for Business Innovation and Skills in April 2014 sets out the general principles of good enforcement and these include transparency, consistency and accountability.
- 2.4 Effective enforcement should be risk based and not necessarily limited to formal enforcement actions; it can include preventative measures such as inspections to check compliance with legal or other requirements and the provision of advice and guidance to support compliance.
- 2.5 All Council officers with responsibility for planning matters will have regard to the Enforcement Plan, the Regulators' Code and relevant legislation and guidance. The Council will only take action which is proportionate to the planning harm and to the seriousness of any breach of planning control.
- 2.6 Where a breach of planning control has been confirmed, officers will usually begin by trying to secure compliance with the use of an advisory approach. However, in certain circumstances, this will not be appropriate and further action will be considered necessary to remedy the planning harm being caused.

- 2.7 All officers undertaking enforcement activities will be duly authorised under the Council's scheme of delegation and will be appropriately trained to undertake their enforcement duties, and understand the principles of good regulation.

3 Enforcement and Compliance Objectives

- 3.1 The Council's enforcement and monitoring objectives are to ensure that:
 - serious or irreparable harm occurring as a result of mineral and waste development is prevented and / or addressed;
 - site operators, landowners and occupiers comply with the planning conditions imposed by the Council; and
 - breaches of planning control are addressed reasonably, appropriately and proportionately.
- 3.2 These objectives are intended to help:
 - maintain the integrity of the decision-making process; and
 - ensure that public confidence in the decision-making process is maintained.
- 3.3 When it is considered necessary and expedient to do so, the Council will act decisively and liaise closely with other enforcement agencies in order to reduce any adverse effects that unauthorised development has on local amenity and minimise any damage to the environment.

4 Monitoring Visits and Fees

- 4.1 The main purpose of a monitoring visit is to check compliance with conditions of the relevant planning permission(s) and, if relevant, legal agreement(s) relating to mineral or waste development. These planning permissions may include complex and technical conditions, which are designed to mitigate the impact of the activity.
- 4.2 The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) enable the Council to charge a fee for monitoring permitted mineral extraction and landfill sites, from the date that the permission is implemented to the end of the aftercare period.
- 4.3 The monitoring fees are set by Government and, at the time of publishing this Plan, the following monitoring fees are payable:
- where the whole or a part of the site is active the fee is £397; or
 - if the site is inactive or dormant the fee is £132.
- 4.4 The cost of visiting other types of mineral and waste management sites, such as waste transfer stations, material recycling facilities, energy from waste plants, scrap yards and mineral rail heads (including any associated industrial development), is borne by the Council.

- 4.5 Monitoring visits will serve to:
- allow the Council to gain an overall impression of the day-to-day operation of the site, chart progress to date, and identify and address potential problems before they arise;
 - encourage good operational practice rather than punish bad practice;
 - act as a means of regular liaison with operators; and
 - provide information to support any site liaison forums.

5 Assessing Complaints

- 5.1 The Council will investigate complaints alleging a breach of planning control within Cambridgeshire, which are 'County matters'.
- 5.2 Anonymous complaints or complaints that appear to be vexatious in nature will not normally be investigated, unless they allege a serious breach of planning control that is capable of being verified by a Council Officer.
- 5.3 All complaints are assessed and prioritised based on the potential severity of the issues raised and the risks determine the timescales for the investigation. The Council will aim to meet the timescales for visiting complaint sites shown in the table on the following page:

	Description of harm	Site Visit
High	<p><u>Severe risk of irreversible harm occurring</u> County matters which may cause immediate or irreversible harm either to:</p> <ul style="list-style-type: none"> • local amenity; • designated sites under the Ramsar¹ international wetlands convention, special protection areas, special areas of conservation, sites of special scientific interest, scheduled monuments, habitats of statutorily protected species, local nature reserves or county wildlife sites; • human health and/or safety; • potable ground and/or surface water supplies; or • archaeological resources. 	within 3 working days
Medium	<p><u>Significant /Medium risk of harm occurring</u> County matters which may impact, but does not appear to cause immediate or irreversible harm, on the designated sites listed above or may cause significant harm either to:</p> <ul style="list-style-type: none"> • local amenity; • human health and/or safety; • ground and/or surface water; or • archaeological resources. 	within 5 working days
Low	<p><u>Low Risk of harm occurring</u> County matters which do not appear to be causing significant harm or do not have the potential to cause significant harm to the designated sites listed in above or to:</p> <ul style="list-style-type: none"> • local amenity; • human health and/or safety; • ground and/or surface water; or • archaeological resources. 	within 10 working days

¹ Wetlands of international importance designated under the Ramsar Convention.

6 Investigating Complaints

- 6.1 Complaints will be recorded and acknowledged within 5 working days of receipt. Complainants will be updated at key stages during the investigation and their details will be kept confidential.
- 6.2 Following a desktop investigation into the relevant planning history and constraints relating to the land, officers will usually need to undertake a site visit to gather more information and evidence relating to the alleged breach.
- 6.3 If a breach of planning control is confirmed, the occupier/landowner will be advised of the details of the breach and of the likely steps and timescales required to remedy it.
- 6.4 Further site visits and monitoring may be undertaken to ensure the required actions are completed within the specified timescales.
- 6.5 Because breaches of planning control relating to waste and mineral development can have a serious and detrimental impact on local amenity and the environment, it is normal practice for officers to notify the local County Councillor (and occasionally also the Parish Council) when there is a confirmed breach of planning control in the area that they represent.

7 Legal Powers to Obtain Information

- 7.1 The Council may serve the following notices on the owner or occupier of the land to obtain land ownership

information, to assess whether a breach of planning control has occurred and to gather evidence in respect of the seriousness of any breach:

- A Planning Contravention Notice under Section 171C Town and Country Planning Act 1990 as amended;
- A notice under Section 330 of the Town and Country Planning Act 1990; and
- A notice under Section 16 Local Government (Miscellaneous Provisions) Act 1976.

