

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY
8th September 2021 at 7.30pm In the Jubilee Pavilion, Gog Magog Way, Stapleford

PRESENT: Cllr H Kettel (Chairman), Cllr Jenny Flynn, Cllr Michael Gatward, Cllr B Kettel
Cllr Gillian Pett, Cllr Jez Raphael.

Stapleford Parish Council Clerk: Belinda Irons – Minutes

Cambridgeshire County Council: Cllr Brian Milne

South Cambs District Council: Cllr Peter Fane, Cllr Nick Sample

MEMBERS OF THE PUBLIC: There was 1 member of the public present

131.2021 Apologies: Cllr P McPhater, Cllr D Pepperell

132.2021 Declaration of Member's Interest: disclosable pecuniary/ pecuniary/personal
Cllr Gatward: Finance: reimbursement for works undertaken on the Pavilion
and Recreation Ground Disclosable pecuniary interest
Cllr Pett: Finance: reimbursement for consumables for the Pavilion
Disclosable pecuniary interest
Cllr Raphael: Planning: 2 Bar Lane: personal, non pecuniary

133.2021 Minutes of the previous meeting:
Minutes were amended to show change of meeting dates:
**PROPOSAL: That Stapleford Parish Council herewith agree the minutes,
as amended of the Parish Council meeting held on 15th July 2021.**
PROPOSED: Cllr Flynn, seconded Cllr Gatward. AGREED AND RESOLVED
UNANIMOUSLY.

134.2021 Public discussion and presentation:
Recreation Ground: the perimeter posts are a good asset. A vote of thanks
was made to Cllr Gatward for his hard work

MUGA: a member of the public saw people using skateboards in the MUGA
and asked whether this was allowed.

Slaughterhouse: The Parish Council was strongly urged to consider using this
important Listed Building for the benefit of the community such as a history
museum, café or small meeting hall for hire

135.2021 South Cambs District Council & Cambridgeshire County Councillors: reports

South Cambridgeshire District Council – September 8th 2021 report

1. Update on the development of the next Local Plan – Preferred Options

Chairman's signature..... 7th October 2021

The next stage of the Local Plan – the preferred options stage – has just been published by the Greater Cambridge Shared Planning Service (GCSPS), a partnership between South Cambridgeshire and Cambridge City Councils.

First stage – the call for sites

Over 690 sites were put forward by landowners in the first stage “Call for Sites” but only 19 (3%) of them are being proposed for acceptance and, of those, many are extremely small. The NPPF (National Planning Policy Framework) states that local plans must make ‘sufficient provision’ for need of both homes and jobs. The GCSPS are proposing to meet what the evidence has suggested will be the minimum need. This means the local councils are rejecting the much higher growth figures suggested by some commentators and reports. A number of studies have been conducted to identify what the combined need within South Cambs and Cambridge City is for additional housing between 2020 and 2041. It is greater than the figure provided by the government’s standard methodology because, based on our evidence, that is insufficient, and if we fail to prove to the Planning Inspector that we are meeting the evidential need, the plan will be rejected or significantly delayed (as was the previous Local Plan, which led to serious consequences for our villages). In other words, the plan will quickly become “out of date” – significantly reducing our level of control over future applications.

If we make an under-provision, we drive up house prices and rents and export our growth to other areas. A consequence of that could be increased commuting into and out of our district which conflicts with our zero carbon and affordability ambitions. Given the impact of travel on reducing carbon emissions (which is a key point from our evidence) this joint plan shifts the emphasis away from meeting housing need in the dispersed rural villages of SCDC. Instead, the plan will focus on new growth in more connected localities – including making the best use of existing new settlements and focusing on locations close to existing services and infrastructure such as North-East Cambridge. The new plan therefore increases the role of the existing new settlements and further reduces the role of rural areas in meeting future housing need.

Stage 2 – preferred options

The top priorities of this Local Plan are to address the problems posed by climate change and the high cost of housing in our area and the new proposals allocate a fair share of additional housing between the two districts. This is the “preferred options” stage, which includes the proposed locations where homes and jobs could come forward in the years ahead. A further period of public consultation will begin on 1st November.

