

**Draft Minutes of the Meeting of Caldecote Parish Council  
on Thursday 4<sup>th</sup> February 2010 at 7.30pm in the Village Hall**

**Present:** Cllr Jack Lang, Cllr Tom Footman, Cllr John Newby, Cllr Doreen Francis, Cllr Neale Whyatt, and Cllr Alan Levett.

**In attendance:** Mr. Roger Hume (Clerk) - 7 members of the public were also present, for at least part of the meeting.

*Members of the public were invited to make comments relevant to the agenda before the meeting was formally opened.*

**574 Apologies for absence and also declaration of interests from members**

Apologies were received from Cllr Whelan, Cllr Hawkins and Cllr Breeze.

Declarations of interest (non prejudicial) were recorded as follows.

Planning items

S/1954/09/F, Cllrs Footman and Levett live in the same road.

S/1805/09/F, Cllr Newby lives on the same estate.

S/1920/09/LB and S/1830/09/F, Cllr Whyatt lives in the same road.

Item 582.9 Cllr Whyatt is a trustee of the Sitwell's Charity & Townland's who manage allotments in Caldecote

**575 To approve the minutes** of the previous meeting on January 7<sup>th</sup> 2010

On a resolution by Cllr Footman and seconded by Cllr Levett the minutes were approved as a true record with no amendments, all were in agreement.

**576 Matters arising for information and discussion, clerks report.**

**576.1 Parish Plan Report** – Progress is being made in analysing the results of the survey and deciding on actions for the final plan.

**576.2 TKA report**

The factory is closing at the end of September.

**576.3 Bus Service** - the school bus will now stop in Highfields Road after complaints about the use of Clare Drive.

**576.4 Bollards** – (in Strympole Way) a planning application has been submitted

**576.5 Notice Board Repairs** – in hand

**577 Reports from the District and County**

**577.1 County Councillors Report**

Cllr Whelan was unable to submit a full report to the meeting but hopes to send one at the weekend.

Verbally before the meeting she indicated that the County Council is currently unable to carry out a full gritting program due to a nationwide shortage of grit.

**577.2 District Councillors Report**

Planning - Recent changes to the reduction in applications being delegated to Council officer's means that more applications are now going to the full planning committee.

In future all applications (where the recommendation of officers and Parish Councils do

not agree) will go to committee, but it is recommended that District Councilors still request this to happen.

Comberton Village College – the application for the changes to a Sixth form college were considered at South Cambs on Wednesday and agreed for delegated approval.

Concerns over lack of parking are being addressed; extra parking areas have been identified.

**578. Finance and procedural matters**

**578.1 To receive the financial report and approve the payment of bills.**

Expenditure for approval			CHQ NO.
<b>Late Payments January meeting</b>			
Printware	Canon Printer	293.76	981
<b>New Payments</b>			
Kathie Martlew (11)	Salary January Paid in February	84.84	Direct
Julie Coogan	Salary January Paid in February	340.00	Direct
Roger Hume	Salary January Paid in February	617.80	Direct
Jake Thomson	Journal delivery	45.45	982
Roger Hume	Clerk Expenses December 2009	104.88	983
Cambourne Printing Services	Meeting notes January	19.86	984
Andrew Firebrace	Pavilion structural design	1150.00	985
Caldecote Village Institute	Room hire	29.75	986
Eurooffice	Envelopes etc and Print cartridge	159.35	987
Curtis Surfacing	Trial holes for pavilion	293.75	988
CGM	Sport Field Maintenance	1410.00	989
MD Landscapes	Maintenance	718.75	990
Total Expenditure		5268.19	

There were 3 late payments that will appear on the next month's statement –

Cheque 991 Pavilion Plan fee building control – £361.31

Cheque 992 Printing of Journal LGS Services - £216

Cheque 993 Caldecote Village Institute – Room hire £12.25

On a resolution by Cllr Lang and seconded by Cllr Levett the payments were checked, and approved. The cheques were signed and invoices and stubs initialed at the end of the meeting.