- 7.2 There is no right of appeal against the service of these notices and failure to provide a formal written response to a notice within the specified timescale is a criminal offence, which is open to prosecution.

8 When a Breach is Confirmed

- 8.1 Before considering any possible enforcement action, the investigation will establish whether or not the development is acceptable in principle, and if anything needs to be done to bring it up to a satisfactory standard, or to ensure it complies with the relevant legislation.
- 8.2 If the principle of development is not acceptable, officers will consider what action is appropriate to prevent it continuing and produce a written report to support any recommendations for further action. The report will set out the background and circumstances of the breach, the planning harm caused, any relevant planning policy, the

options for taking action and the justification for the recommended course of action.

- 8.3 Although the Council would prefer to negotiate a satisfactory outcome, in some cases formal enforcement action may be considered necessary.

9 Where Enforcement Action will not be taken

- 9.1 There are some circumstances where the County Council will not be able to take formal enforcement action. These include:

- When the Council determines applications for its own development. In these cases, the responsibility for compliance with the permission lies with the relevant Council Directorate. If the breach is not remedied, the matter will be reported to the Planning Committee.
- Where the time limit for taking action in respect of a breach of planning control has expired, Section 171B of the Town and Country Planning Act 1990 (as amended) explains the time scales after which ongoing breaches of planning control become immune from enforcement action.
- Where the development benefits from permitted development rights under the provisions of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), provided that all the relevant restrictions and conditions have been met.

- Where the County matters have no impact on designated sites or on the local amenity and in cases where technical breaches of planning control cause no material harm or adverse impact on amenity.

- 9.2 The County Council does not deal with enforcement matters arising from:

- Fly tipping or general household waste matters;
- Development that has been permitted by District Councils. The Council may be involved in assessing whether the importation of material (such as hardcore) is necessary for enabling the permitted scheme or development to go ahead.

10 Retrospective Applications

- 10.1 Where the unauthorised development could be acceptable in planning terms the Council may ask the occupier/landowner to submit a retrospective planning application. The occupier/landowner will be encouraged to seek pre-application advice before submitting a retrospective planning application. Officers will not provide advice outside the formal pre-application advice process.
- 10.2 Information on obtaining formal pre-application advice is available on the Council's website at:

<https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-applications/submitting-a-planning-application/>

- 10.3 The Council will not invite a retrospective planning application if the unauthorised development is contrary to policy, or appears to have the potential to cause harm that could not be satisfactorily mitigated by the use of planning conditions.
- 10.4 If a retrospective planning application is invited and submitted, the Council will not usually take formal enforcement action whilst the application is being considered. However, the Council will continue to monitor the implications of the development.
- 10.5 If planning permission is refused and further negotiations fail to remedy the breach, appropriate enforcement action is likely to be pursued.
- 10.6 Where a retrospective planning application is submitted contrary to advice that there is no reasonable prospect of planning permission being granted, enforcement action may be taken prior to the application being determined.
- 10.7 The Council has the power to decline to determine a retrospective planning application for development, which is already the subject of a pre-existing enforcement notice.

11 Working with District Councils and other Agencies

- 11.1 If a breach of planning control that is not either a 'County matter' or permitted under Regulation 3 of the Town and Country Planning General Regulations 1992 (as amended) is established, it will be passed on to the relevant Local Planning Authority (District Council).
- 11.2 In cases where unauthorised development involves both County matters and district planning issues, the Council will liaise with the relevant District Council to establish all the lawful and unlawful planning land uses. If enforcement action is considered to be necessary and expedient, the Council will work with the relevant District Council to ensure that all aspects of the planning harm can be adequately and appropriately addressed before commencing action. Each case will be decided on its merits and consideration will be given to the land use implications and the respective jurisdiction and powers of County and District Councils.
- 11.3 In cases where the enforcement role is shared with other agencies, (for example the Police, Environment Agency, Internal Drainage Boards, Environmental Health Department of the local council or the Health and Safety Executive), the Council will coordinate and collaborate with these agencies to secure regulatory compliance is achieved effectively and efficiently. Where it becomes necessary to exchange information with partner agencies, we ensure we follow the requirements of the data protection legislation, and other relevant legislation, in force at the time.
- 11.4 Where a breach of planning control relating to county development occurs within Cambridgeshire which impacts on the amenity of residents in an adjacent county, the investigating officer will provide the other Council or authority details of the breach within 5 working days.

12 Principles of Enforcement Action

- 12.1 Where breaches of planning control are identified, the Council may take enforcement action, where it is satisfied that it is expedient, necessary and in the public interest to do so.
- 12.2 The Council will take a consistent, clear and fair approach to enforcement, having balanced the need for environmental protection against the desire to encourage sustainable development.
- 12.3 The Council will usually only take enforcement action when there is evidence that a breach of planning control has occurred that has, or is likely to, cause demonstrable harm to the public amenity or the environment.
- 12.4 Where an educational and advisory approach has not succeeded in remedying the harmful effects of unauthorised development, continued negotiations will not be allowed to delay formal enforcement action.
- 12.5 The enforcement action taken and the required remediation will be proportionate to the nature of the breach.
- 12.6 The time taken to pursue formal action varies on a case by case basis. The emphasis will be on balancing the urgency to remedy the planning breach with mounting a properly constituted legal response, taking into account available resources.
- 12.7 The Council will co-operate closely with other agencies to ensure a satisfactory solution to breaches of planning control.

12.8 National legislation provides the Council with a number of enforcement tools, which can be used to address breaches of planning control. These include:

- **Planning Contravention Notice**
- **Section 215 Notice of the Town and Country Planning Act 1990**
- **Breach of Condition Notice**
- **Enforcement Notice**
- **Stop Notice**
- **Temporary Stop Notice**
- **Prosecution**
- **Default Action**
- **Injunctive relief**
- **Planning Enforcement Order.**

12.9 Further information on planning enforcement and the various options available to the Council can be found online at:

<http://planningguidance.planningportal.gov.uk/blog/guidance/ensuring-effective-enforcement/planning-enforcement-overview/>

12.10 Where an offence has been committed under planning legislation, the Council may, depending on the circumstances, take action under the Proceeds of Crime Act 2002 to recover a company's or individual's assets that are considered to be the proceeds of crime.