Residents of South Cambridgeshire told us how important reducing carbon emissions and enhancing the environment is, so locations with excellent public transport have been prioritised, shifting the emphasis away from unsustainable locations in rural villages. For all sites we will require the provision of 40% affordable housing. This new plan has a good balance of locations with only 4% of the proposed new homes in rural areas, helping to preserve the precious character of our villages. Overall growth in villages equates to an average of an extra 21 additional new homes per year (between 2020-41) spread over 7 new sites. These allocations will be focused upon the villages with adequate services and

very good public transport links. The new plan increases the contribution of the big strategic sites through densification and increased annual delivery – it plans to make them work harder.

Protection of the Green Belt

When it comes to the Green Belt, it is only possible to make changes if there is very strong evidence to justify it and just 4 of the sites put forward for the new Local Plan met these rigorous tests. Two are extensions to research sites of national importance; The Cambridge Biomedical Campus and Babraham. The other two are housing allocations close to excellent public transport; 20 homes in Oakington (next to the guided busway) and 100 homes in Great Shelford and Stapleford (further discussion below).

The Local Plan is not just about development; the plan strives to include considerable environmental benefits too. For the first time ever, a “Call for Green Sites” was issued and the proposals include new green spaces and wildlife projects. The plan also sets a high bar for building standards, including policy recommendations for low carbon buildings.

Water conservation and the chalk streams

Specially commissioned studies give robust evidence to show how we need to reduce the amount of water we take from the groundwater aquifer, including our internationally important chalk streams. This Local Plan will put constraints on the amount of development if the water issue is not resolved. Central Government and the water companies have to invest in this in advance of further growth; if they cannot or do not, we will have no choice but to scale back growth.

Please take a look at the new section of the website, which includes an interactive map: (www.greatercambridgeplanning.org/localplan) and take the opportunity to comment during the next public consultation, which starts on 1st November 2021.

Proposed site for development within Great Shelford and Stapleford

As noted above, the public consultation will begin in November, after the current draft has passed through committee stages, including Scrutiny Committee, at South Cambs. At this point, there will be opportunity for residents and councillors to formally express their views on the plans, including specific sites.

Although there are other sites which our parish councils and residents may wish to take a view on, of most direct impact to our villages is the proposal to allocate for development a 10-hectare site bounded by Mingle Lane to the west, Hinton Way to the north and Stapleford Cemetery to the south. The site was put forward by Cheffins and Hills Residential on behalf of clients, and forms part of site proposals within the ‘Southern Cluster’ of villages.

The site is seen as sustainable because it is close to the railway station and the Post Office. The possible location of the CSET busway, should it go ahead, is not taken into account at this stage.

Because only one vehicular access is provided (off Mingle Lane) at this stage, the number of houses would be limited to 100, including 40% “affordable”, together with public open space.

It is proposed that 40% of the homes built (on sites which provide 10 homes or more), should be for social rent, affordable rent, shared ownership, or discounted market sales - which are now the various government definitions of ‘affordable housing’.