**578.2 Training Needs** – A schedule of training available to councilors was available.

**578.3 Internal Auditor appointment** – Mrs Saskia Dart has kindly agreed to continue to carry out the internal audit.

The chairman asked the clerk to write expressing the Council's appreciation.  
Mrs Saskia Dart will therefore be appointed as internal auditor

**578.4 Staff employment Issues – (1)** confidential item - it was necessary to exclude the public and press temporarily under section 1(2) of the Public Bodies (admission to meetings act 1960) due to the confidential nature, *the item was moved to the end of the meeting to avoid inconvenience to the public attending*. This item is covered by confidential minutes held by the clerk.

It was agreed that meetings are held with the clerk, Councilors and the member of staff to resolve a staffing issue.

**578.5 Model contract of employment.** The SLCC have issued a revised model contract of employment.

Councillors requested that the clerk prepare a change to the contract of employment in line with the model contract and refer to the chairman on the various options.

The clerk explained that it was not unusual for Parish council staff to be offered the County Council pension scheme.

**578.6 Appointment of replacement clerk,** the original plan was to recruit a new clerk after the elections.

It is possible that Parish Council elections will be delayed until June. In view of this it was agreed it was necessary to start the process before the elections so that a reasonable handover period is possible. Appointment Committee (working party) to be formed in March to consider hours of work and terms.

– Comprising of Cllr Lang and the Clerk and other councilors as available

Start date for new clerk – from June 7<sup>th</sup> if possible

Date of advertising the post - (Journal in March) Evening news in April along with local magazines.

Also a paid entry on the clerk's forum

Interview dates - Early May (from 4<sup>th</sup>)

#### **578.7 Staff appraisal**

In view of the clerk being replaced it was not considered necessary to appraise the clerk this year as there would not be time to meet any targets set.

Both litter pickers will need to be appraised.

**579. To attend to correspondence/communications received since the previous meeting**  
(if it requires notification, discussion or decision).

#### **579.1 Parishioner correspondence.**

##### **579.1.1 None to date that require discussion**

#### **579.2 Other Correspondence and consultations**

##### **579.2.1 SCDC Public consultation** – The monthly report was received

##### **579.2.2 Community Transport** - (Cllr Whelan) report to be sent later

##### **579.2.3 Musculoskeletal Services** – The future (consultation by 15<sup>th</sup> March)

The musculoskeletal services, (including physiotherapy) caters for both adults and children, (30% of all GP consultations are related to these conditions) treats conditions or injuries that affect muscles, tendons, ligaments, bones, joints, feet rheumatism, care after trauma etc.

Improvement to the service could be made by delivering more care in the community by relocating much of the service from hospital to a community setting.

NHS Cambridgeshire wants to know views about making a better service.

The proposal is to allow GP's to treat more patients locally, freeing up hospital time thus avoiding waiting periods.

## Proposals

Expansion of physiotherapy services intended to develop a multidisciplinary community service. The report was received without comment

### **579.2.4 Bringing hearing services closer to home** – Consultation (29<sup>th</sup> March)

Proposal is to move to a local service for routine hearing loss, supplying hearing aids, currently the wait can be 18 weeks for an appointment... This could be in mobile units or a local GP surgery or local community hospital.

The council considered a response and the clerk will prepare a report

### **579.2.5 Exception sites** Report of the meeting on 18<sup>th</sup> January

Are areas of land, which can be outside of the village envelope. This land can only be used for the provision of affordable housing for the local residents of that village. The land cannot be sold for private housing developments.

Currently it is not possible to prioritise local people in other new developments.

If there is no local need when the developments are completed the units will be offered to others on housing waiting lists

**579.2.6 Andrew Lansley MP** - Stagecoach and Whippet bus service, Two letters have been received and he has requested further comments so that he can continue to make representation on resident's behalf.

### **579.2.7 Cambridgeshire's Third local transport plan** consultation to 9<sup>th</sup> April 2010

The report was received and members/residents advised to respond and attend the exhibition at Cambourne Library on 11<sup>th</sup> February (3pm to 7pm). Other times and venues are available from the clerk.

### **579.2.8 Children's centre** – position statement – the report was received.

### **579.2.9 Green infrastructure strategy** – Consultation to 7<sup>th</sup> March

The report was received and members/residents advised to respond and attend the consultation event at Cambourne Library on 15<sup>th</sup> February (3-30 pm to 7-30pm). Other times and venues are available from the clerk.