13 Enforcing Planning Obligations

13.1 Where a breach of a planning obligation, such as an HGV routeing scheme contained within a section 106 agreement or a unilateral undertaking is identified, the Council will initially try to address the breach by working with the relevant site operator.

- 13.2 If the breach cannot be resolved by negotiation and co-operation the Council will, where necessary, take legal advice on enforcing the relevant clause of the planning obligation.

14 Feedback, comments and complaints

- 14.1 If you wish to make an enquiry about this Plan, provide feedback or raise a complaint about the Enforcement Service you can:
- contact the officer dealing with your case directly;
 - complete the [online form](#);
 - email planningDC@cambridgeshire.gov.uk;
 - telephone us on 0345 045 5200 (charged at local rate); or
 - contact your County Councillor.

15 Plan Review

- 15.1 This Enforcement Plan will be reviewed every three years and published on the Council website at:
- <http://www.cambridgeshire.gov.uk/>
- 15.2 The date of the next plan review will be 2023.

County Councillor report February 2020

County Council Budget

The County Council has set its budget with an increase of 1.59% on Basic Council Tax. The 2% ring fenced Adult Social Care is the same as every year, until the government comes up with a new funding solution...

The budget includes:

- £16 million into a new capital environmental pot to invest in climate action related projects.
- £8.5 million extra per year to children's services as part of the best start in life strategy.
- £800,000 per year extra into social care
- £200,000 per year extra into the LHI scheme, bringing the total spend up to £882,000 this year
- £6.336 million extra towards highways this year, plus extra £4million in 21/22, extra £5million in 22/34 and extra £6million in 23/24
- £5 million fund to support delivery of community capital projects

Over £10 million has been generated per year from commercial activity that can go straight into providing services.

Relocation of HQ and putting County Council officers into the communities they work for, will generate over £40 million over the next few years.

Over 7,000 tons of carbon reduction measures have already been delivered and further work on schemes will increase this to 16,000 tons within 2-3 years.

Smoking rates in the county are down, teenage pregnancies are down and our childhood obesity rates are among the best nationally. Still more to do tho.....

High tech investment boosts Council's bid to protect frontline services

Cambridgeshire County Council continues to protect the future of its frontline services through an ambitious move into the high tech office accommodation market - with the announcement today that it has bought the Evolution Business Park in South Cambridgeshire. Members have agreed to invest £28m in the freehold of the site off Milton Road, Impington which is currently home to a number of successful hi tech firms including Intelligent Fingerprinting.

And with an annual return on a £28m investment of 5.7% the deal generates would generate an income equivalent to that the council currently spends to support 22 adults with a learning disability year or fund 38 nursing home placement for older people a year or fill 34,000 potholes.

The high-spec office accommodation on the edge of Cambridge was developed to meet the growing demand for space in the ever expanding City, it is also home to national energy provider SSE. The opportunity to buy the Evolution Business Park allows the County Council to diversify its portfolio into a sector and geographical area which is quite different to its other recent purchases. The County Council supports and welcomes the development of high tech businesses such as those represented on its new Business Park, which bring prosperity to our county and high

value jobs for our residents. Evolution Business Park, joins a number of previous purchases in the council's property portfolio made over the past eighteen months which include Brunswick House - purpose built student accommodation for local University students, Cromwell Leisure Park in Wisbech comprising a cinema and three retail units, the Cheddar's Lane Tesco site, off Newmarket Road in Cambridge, and the ten acre Kingsbridge Centre industrial estate in Peterborough.

Top 15 for adult social care

Cambridgeshire County Council and Peterborough City Council are in the top 15 strongest performing councils in adult social care, highlighted in IMPOWER's latest productivity INDEX, it involves greater levels of independence and control, so that people can live more fulfilled lives and remain in their homes and communities for longer. The highest performing councils have all been able to achieve greater than average outcomes from a less than average spend per head. This means that users of social care in their local areas are getting better outcomes at the same time as the council is making best use of public funds

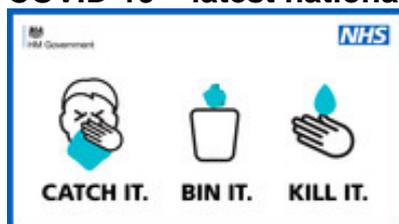


Applications for secondary school places are up again

This year the County Council received nearly 6,700 applications for secondary school places, an increase of 148 compared to the last academic year. A total of 6,698 applications were received by the deadline of 31 October 2019. Of these, 6,060 (90.5%) resulted in children being offered a place at their first preference school compared to 5,859 last year. A further 440 (6.5%) children have received the offer of a place at their second or third preference school. The County Council is planning for this growing demand for places by working with existing schools to increase their capacity and to plan for new secondary schools in the areas where demand is greatest. Applicants are advised to use all three of their preferences when applying for a secondary school place and to ensure that they include their catchment school as one of their preferences to give themselves the best chance of securing a place.

Parents/carers are legally entitled to appeal against the admission authority's decision to refuse a place at their preferred school(s). Accepting a place at an alternative school does not affect their child's place on the reserve list for their preferred school(s), or right of appeal.

COVID-19 – latest national advice and guidance



Developments regarding COVID-19 are continuing to be carefully monitored by Public Health England (PHE) with the Director for Public Health across Cambridgeshire and Peterborough is involved in local planning.

The [public advice](#) from PHE provides more information on the situation, including travel advice. The following guidance provides information relevant to different areas of Local Authority work.

- Transport Sector [guidance for educational settings available](#)
- Further guidance for education sector can be found [here](#).
- Social care, community care and residential setting [guidance](#)
- Further guidance for employers and businesses can be found [here](#)

To help prevent the potential spread of any infections, including Covid-19, the NHS has launched the Catch it, Bin it, Kill It campaign. Using a tissue to catch a sneeze, binning the tissue and washing your hands is the best way to stop the spread of any germs or viruses.

