

## **Minutes of the Meeting of Stapleford Parish Council**

**held at Jubilee Pavilion on 14 November 2018 at 7.30 pm**

**Present:** Councillors N Pett (Chair), Gatward, B Kettel, H Kettel, Nightingale, Pepperell and G Pett  
Anne Rudge – Clerk & RFO  
Lesley Watts – Assistant Clerk (7.30 – 8.45)

**In attendance:** Mr E Rose – Stapleford Messenger (7.30 – 9.10 pm)  
Mr J West – Stapleford Messenger (7.30 – 9.10 pm)  
Mr D Roberts – resident of Bury Road  
Mr P Grant – Axis Hill Partnership  
District Councillor Peter Fane (7.30 – 9.20 pm)

### **103.2018 Apologies**

Councillor Sayer – work commitments  
District Councillor Nick Sample

The Chair introduced and welcomed Lesley Watts, the new Assistant Clerk to the meeting.

### **104.2018 Declarations of Interest**

Councillor Pepperell receiving a cheque  
Councillor Gatward – planning applications in Hawthorne Road

### **105.2018 The minutes of the meeting held on 10 October were read, approved and signed.**

### **106.2018 Matters arising from the minutes of meeting held on 10 October (only new information to be considered)**

- a) Privacy notice – no response to request as yet
- b) Village Directory – the Clerks will work on this. Ex-councillor Wendy Elsbury has offered assistance.
- c) Mirror on Basil's Piece – Councillor Nightingale confirmed that the mirror has been removed.
- d) Letter from Axis Partnership re Hill Farm land was received too late to go on this agenda; it will be discussed at the December meeting.
- e) The Chair thanked Councillor Pepperell for representing the Council at the Armistice ceremony.
- f) The Chair reported that damage to the roof on the cemetery shed has been repaired by a resident. Further work is required and the Chairman is seeking an estimate.
- g) Emergency Plan – The Assistant Clerk will be asked to look into this.

### **107.2018 The meeting was called off at 7.40 pm to take matters of public interest**

- a) Mr Bryant of Axis Hill Partnership stated he was attending in case there were any questions to answer. The Chair explained that it would be an agenda item at the December meeting.
- b) Mr D Roberts thanked the Council for agreeing to the installation of the MVAS signs on Bury Road and asked if they stored data. The Chair said they do not collect number plate data but do store traffic volume information.

### **108.2018 To receive reports from County Councillors and District Councillors**

District Councillor Fane requested that the Clerk put the 10 page Impact summary of the Local Plan & National Planning Policy framework on the website.

DC Fane said the next Parish Planning Forum is scheduled for 14 March 2019. Councillor Pepperell attended the last one and considered it a good meeting however the acoustics in the room at Cambourne were not good.

Councillor B Kettel commented on Universal Credit, informing the meeting that it was only being introduced for new claimants or claimants who have changed circumstances.

Councillor Pepperell, referring to last month's DC report ~~suggested residents should order an extra green bin before March next year.~~ said if a second green bin is left out residents will be charged £35 per year.

In relation to planning applications, DC Fane stated that some had been turned down as they were not specifically mentioned in the Neighbourhood Plan so it is important to have as much detail in the plan as possible.

County Councillors report was taken as read. There were no comments.

**109.2018**

The Chair called the meeting back on at 7.55 pm to consider planning matters:

**S/3739/18/PO** Modification of planning obligations contained within Section 106 agreement. 1-5 (odd), 15, 21 and 2 – 8 (even) Chalk Hill, and 57-61 (odd) Gog Magog Way for Metropolitan Housing Trust Ltd

**Councillors referred this back to Officers with a request that any decision did not undermine the affordable housing situation.**

**S/3999/18/FL & LB** Erection of timber and double glazed garden room at East House, Gog Magog Hills Estate for Mrs Jonas

**Councillors recommended approval however referred it back to conservationists to make the final decision**

**S/3826/18/FL** Conservatory at 27 Hawthorne Road for Mrs Harper

**Councillors recommended approval**

**S/4069/18/FL** Single storey side extension. Two storey and single storey rear extension at 45 Hawthorne Road for Mr Rixon