**579.2.10 Minerals and waste plan** – Event at Bar Hill Village Hall 17<sup>th</sup> Feb 2010 4 – 8 pm and open to all.

## **580 To attend to Planning received since the previous meeting**

### **580.1 Planning consultation** (see full responses appended to these minutes)

**580.1.1 S/1805/09/F** Installation of Bollards (retrospective) 3 Crafts Way

Recommended for REFUSAL

**580.1.2 S/1920/09/LB S/1830/09/F** Reconstruct and convert former barn and cart shed to offices. And demolish 3 outbuildings Manor Farm Main Street Caldecote

Recommended for APPROVAL

**580.1.3 S/1954/09/F** Dwelling Land to the north of 63 and 65 Highfields Road.

Recommended for REFUSAL

**580.1.4 S/0078/10/F** Garage at 81 Highfields Road

Recommended for APPROVAL

**580.1.5 S/0073/10/F** Extensions at 81 Highfields Road

Recommended for APPROVAL

**580.1.6 S/1397/09/O** 97 Dwellings 18 to 28 Highfields Road, change to housing mix

Recommended for REFUSAL

### **580.2 To notify Decisions by South Cambs District Council – subject to conditions**

**580.2.1 S/1583/09/F - dwelling and Garage conversion to dwelling 97-99 West**

**Drive**

**Approved**

**580.2.2 S/1708/09/F Land to the East of Casa D Foseta St Neots Road Caldecote -  
Erection of 4 Bungalows with Double Garages REFUSED**

**581. Village development, recreation grounds and public open spaces**

**581.1 Taylor Wimpey Handover and maintenance.**

Progress is being made to the transfer of the sports area and public open space around the tennis court. This we are assured is now being referred to the Taylor Wimpey board for approval after intervention by South Cambs District Council.

**581.2 Maintenance.**

The recommendations from the Sport and Recreation working party is that contractor CGM are able to provide the necessary service in maintaining the sports area.

They have been asked to provide full details of work carried out so that a schedule of ongoing requirements can be produced.

MD landscapes have not yet confirmed costs for the coming season for verges and open spaces..

**581.3 Cricket wicket** – there had been concern that the artificial surface was stretching but we are assured this is normal in colder weather and should return when the weather changes.

**581.4 Pavilion** – (2) confidential item - it was necessary to exclude the public and press temporarily under section 1(2) of the Public Bodies (admission to meetings act 1960) due to the confidential nature, *the item was moved to the end of the meeting to avoid inconvenience to the public attending*. This item is covered by confidential minutes held by the clerk.

The specification and quantity surveyors initial costing was considered and recommendations made.

**581.5 Banner 2** – 97 homes - The application was considered by SCDC planning committee on 3<sup>rd</sup> February and officers were given delegated powers to refuse the application, if further information is available it can return to the planning committee to consider approval.

**581.6 Playground** – no problems reported

**581.7 Sport and recreation working party notes were received**

**581.8 Cabin** – some graffiti has appeared at the back of the cabin, there have not been any further problems with the locks.

**581.9 Allotments** – funding the installation of a water supply was considered and to investigate new land for allotments due to the increasing demand.

On a resolution by Councillor Lang and seconded by Cllr Levett it was resolved to make a grant of £500 to the Sitwell's Charity and Townlands to provide a water supply.

The clerk was asked to write to a local landowner to see if any land could be leased to provide allotments nearer to Highfields Caldecote.

**581.10 Village event** -17<sup>th</sup> July, permission was agreed to use Parish Council land if necessary.

The organisers need to provide a risk assessment and ensure that any events planned have the Councils approval.

Permission needs to be requested from Taylor Wimpey to use the village green as it has not yet been transferred

**582 Councillors' items – Reports only (to be added to next agenda if necessary).**

582.1 Furlong Way road name sign damage

582.2 Footpath surface sinking in West Drive

We are assured that work is in hand to repair the pot holes that have appeared in the road, and the problems of flooding in Main Street have been reported.