Local heritage centre moves a step closer

A planning application for a facility which will showcase heritage and archaeology at Longstanton and Northstowe, has been submitted. The project is a partnership between Highways England, Homes England and Cambridgeshire County Council, with support from the Longstanton & District Heritage Society. This new building could be an opportunity for people to celebrate their heritage in a way that also brings a unique facility to Longstanton and the new community at Northstowe and an educational resource for Cambridgeshire. The plan is to not only showcase the amazing exhibits discovered, but tell the story of archaeology and the crucial role played by RAF Oakington as an operational military base. The plan is for the County Council to run the building which sits on Homes England land with initial funding coming from the A14 Legacy Fund. I attended a meeting of the County Councils Commercial and Investment Committee and spoke to ensure that the name of Longstanton would be included within the name of the facility.

Planning permission was submitted in December and, subject to committee and planning approval, construction could begin in May and with the building opening in the Autumn.

An artist's impression of the Northstowe Heritage Facility.



Credit: Proctor & Matthews Architects.

Peter Hudson

County Councillor

Longstanton, Northstowe, Oakington, Westwick, and Over

DISTRICT COUNCILLOR REPORT

MARCH 2020

CLLR SARAH CHEUNG JOHNSON & CLLR ALEX MALYON

COMMUNITY GOVERNANCE REVIEW

Longstanton & Oakington will remain separate parishes from Northstowe. Oakington to retain green separation within its parish.

The Civic Affairs Committee at South Cambs District Council has decided on three options to go back out to residents for the next round of consultation. None of them include merging to create one super parish.

The options are:

- A - All phases of Northstowe create a new Parish. Oakington & Westwick remain its own parish with the boundaries highlighted by Oakington Parish Council, to include the green separation land. Longstanton Parish would remain the same up to the roundabout separating Station road and the B1050 towards Willingham. Land north of the Guided Busway will go to Willingham Parish. (see map on Page 33 of agenda pack below for detailed maps)
- B - As above but land north of the guided Busway to go to Northstowe. (see map on Page 37 of agenda pack below for detailed maps)
- C - Only Northstowe Phases East of the B1050 would go to create a Northstowe Parish, Longstanton Parish would retain all land to the west of the B1050. (see map on Page 39 of agenda pack below for detailed maps)

These options were rejected:

A2 - Over Parish Council ceding some land to create a more natural boundary

A3 - A late submission from Homes England to extend Phase 3 land over the green separation for Oakington.

As District Cllrs we were happy with the committee's recommendations and supported rejection of A2 and A3. Thank you to Oakington Parish Chair Stephen Moore for speaking on rejection of A3 and maintaining the green separation for Oakington. We note and share the disappointment of Oakington Parish Council on Homes England lack of engagement and late response to this issue and we will be working to bring them to the table for better engagement on this issue going forwards.

We also do not support option C but as this was a preference given by a group of residents, we were keen for this to be included in the next round of consultation so that:

- 1) Residents of Bloor were able to give their views and preferences clearly on this option
- 2) Longstanton residents could fully appreciate the impact of adding the planned thousands of houses

to the west of B1050 would have on Longstanton - it would equal the amount of existing houses in Longstanton.

We are keen that residents north of the guided busway are given every opportunity to express their preference for A or B and will be guided by them and the Longstanton Parish Council on which is their preference.

We would like to thank all residents who took the time to fill out the form and know that many of you found this confusing. We are working with the Council to ensure the next consultation is clear for residents to complete and this will be launching next week.

This will also be followed by a series of consultations and presentations to be given at Longstanton, Oakington and Northstowe, details can also be found in the pack below.

Full pack: <https://scambs.moderngov.co.uk/.../Public%20reports%20pack%20...>

ENFORCEMENT UPDATE FOR NORTHSTOWE PHASE 1

Fiona Hunter our new planning officer for Northstowe Phase 1 pursuing the following pre-enforcement actions with L&Q:

- A: We have issued a letter on 30.01.2020 putting L&Q on notice that they must confirm the Community Building redline within 12 weeks (23rd April). If they don't, we will take over and ask the "Expert" to confirm.
- B - asking L&Q to submit a timetable within 5 weeks demonstrating when and how outstanding S106 infrastructure will be delivered. This will also ask that outstanding plans and strategies are also submitted within 5 weeks. If they don't we have advised them we intend to apply to the Courts for Specific Performance (similar to an injunction). Likely to be issued this Thursday, so the 5 weeks would end on 2nd April.
- C – preparing a letter to deal with breaches of condition, I am waiting on legal advise on this one, it is likely to include:
 - Infrastructure delivery not in accordance with approval of condition details S/2884/16/DC: Green Routes, Water Park, Primary Roads
 - No installation of the water fountain in the Local Centre Square, and no evidence this was agreed by the Council
 - Streetlights along Primary Road adjacent to Parcels H10 and H12 are not functional (at least 5 columns).
 - Request confirmation of the installation of CCTV and monitoring data for construction traffic.

CEO of SCDC is due to meet with Directors of L&Q to discuss the above as well as future Section 106 commitments, in particular the delivery of community buildings.

ADDITIONAL NORTHSTOWE BRIEFINGS

Following feedback from residents and Oakington Parish Council, we have arranged a specific briefing for Oakington residents on Phase 3 by Homes England. This will be on the 5th March at Oakington Pavilion 6pm and is open to all. Andrew Thompson, principal planner will also be present.

We have also asked community development officers to arrange a similar briefing specifically for Rampton Drift residents again with Homes England and our planning officer as well as Urban Splash the developers for the first phase of Phase 2 to address specific Rampton Drift concerns as well as wider questions, the date is to be confirmed and will be open to all to attend.

MORE POTHOLES

We have sent a letter to our new MP to request an update on when we might expect to see the £2 billion promised to deal with potholes and how much of this we will see in South Cambs, we have yet to have an acknowledgement of this.