**Councillors recommended approval while emphasising the difficult working conditions and requesting working hours restrictions to be applied**

**S/3955/18/FL** Tri-folding doors at 1st floor, repositioning gutter between 84/86 reformed (retrospective), front weather canopy, exterior cladding and ground floor rear elevations tri-folding doors x 2 sets at 86 Haverhill Road for Mr & Mrs Remnant

**Councillors recommended approval however drew officers attention to the highways issues on Haverhill Road and requested working hours restrictions are applied.**

**Decisions**

**S/3044/18/FL** Permission granted for two storey side and second floor extensions and rear dormer with Juliette balcony at 39 London Road.

**S/2338/18/OL** Permission granted for outline planning permission to demolish 59-61 London Road and replace with 4No detached properties and provide new gated access with all matters reserved

All noted

**Trees**

**S/3904/18/TP** T1 Sycamore. Reduce crown on the house side by approx.. 2m and follow shape over the top at 20 Vine Close. No objections.

**S/4041/18/TP** Redwood at 1a Aylesford Way. Application from potential buyer. Councillors could see no reason for removing this tree however if officers approve Councillors request that there is a mature replacement tree.

**S/4087/18/TP** Cut back overhanging branches of sycamore in adjacent garden to reduce overhanging in seating area below at 38 Mingle Lane. No objections.

**S/4141/18/FL** Remove dead mature Scots Pine. Too close to house and children play in garden. Another tree to be planted further away from the house at 34 Mingle Lane. No objections.

**S/3812/18/TC** Regular tree work at 23 Church Street. NB Out of time for comments; Tree Warden said it is regular work. Noted.

**110.2018**

**Greater Cambridge Partnership Strategy 1**

The Chair showed a map obtained during a meeting with Cambridge Connect showing the route proposed. He commented that Stapleford Parish Council have been involved in the forum from the beginning and proposed that Great Shelford & Stapleford work together to

challenge Strategy 1. If it is approved it could be tunnelled which would not affect the scene and the planting of a suitable greenway would make in-fill more difficult. The Chair has circulated comments to Councillors for their consideration.

The meeting was called off at 8.25 for DC Fane to comment.

DC Fane said that it was too soon to rule out alternative strategies and provided information on the current situation. The suggestion of a light rail is a key aspect.

Councillor B Kettel was informed in response to her question that compulsory purchase orders for the fields have not been sought. The Chair suggested that there may be space alongside the railway for the route. Councillor H Kettel stated that it would be sacrilege to destroy the scene and in addition it was the lungs of the area and would cut parishes off with no access for Stapleford residents.

The meeting was called back on at 8.35 to continue the item.

Councillors unanimously agreed to join forces with Great Shelford Parish Council and the Chair agreed to contact the Chair to discuss how best to proceed. Councillor H Kettel expressed his interest in joining a Working Party.

#### **111.2018 Consideration of grant to SSYI**

Councillors discussed a grant of £2500 for the youth group. The Chair explained that this comes out of the Section 137 budget which forms part of the precept. Councillors were asked if they wanted improved transparency on what the money is used for. SSYI receive funding from a number of sources and the leader is an employee of Romsey Mill. Councillors agreed the grant of £2500 to the group and they will be asked for their suggestions on how best to inform the Council on how the money is spent.

The Chair also asked Councillors to consider whether there should be parity in funding across groups in the light of the request for £4000 per year for a Community Warden scheme. No decision was reached and this will be part of a future debate.

#### **112.2018 Councillors to agree format for December meeting**

Councillors agreed the December meeting should be used to discuss strategy including budgeting for 2019-20. It will also include planning. There will be time for one or two other key items and Councillors should let the Clerk know the key items in good time..

#### **113.2018 Neighbourhood Plan**

Update – Councillor B Kettel informed the meeting that the workshops held on 10 November was well attended; 44 attendees with 33 attending the workshops. Once feedback is available it will be included in the Neighbourhood Plan.