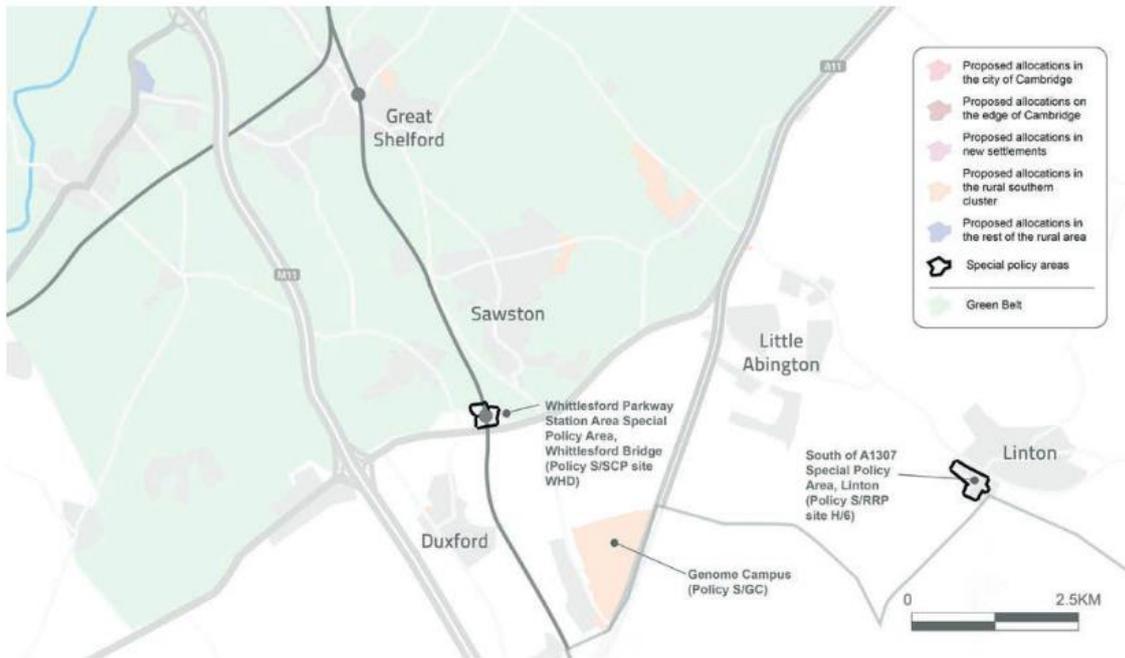


Figure 36: Map showing locations of proposed village allocations in the rural southern cluster

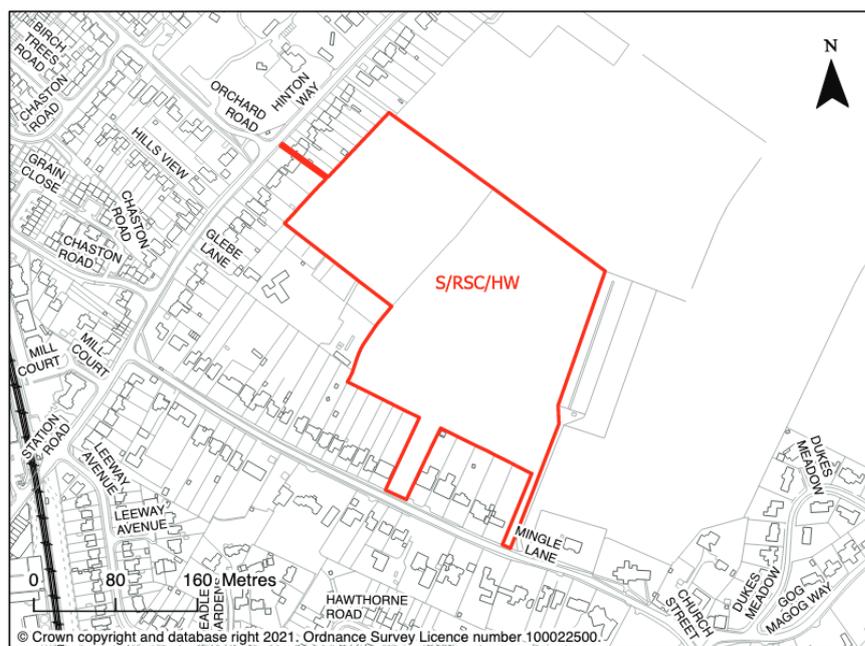


Figure 37: Map of proposed new allocation S/RSC/HW

The following commentary is provided within the draft Local Plan First Proposals document (p. 112)

- *Maximum capacity limited to 100 homes, relating to Cambridgeshire Fire Service requirements for no more than 100 homes to be served via a single vehicular access.*
- *There may be potential for a higher capacity if an additional access could be provided.*
- *Very well located in relation to existing railway station, with resulting excellent access to Cambridge, and to Cambridge Biomedical Campus once the new Cambridge South station is open, providing the exceptional circumstances required for Green Belt release.*
- *Development should accommodate the following constraints:*
 - *Design of development should preserve key views from Stapleford Conservation*
 - *Area including from Mingle Lane past St Andrew's Church and the adjacent vicarage.*
 - *Open space to be provided to the east of the built development to help provide compensatory improvements to the environmental quality and accessibility of remaining Green Belt.*
 - *Non-vehicle access only from the access adjacent to the vicarage to St Andrew's Church, Stapleford.*