GIRTON TO OAKINGTON SHARED USE PATH

A brief update on the Girton to Oakington shared use path from the County Council:

We are still working hard to get a design for this cycling and walking scheme; it has been taking a long time due to the complexity of widening a path alongside a ditch, and the many surveys required to input to the design.

The scope of the initial planned work remains the same; to widen the shared use path to 3m between Manor Farm Road and the New Road junction, to modify the New Road junction to improve visibility, and to carry out minor improvements at the Oakington end such as dropped kerbs, line painting and relocating street furniture. We are now progressing a "swale and pipe" design for the ditch; creating a swale where possible and piping where not. This hopefully means we won't have to use any sheet piling which would have been more expensive and disruptive.

Skanska are close to finishing the design, and so after going through all the statutory processes, we are hoping to be able to start work on site later this summer. In preparation for this we need to trim back the hawthorn hedge between Beck's Brook and the New Road junction before the bird nesting season at the end of March. The County Council's Arboriculture Officer has inspected the site and doesn't have any problems with this, and in addition has recommended we remove two young trees from the hedge line; a field maple and an ash close to Beck's Brook. Both of these have roots which stand adjacent to the hedge line and would prevent the path widening.

If you have any concerns about this vegetation work please let us know as soon as possible.

NORTHSTOWE FORUM UPDATES

Thanks to the work of Jon London, the Northstowe community forum updates and videos have been clipped in short videos so you can watch only the parts you're interested in.

The link below is for the most recent forum.

https://www.scams.gov.uk/community-development/northstowe-community-forum/northstowe-community-forum-22-january-2020/?fbclid=IwARo8fAxyZN1Vu-JCiEII6Do8ng-Dg5XqgeKY5JkWy_uP9lCRYIKoJZjrso8

The next forum is on 1st April 2020 at the Community Wing.

COUNCILLOR UPDATES

We send out email newsletters and have been posting regular updates on our Facebook group. Details are here:

- Monthly email newsletter - with updates on local news as well as wider district issues which will impact us all. To sign up please go to: https://www.sclibdems.org.uk/email_signup_longstanton
(Note to help us manage GDPR it is easier for us to host from the LibDems webpage, but we absolutely promise this link will NOT subscribe you to LibDem news)
- For all the latest news & updates so far please go to: https://www.sclibdems.org.uk/longstanton_news
- For those on social media we have a very active Facebook group covering the whole ward here: <https://www.facebook.com/groups/2066298150052161/>

DISTRICT WIDE UPDATES

VE DAY EVENTS

South Cambs District Council are offering a VE Day grant for residents to apply to help fund their celebrations. Details are here: <https://www.scams.gov.uk/deadline-to-apply-for-funding-for-ve-day-commemorations-extended/>

Over the three day period the events — the first of which on Friday May 8 has been declared a special public holiday — will include the playing of specially written musical tributes to highlight the Nation's Toast to the Heroes of WW2. There will also be a Cry for Peace around the World and all Churches and Cathedrals are being asked to take part in sessions of Ringing out for Peace. Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc will be the plans for the Saturday and services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post on the Sunday.

NEW ELECTRIC BUSES

Stagecoach have purchased 2 electric buses to run in Cambridge using £400,000 of funding from

the Greater Cambridge Partnership which South Cambs and the County Council are partners in. They can travel 160 miles on one charge and you will have seen them running the Citi 6 route. We are particularly pleased the Oakington route was chosen given the routes proximity to the Primary School on Water Lane. We are anticipating that this will be the beginning of a much larger electric fleet serving South Cambridgeshire in the near future.

COMPLAINTS AND COMPLIMENTS TO SOUTH CAMBS

South Cambs District Council have now launched our Open Process portal, which allows customers to create an account where complaints can be raised and tracked throughout the investigation, until resolution. There is the facility for supporting documents to be uploaded and messages can be sent between investigators and customers, which will help to speed up the process. All complaints need to be made through: <https://www.scambs.gov.uk/your-council-and-democracy/feedback/compliments-complaints-and-suggestions/> (selecting the option for the "Online Complaints Form").

ANNUAL SURVEY OF COUNCILS

Interesting to see some of the key findings from all UK Councils. Nearly all councils (97%) plan to increase council tax in 2020/21, with most (93%) planning to raise it by more than 1.5% and nearly all councils (97%) plan to increase fees and charges. 12% say they are in danger of being unable to fulfil statutory duties this year with Children's Services & Education the top immediate pressure, while Adult Social Care remains the top long term pressure. There was near universal disappointment in the Government's progress delivering a sustainable funding system for local government (97%) and a long term social care strategy (98%).

SOUTH CAMBS – MORE GREENERY...

Proposals have been put forward to make the Council offices less dependent on fossil fuels, including installing a solar car port which will generate more than 20% of the electricity for the entire building and installing a ground source heat pump to reduce the amount of gas used on site by at least 80%

LOCAL PLAN CONSULTATION.

A further reminder to get involved with the local plan consultation. This is being described as the most important document you have never heard about but it will determine where future jobs and housing is to go for decades to come, what infrastructure we will be needing, where new open and green spaces will be located and how we will be managing the challenges of climate change, air pollution inequality and growth. The reality is that Cambridge and S Cambridgeshire are going to be the focus for significant growth in coming years in terms of jobs and housing. The fact that we are actually more successful than just about anywhere else in the country means that we should attract further investment so that our success can be capitalised on. The big decisions are around where that growth is focused - around Cambridge City (which is green belt), around existing communities such as Cambourne, Northstowe and larger villages, or in new communities? It is all up for discussion and your views really matter.

We were disappointed to note that during last year's election our new MP was suggesting he would be against further house building in South Cambs when it is the Conservative government which has given the District the housing growth numbers it needs to reach. Should the council fail to show it has adequate plans for a housing land supply we risk being taken into special measures. It'll be interesting to see if this means our new MP will be calling for a reduction in the numbers of houses South Cambs needs to deliver.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL BUDGET

£5 million has been pledged in South Cambridgeshire to tackle the global climate emergency. The money will go towards improvements linked to the District Council's 'green to the core' priorities. This includes improving the Council's offices to cut carbon emissions and energy bills, providing communities with grants for projects that cut carbon emissions in their areas, making Council houses more energy efficient and helping people cut the amount of food they waste.