**Delayed items Confidential Items (\*1 & \*2) are subject to confidential minutes held by the clerk**

**583 Closure of meeting and Parish Matters**

**Date of next Parish Council meetings**

**Thursday March 4<sup>th</sup> 2009 at 7-30**

**Sport and Recreation working party meetings - Monday 8<sup>th</sup> March, Monday 19<sup>th</sup> April,**

**Monday 13<sup>th</sup> September**

**It will be necessary to hold a meeting for planning on February 18th**

**Comberton - Police Panel Area Meeting**

Comberton Panel area meeting is being held on the 24<sup>th</sup> February 2010 at 'The Hub' Community Centre High Street, Great Cambourne, 19:30-

21:00. If you have any issues or concerns that you would like to be raised at this meeting, please let us know so we can address them for you. All residents in the panel area are invited to attend.

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**Items for note, please ask for details**

Winter Gritting

Exception Sites Parish Review Meeting Monday 18<sup>th</sup> January at SCDC 5-15pm to 7-25 \*

Cambridge Past, Present & future (formerly Cambridge Preservation Society) Membership and Draft Review of regional special strategy

News @ Com – Winter 2009 Comberton Village College

**Signed \_\_\_\_\_ Chairman \_\_\_\_\_ Date \_\_\_\_\_**

**Recommendations from Caldecote Parish Council at its meeting on 4<sup>th</sup> February 2010**

**S/1805/09/F** Installation of Bollards (retrospective) 3 Crafts Way

**Recommended for REFUSAL**

Considered detrimental to the street scene.

Dangerous for pedestrians and children running into the bollards.

Reduction in available parking on this corner, is that not what the intention of this area was originally?

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**S/1920/09/LB and S/1830/09/F** Reconstruct and convert former barn and cart shed to offices. And demolish 3 outbuildings Manor Farm Main Street Caldecote

**Recommended for APPROVAL**

it was **strongly** felt that the application would preserve and improve the appearance of the area which currently looks a mess.

The site needs to be considered realistically and practically in line with national and local policy that supports the use of rural buildings and that will ensure they do not fall further into disrepair.

PPG15 recognises that there needs to be flexibility where new uses have to be considered to secure a building's survival

The Parish Council view is that the plans do not indicate any detrimental effect on access, and may actually improve it.

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**S/1954/09/F** Dwelling Land to the north of 63 and 65 Highfields Road.

**Recommended for REFUSAL.**

The plans of this development do not appear correct. The existing house at 63 Highfields Road is indicated on the plan as being smaller on the proposal. The right side (facing the front) has been shortened and the overall width indicates 13 metres and the existing site plan indicates 14.6 metres This is quite critical as the driveway is already too narrow.

The site plan indicated in red is incorrect, in that it does not include the plot fronting Highfields Road.

The Parish Council consider this form of back land development undesirable.

It is out of keeping with the linear pattern of development and consequently out of keeping with policy P1/3 of the Cambridgeshire and Peterborough Structure Plan of 2003 and Policies SE4(b) and HG11(4) of the South Cambridgeshire Local Plan 2004.

Increase in traffic hazards at a busy junction.

Buildings too close to boundary.

Wildlife, all development should make due consideration of problems associated with wildlife disturbance – survey required. The area is known to have rare orchids and common house sparrows.

Not a good use of land which could possibly gain access other ways. I.e.: from Bosserts Way.

**If the application does gain approval**

Conditions should be applied on the following during construction

- No work should be carried out before 8am and should finish by 6pm. (1pm Saturdays)
- No work on Sundays or Bank holidays.

- Any spoil removed should not be used to raise ground levels and create neighbouring flood problems.
- Roads if used should be kept free of mud and if necessary regularly swept. Wheel washing facilities should be used.
- Parking and site compounds should be provided to ensure that disturbance to nearby properties is kept to a minimum while construction is being carried out.
- Planting plans should be agreed before any construction is started to ensure existing planting is preserved if possible.

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S/0078/10/F Garage at 81 Highfields Road S/0073/10/F Extensions at 81 Highfields Road

**Recommended for APPROVAL**

Conditions should be applied on the following during construction

- No work should be carried out before 8am and should finish by 6pm. (1pm Saturdays)
- No work on Sundays or Bank holidays.
- Any spoil removed should not be used to raise ground levels and create neighbouring flood problems.
- Roads if used should be kept free of mud and if necessary regularly swept. Wheel washing facilities should be used.
- Parking and site compounds should be provided to ensure that disturbance to nearby properties is kept to a minimum, in particular careful scheduling is required so that the front garden is used for storage and parking while construction of the extension is being carried out. The garage build should then follow.
- Planting plans should be agreed before any construction is started to ensure existing planting is preserved if possible.