Survey – Councillor B Kettel stressed the importance of gaining the views of residents and it is hoped to get the survey on the website in time to launch it in December. Councillors were asked their views on the survey. The Chair considered the themes should be in order of priority with housing first, followed by traffic and transport. He suggested that if possible the survey should be sampled. In addition, he would like views to be sought on the style and design of housing developments. Councillor B Kettel will check whether this can be included.

Train service at Shelford station – support is being sought by the rail support group for a campaign to improve the service at Shelford station. Other stations in the area have had their service improved to two trains per hour but Shelford remains at one per hour. Suggestions to achieve this are :

- Cambridge to Stansted (in future Norwich to Stansted) trains stopping at Shelford
- By extending the Stratford to Bishops Stortford service to Cambridge or Cambridge North
- To future-proof Shelford station by lengthening the platforms to accommodate 10 coach trains when Greater Anglia introduce new rolling stock

Councillors agreed to support the issue and agreed it needed to be communicated to Greater Anglia. In the first instance it was agreed to contact Greater Anglia, Smithson Hill and the SAWRUG group to express the Council's support.

**114.2018 Pavilion & Recreation Ground**

User meeting – The Chair outlined the ideas put forward at the recent User Group meeting which includes moving the tennis courts to the Collier Recreation Ground, subject to the necessary agreements, extending the pavilion to increase the number of changing rooms and add storage space. In addition the existing metal shed would need to be removed. The work requires significant initial surveys of the land for suitability, discussions with the County Council about the Collier and will need planning permissions. This will be an agenda item for the December meeting.

Messrs Rose and West left the meeting.

**115.2018 Cemetery**

Councillors considered the two quotations for hedge cutting at the cemetery (£840 and £1500 excluding VAT) and agreed to accept the lowest quotation.

**116.2018 Village matters**

a) De-fibrillator – no discussion took place.

b) Fingerposts – Councillors considered the design received from the supplier and subject to an amendment to the wording on one finial, agreed to proceed.

c) Councillors considered two quotations - £310 and £490 – for tidying and clearance of the Villedomer Gardens and Basil's Piece and agreed to accept the lower quote.

d) Feedback from meeting with Chair of Governors at Stapleford Primary School

The Chair of Governors considers the transfer of tennis to the Collier to be a good thing in principle. The meeting was called for two reasons:

- The school have buildings available which they intend to turn into a nursery. They have funds for the conversion however is asking the Parish Council for a donation for fitting out the nursery. The Chair explained that Section 106 cannot be used for this purpose and we are investigating whether we can legally use Section 137 funds for this as potentially the nursery would be used by children from outside the area.
- The moat bridge is in need of repair. In the past the Council provided funds on an annual basis for its maintenance however once access was restricted this funding ceased. The school will provide estimates for the repairs and provided access is allowed, the Chair recommended the Council should consider it.

**117.2018 Staffing matters**

- Phones for the Clerks – Councillors agreed to the purchase of 2 phones on a contract or pay-as-you-go, whichever is the cheaper.
- Councillors agreed to payment of the Clerk's extra hours from 01 April to 30 September 2018 and also agreed that her hours per week should be increased from 10 to 12 per week as from 01 December.

DC Fane left the meeting.

**118.2018 Correspondence**

None to note.

**119.2018 Reports from meetings attended and information about upcoming meetings**

- Southern Fringe Community Forum 23 October, Foster Road, 6.45 – 8.15 pm. Nothing to report.

Upcoming meetings:

- A Cambridge Village treescape – 26 November, 7.15 Whittlesford Memorial hall – Councillor Nightingale will attend.
- Police & Crime Commissioner's Briefing – 16 November 10 am to 1.30 pm, The Hub, Cambourne – no-one available to attend.
- GCP Cambridge South West Park & Ride consultation – various locations in November and December. Councillors should attend one of the consultations.

**120.2018 Finance**

- a. Bank reconciliation and budget summary noted.
- b. Payments to the value of £7,794.21 were approved which includes £3,878 expenditure for the Neighbourhood Plan.

Councillors agreed that the distribution of funds should be discussed at the December strategy meeting. The Clerk will invite a representative from CCLA to attend if possible to discuss investing money in a specialist Parish Council fund.

The meeting closed at 9.35 pm

Signed ..... Date.....