In 2018 the Council declared a climate emergency and pledged to reach net zero carbon by 2050. To help move toward that goal the Council plans to invest in 2020-21 a further £100,000 on Zero Carbon Community grants for community initiatives to cut carbon emissions and tackle climate change, £1.9 million 'greening' of its offices to cut energy bills and show others how they could go green and a further £1.3 million on improving energy efficiency of Council homes. In addition £1.3m will replace 1,800 District Council owned streetlights with LEDs to reduce energy consumption by 60% and £400,000 on an electric bin lorry to see whether it is viable to shift from a diesel to an all-electric fleet.

In 2020-21 the Council expects to generate over £3.5 million from investments which will be spent on local services and help offset cuts to their funding by central Government. The Council's budget also proposes investing an extra £200,000 in expanding the mobile warden scheme in the district. Local Mobile Warden groups support older people to live independently by carrying out practical tasks such as making light meals, shopping, making appointments, filling in forms and collecting prescriptions.

A further £200,000 is also planned to be invested in increasing support for local businesses so that villages remain vibrant and new jobs are created close to where people live.

EXTRAORDINARY TIMES AT THE COMBINED AUTHORITY

At the end of February the Mayor announced that the Cambridgeshire and Peterborough Combined Authority would take control of public transport improvements in the area. A decision on the final route for the Cambourne to Cambridge Guided Busway Scheme was due to be made at the GCP Executive Board on 19 Feb but the papers were pulled after the Mayor's announcement, in which he said that the plans didn't fit with his plans for the Cambridge Autonomous Metro. This despite the fact that the GCP has been working alongside the Mayor's office, which had not raised any concerns about the GCP proposals. The proposals included delivering phase one of the CAM including connections to Cambourne, Waterbeach, Granta Park and towards Newmarket. So the Mayor's announcement is completely at odds with recent Combined Authority decisions.

The Combined Authority plans a meeting on 6 March to consider proposals which would include an interim solution for the Cambourne to Cambridge route that would not involve ‘flooding the city with buses.

EAST WEST RAIL

East West Rail Co has now advised of the preferred route via St Neots/Tempsford to Cambourne and thence to a new station at Cambridge South. CamBedRailRoad continues to campaign for its own routing for three main reasons. Firstly the new railway line does not follow the proposed dualling of the A428. This is a missed opportunity to save money and disruption to the community. Secondly, the Cambourne station is proposed south of the town and not on the A428 where it would be most sensibly located as the new developments at Cambourne, Bourn Airfield and north of the A428 (probably) come forward. Lastly the line then drives through a series of villages to join the mainline somewhere near Gt Shelford.

Those Parishes need to be aware that the trainline proposed is not in any way similar to the Varsity line of old. It will run high speed trains carrying both passengers and freight and is proposed to be ‘zero carbon’. It will be segregated from the surrounding area by significant security fencing. It will sever nearly all bridleways and footpaths it crosses as well as local roads. Network Rail has a policy that the UK will never again build a level crossing. Roads will be bridged or tunneled with the consequent cost, visual intrusion and disturbance. As a high speed line it will not be able to weave in and out to avoid important buildings, woods or places of interest.

The East West Rail website has a number of useful maps and documents on it.

COUNTY COUNCIL MEETING - BUDGET 2020/21 TO 2024/25

Cambridgeshire County Council approved a budget including a £4 million deficit while increasing Council Tax by 1.59% instead of by the permitted 1.99%. At the beginning of this financial year the potential gap was £21 million, so over the year the Council has had to make savings of £17 million to reduce the potential shortfall. Whilst some efficiencies have undoubtedly been justified, they have made dramatic cuts to Adult services (-£5.8m), to Highways and to Children’s Services (-£6.3m).

You will all be aware that our Local Highways Officer has been unable to commission work for lack of funds. Many Councillors report waiting years for simple maintenance jobs to be completed. At a liaison meeting on 20 February with the Clinical Care Commissioning Group and Healthwatch, County colleagues heard some stern words of warning about the impact of the new Adult Social Care charges. Council finance remains in critical state, as seen for example in new controversial and complex charges to vulnerable people receiving Adult Social Care that will save the council £3.4 million over the next two years.

This pattern over recent years (2016-2019) of not raising council tax by small permissible increments, including a sustained period of total council tax freeze, has cost the council £34 million that should have been deployed to prevent this tide of disappearing public services. The difference between 1.59% and 1.99% for a Band D home is 11p/week/household which could have added £1.17m to the Council budget this year and £6.39 million over the forward plan period. The performance of the joint planning service

continues to improve as the service settles down after the re-organisation in 2018. The focus on improving the customer experience went a step up as a new service-wide performance officer joined the service in early December 2018, the focus is on making the service easier to navigate and friendlier to customers whilst ensuring national planning laws are kept! 85% of all householder applications submitted are approved and this has been consistent since 2016, even though there was a significant increase in the number of applications during the past few years. 83% of applications are also determined within the statutory time set by government. There's always room for improvement and the pre-app service is one of those areas of planning we need to improve on as well.

Please do not hesitate to contact us if you have any questions about these, or any other matters.

Alex Malyon and Sarah Cheung Johnson

District Councillors for Longstanton, Oakington and Northstowe

Contact details:

Sarah Cheung Johnson: cllr.cheungjohnson@scambs.gov.uk

Alex Malyon: cllr.malyon@scambs.gov.uk

Appendix 10

Longstanton Village Hall and Recreation Ground
Charity no. 300408
The Village Institute, 24 High Street,
Longstanton,
Cambridge,
CB24 3BS

12th February

Dear Libby,

I am writing on behalf of the Longstanton Grasshoppers Cricket Club to request seven full-day bookings in 2020 to promote cricket to young children in the local community. Building on the success of our two-day Cricket Camp that we held in 2019 we are requesting use of the Recreation Ground on the following dates:

16th and 17th April (Easter Cricket Camp)
27th to 31st July (Summer Cricket Camp)

The above events are part of an extend set of activities that Longstanton Grasshoppers Cricket Club is offering in partnership with MLS Cricket Coaching to local children in 2020, which also includes Winter Cricket (indoors between January and March) and the regular Friday evening training in the summer (April to July).