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S/1397/09/O 97 Dwellings 18 to 28 Highfields Road, change to housing mix

Some confusion on the actual numbers stated on the “Details of Amendment” description

Total affordable **39** + market **57** = **96** not 97

Market units **12** (2 bed) + **3** (1 bed) + **45** (4 bed) = **60** not 57

The revised plan does not reflect the numbers indicated for either scenario, only indicating a correction to plot 17 (being private home and not affordable).

**Recommended for refusal**

**for reasons shown below** (revised from previous responses)

- Insufficient places at primary, secondary, nursery and 6<sup>th</sup> Form schools in the area.
- The sum proposed in the section 106 is not sufficient to meet the need for primary school places.
- The 2 extra homes opposite the school entrance and not part of the current application should be accessed from this development as discussed at pre-application talks.
- There is insufficient public transport in the village (now only 1 bus a day), resulting in high car use, this is ignored in the travel plan report.
- Access has not been provided for pedestrians to Clare Drive, adjacent properties will be cut off from each other.

- Poor road crossing provision on Highfields Road to the school, a central refuge is required...
- Despite assurances from Anglian water the foul water system is already overloaded with blockages and frequent discharge from the pumping station when heavy rain occurs, resulting on one recent occasion to tankers being deployed for 48 hours.
- The entrance to Blythe Way is unsuitable – design safety concerns
- The junction between Blythe Way and Highfields Road is unsuitable for the extra traffic
- Increase in traffic past the school is likely to be a safety issue, the school has limited parking.
- Insufficient parking for residents and visitors.

**For information - The Recent Caldecote Parish Plan results 42% of the village responded**

**58% of the respondents wished for no further homes in the village**

**3 What kinds of housing do you think Caldecote needs? (tick all that apply)**

Homes for people with special needs 11

Homes for single people 31

Housing associations 18

Large family homes 34

Local authority (rented) 18

No further homes are needed 133

No opinion 25

Sheltered housing 28

Small family homes 40

**4 What types of housing developments would be acceptable in Caldecote? (tick all that apply) Carefully designed larger groups 19**

Conversion of redundant buildings or redevelopment of existing dwellings 93

Expansion on the village's edge, within the planning envelope (see note below) 19

***Object in principle to further housing developments in Caldecote 105***

No opinion 15

Single dwellings in controlled locations 66

Small groups of less than ten dwellings 57

**If the application is approved**

Agreement should be reached on Community payments via an agreed section 106 legal agreement **before permission is granted**, and to include contributions to the Primary school, Secondary School and pre-school.

Contributions to village amenities as per new method of calculation

Contribution for POS maintenance and as the proposed POS sites is smaller than required an extra sum of money to be paid to offset this...

Wildlife, all development should make due consideration of problems associated with wildlife disturbance – survey required. The area is known to have rare orchids and common house sparrows.

Archaeology survey required

with such a large proportion of social homes the community will require assistance from a community development worker, something that has been lacking previously with the growth of the village.

Roads should have kerbs to prevent footpath parking

Efforts should be made to secure a pedestrian access or even a road link from Clare Drive to avoid a single entrance to the site

Local equipped area for play (LEAP) to be provided, and defined so that cars cannot park on the paths or grassed areas. Check ROSPA for guidance on fencing and gates, planning would prefer open with mounds or planting.

Dog fouling more likely with open access and less control to keep dogs out.

Residents to be consulted on what is provided in the way of play equipment.

**Conditions should be applied on the following during construction**

- Storage and site compounds to be specified, parking to be controlled while construction is taking place.
- No access for site traffic near the school, all traffic to be direct from Blythe Way to the A428, not the old village of Caldecote as the road system would not be suitable.
- No work should be carried out before 8am and should finish by 6pm. (1pm Saturdays)
  
- No work on Sundays or Bank holidays.
- Any spoil removed should not be used to raise ground levels and create neighbouring flood problems.
- Site traffic should be diverted away from existing roads if possible, roads if used should be kept free of mud and if necessary regularly swept. Wheel washing facilities should be used.
- Parking and site compounds should be provided to ensure that disturbance to nearby properties is kept to a minimum.
- Planting plans to be agreed before any construction is started to ensure existing planting is preserved if possible.