I look forward to hearing from you soon,

Best regards

Richard Jenkins

Youth Cricket Coordinator



Longstanton Parish Council
Hattons Road Cemetery Regulations

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1. Introduction

- 1.1. These regulations apply to the Cemetery owned and managed by Longstanton Parish Council.
- 1.2. Currently the sites include:
Hatton Road Cemetery, Hatton Road, Longstanton

2. Contact Details

- 2.1. All enquiries concerning the Cemetery should be directed to:
The Parish Clerk, Longstanton Parish Council, Longstanton Village Hall, 24 High Street, Longstanton, CB24 3BS.
Telephone: 01954 782323
Email: clerk@longstanton-pc.gov.uk
The offices are open from 11.00 to 14.00 Monday to Friday.
An answerphone is available for messages to be left outside office hours.
- 2.2. These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

3. Admission to the Burial Grounds

- 3.1. The Cemetery is open for visitors every day of the year.
- 3.2. The Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the cemetery. No consumption of alcohol or drugs may take place within the cemetery, and anybody under the effects of such substances will not be admitted.
- 3.3. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees, etc. will be required to leave the cemetery immediately and may be the subject of subsequent legal action.
- 3.4. Children under the age of 14 are welcome in the cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the cemetery.
- 3.5. No dogs are permitted in the cemetery with the exception of Guide Dogs, Hearing Dogs or other recognised Assistance Dogs, or with the express permission of the Clerk.
- 3.6. No motor vehicle shall be driven in any of the cemetery other than in the connection with the conduct of servicing funerals, or in connection with the erection of memorial monuments and care of graves or cemetery grounds maintenance.
- 3.7. No person shall drive any motor vehicle onto the grassed areas, except for sole access over grassed areas for the purposes of grass cutting and excavating or backfilling of graves. Any such vehicular access over grassed areas for these purposes shall be kept to an absolute minimum, and all reasonable protective measures shall be taken to avoid damage to the grass surface.

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- 3.8. Any person driving a motor vehicle onto a grassed area of the cemetery shall be liable to pay Longstanton Parish Council its costs incurred in making good any damage thereby caused.
- 3.9. Authorised vehicles will not exceed a speed of 5mph in the cemetery.
- 3.10. Visitors with disabilities or other special requirements should contact the Clerk who will be pleased to assist.

4. General Regulations

- 4.1. No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the cemetery either in their own time or during their employed hours.
- 4.2. No person shall canvass or solicit business in the cemetery.
- 4.3. All fees for interments or memorial works must be paid in full to the Council in advance.
- 4.4. The Council will publish a scale of fees and charges annually (available on the website: Longstanton-pc.gov.uk and on the cemetery noticeboard). Residents of the area will qualify for reduced fees compared to non-residents. A resident is defined as somebody who, immediately prior to their death, was a resident of the area, or who lived in the area for over ten years and moved out of the area less than 24 months before their death.
- 4.5. The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

5. Graves

- 5.1. Graves are available in the cemetery, which consists of unconsecrated sections. The selection of grave spaces shall be at the final discretion of the Council, but the wishes of applicants will be met wherever possible.
- 5.2. Every interment shall take place either in a private grave. Private graves are graves to which an Exclusive Right of Burial has been issued.
- 5.3. The Exclusive Right of Burial for a grave can be purchased for a period of 99 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.
- 5.4. The Exclusive Right of Burial can only be transferred to another person or persons who are entitled and via the legal process adopted by the council.
- 5.5. Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at 9 below.
- 5.6. The area of the cemetery in use is a lawn design and consequently only headstones are allowed with a small space at the head of the grave available for planting. Cremated Remains Graves are for the burial of cremated remains only.
- 5.7. All graves will be excavated and prepared for interment by persons appointed or authorised by the funeral director arranging the funeral with the permission of the Clerk. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 5.8. Following the interment the persons appointed will level the grave and either re-turf or topsoil and seed it as appropriate to the season.

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6. Coffins

- 6.1. Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard, etc.

7. Booking of Interments

- 7.1. A provisional booking for a funeral may be made by telephone to the Council Offices.
- 7.2. The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by Longstanton Parish Council) to the Council Offices at least 48 working hours in advance of the intended date and time of the funeral. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.
- 7.3. In respect of private graves, the deed of grant for the exclusive right of burial will be registered in the name of the applicant for the burial indicated on the notice of interment and signed by that person.
- 7.4. A coffin grave shall not exceed 229cm (7ft 6 inches) in length, and 91cm (3 feet) in width.
- 7.5. As much information relating to the funeral as possible must be given to the Council in advance, especially if it is unusual, e.g. large number of mourners expected, motorbike cavalcade, jazz band, piper, etc.
- 7.6. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Council Offices prior to the funeral.
- 7.7. The Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance.

8. Interments/Burials

- 8.1. Funerals will normally only be permitted Monday to Friday 09.00 – 16.00 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to additional cost. Please contact the Clerk if a time outside of the permitted hours is required.
- 8.2. All funerals will be subject to the control of the Council's designated officer, who will meet the cortege and direct it to the grave as appropriate.
- 8.3. It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required.
- 8.4. Any floral tributes from the funeral will be placed on top of the grave following backfilling, and will remain in situ for a minimum of 7 days before being cleared by Council staff (unless family have already removed them).

9. Memorials

- 9.1. The Council has adopted a Management of Memorials Policy dealing with current and future memorial installations, safety inspections and making safe unstable memorials. Masons carrying out work in the burial grounds must comply with the Council's Management of Memorials Policy.

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- 9.2. All memorials fixed in the cemetery must comply with British Standard 8415 (Latest version) and the BRAMM Blue Book (Latest version).
- 9.3. Ground anchors and fixing systems used in the construction of memorials must have a certificate of compliance with BS8415 (Latest version).
- 9.4. Only those memorial masons businesses that are BRAMM accredited, and those memorial masons that hold a current BRAMM Fixer Licence, will be able to work in the cemetery. Fixers who do not hold a BRAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence.
- 9.5. Memorials will only be permitted on purchased graves.
- 9.6. Memorials other than those fixed by a BRAMM accredited memorial mason are not allowed. On lawn sections planting is confined to the head of the grave and no objects must be placed on the length of the grave.
- 9.7. Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Clerk on the appropriate form supplied by the Council. The grave owner must sign the form to give their permission for the proposed memorial/works. On approval by the Council a permit will be issued to the responsible Memorial Mason.
- 9.8. Memorials must be constructed of materials suitable to the environment and period of grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.
- 9.9. The maximum height of lawn memorials is 3', the maximum width is 2' and the depth is 12". The memorial must be a minimum of 3" thick. On traditional graves the Council will consider applications for larger memorials subject to them being satisfied that the installation is compliant with current recognised industry standards. On cremated remains and children's graves the maximum height of a memorial is 2' and the maximum width 18".
- 9.10. The memorial mason must inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1" high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the grave number towards the bottom right hand side of the reverse of the memorial in letters not exceeding 1" high.
- 9.11. Memorial masons must remove all arisings from the cemetery at the conclusion of their work, and must leave the area in a tidy condition.

10. Care of Graves and Memorials

- 10.1. All memorials are erected at the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials, and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to effect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave

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owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.

- 10.2. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.
- 10.3. All flower holders or other items left on graves must be made of non-breakable material. Any items left on graves are at the owners' risk and the Council cannot be held responsible for any damage to them howsoever caused. The Council may remove any articles from any grave that are likely to cause risk, damage or offence to other visitors to the cemetery or which interfere with the Council's maintenance of the site.

Grave owners will be permitted to place personal items on either side of the memorial and/or on a one foot strip to the front of the memorial. Grave owners are requested to adhere to this rule so as to enable maintenance of the grass areas without risk of damaging any personal items.

- 10.4. No trees may be planted on graves. Only suitable planting such as annual bedding or small shrubs only will be permitted on traditional graves and in the head border of lawn graves. The Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance work.

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LONGSTANTON PARISH COUNCIL

Management of Memorials Policy

Adopted:

Longstanton Parish Council will identify any memorials posing an immediate danger to the public through an inspection programme.

Inspections will be carried out and records will be maintained showing the date of inspection. Steps will be taken to ensure the immediate safety of the stone.

Stability of Memorials

The frequency of inspections will be determined by the age and condition of memorials and any ground movement in specific areas. For monuments that are in a good condition and stable, four years will be adequate before the next inspection needs to take place. For stones where there is some deterioration, but are still stable, re-inspection will be carried out annually. All other conditions will require immediate attention.

The inspection will look for cracked, weatherworn or leaning stones and where visible, should be ensured that joints do not have missing or loose mortar and that dowel pins are not corroded. If foundations can be seen these should be checked for cracks and crumbling pointing. Any nearby, recently disturbed ground; will be taken into account. Both the inspection and any subsequent action taken will be formally recorded.

Inspection Programme.

The following details will be recorded:

- Grave number and section
- Size and type of stone
- Type of damage
- Steps taken to make safe
- Date and signature of person inspecting

The main inspection criteria are as follows:

1. Shape/Size
 - a) Height
 - b) Thickness
 - c) Material (e.g. granite, sandstone etc.)
 - d) Type (e.g. headstone, cross, other)
 - e) Special features (sculptures etc.)
2. Stonework
 - a) Cracks (measure length and width)
 - b) Perished, frost damaged, etc.
 - c) Lean
3. Joints
 - a) Check for rocking (gentle pressure)
 - b) Open joints
 - c) Size and condition of dowels (where used)
4. Foundation
 - a) Type of foundation
 - b) Condition of foundation

5. Surrounding
 - a) Level (e.g. Sloping, uneven, etc.) ground
 - b) Condition

The database of the information will provide useful reports on:

- Those memorials requiring immediate attention
- Those memorials needing attention within a specified time
- Those memorials requiring attention by memorial masons

Re-inspection of memorials will then be classified into three categories

Category 3 Re-inspect in four year's time

Category 2 Re-inspect in one year's time

Category 1 Requires immediate attention

Memorials in immediate danger of falling over

This initial check will seek to identify and remove any immediate dangers. For memorials in immediate danger of falling over the following three options are available.

1. The memorial could be laid flat prior to any further action.
2. The area around the memorial could be cordoned off and a label placed on the memorial advising the memorial is dangerous. The above two could be carried out prior to any further action. Schedule 3 of the Local Authorities' cemeteries order 1977 states, "*that such powers should not be construed as authorising any action in relation to any vault, tombstone or memorial.*" Once the memorial has been made safe all steps should be taken to contact the owner of the exclusive right of burial and ensure the memorial is suitably repaired. A third option does exist.
3. An immediate repair could be effected, assuming the authority is willing to accept the costs and resources available. This would result in a charge being recorded against this grave.

Memorials unstable, but unlikely to become an immediate danger to the public.

Memorials that are unstable to some degree, but still with dowels intact, or with a crack in the stonework that does not run throughout, may require repairs to ensure their future safety, but do not require immediate action. It is essential not to class these as presenting an immediate danger and laid flat without following prescribed notification as per the LOCAL AUTHORITIES CEMETERIES ORDER 1977. Every available effort will be made to trace the owner, with consideration being given to placing a label on the memorial, advising that the memorial is potentially dangerous. In the event that the owner of the exclusive right cannot be contacted, the matter will be brought to the attention of the Full Council for discussion.

Completion of Memorial Risk Assessment Form

The risk assessment form will be completed for the inspection of each section and will be categorised into one of the 3 categories listed above and detailed on the assessment form. The necessary action will then be taken.

This policy will be reviewed on an annual basis.

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