2. Local Support Grants

As part of Cambridgeshire County Council's Covid Local Support Grants, SCDC has distributed £30,000 to a range of local organisations in South Cambridgeshire to support families over the summer months with food, fuel and other emergency supplies. The educational charity Cambridge Online has received a grant of £15,000 to support 105 families to get online, with devices, data packages and support. Other grant recipients include: Cambridge City Foodbank (£3,000 awarded to help expand the fresh food offer in Trumpington, Cambourne and Northstowe); Care Network (£1,000 awarded for its 'community navigator' and 'help at home' teams, which help people to continue to live independently); Age UK (£8,000 awarded to support older residents through the community warden scheme and to help to provide a fruit and veg service for older people); and smaller grants, which have been awarded to Parish Councils, local food networks, community food banks and Covid community groups.

3. SCDC Growth Grants

This is a reminder that businesses based in our area who are looking for help to scale and grow can apply for financial support from the South Cambridgeshire Growth Fund, funded by the Government's Additional Restrictions Grant. The scheme is open to micro and SME applicants from any sector. They could be pandemic start-ups or established businesses looking to expand. A one-off grant of between £1,000 to a maximum of £50,000 will be awarded to successful applicants. Applicants must be South Cambridgeshire based start-ups looking to scale and grow quickly or be established South Cambridgeshire companies who can clearly demonstrate ambitious growth plans within our District.

So far (to the end of August) SCDC has allocated £641,110 to local businesses through this scheme.

4. A new website for South Cambridgeshire

SCDC's Business Support team is working on a new website to promote everything there is to see and do in South Cambridgeshire. This is to support the local economy by encouraging tourists to visit the area and for local people to spend more time in the district.

The site will be launched in the autumn and SCDC and the team is inviting local businesses and event organisers to secure a free listing by submitting information and photos online via a short questionnaire. Please pass this information to businesses in the village. www.VisitSouthCambs.co.uk to create a free listing or email visit@scambs.gov.uk for further information.

5. Afghanistan refugees

SCDC Housing staff have been working on plans to resettle three Afghan families, provided a home and essential support in response to the international crisis. South Cambridgeshire District Council's five-year (2020-2025) Business Plan commits to working with national, regional and local partners to support the needs of refugees and asylum seekers. Council owned homes are not being used to house these three families and it will not have an impact on the waiting time for local families who are already on the Council's housing waiting list.

6. SCDC's High Streets team passes milestone of 1,000 visits and enquiries

A Council team set-up to help South Cambridgeshire's businesses re-open safely has passed the milestone of 1,000 interactions with local traders in a year. The District Council's Reopening High Streets Safely Team was established in July 2020 to support local small to medium sized businesses recover and reopen. During the last year, the small team of three officers has visited around 700 businesses to provide them with face-to-face advice, and dealt with more than 300 enquiries, concerns and queries.

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Cllr.fane@scambs.gov.uk

Mob. 07802 256861

Discussion on Local Plan:

Cllr Flynn asked why there was a difference between Central Government and SCDC methodologies for calculating the number of new homes stated to be required.

Cllr Sample responded that Central Government has identified South Cambs as strategically important and an area of high growth. Government projections are based on the UK average whereas South Cambs has high growth. If the Plan is shown to be an under-provision then it would not be approved. An under provision would also push development away from Cambridge City into the rural area, and result in longer community times which would then increase carbon emissions. The sites chosen minimise the length of commuting and focus around sustainable transport provision such as train stations. Mingle Lane is

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controversial because it is in the Green Belt. Development will only take place where there is strong evidence to support it. District Councillors are seeking comments from local residents to take forward to the consultation. However, SCDC has written to Central Government as the lack of water in the District needs to be addressed before any more development can take place.

Cllr H Kettel commented that no commercial areas were included. Cllr Sample said that commercial sites are planned around Cherry Hinton. The CBC (Cambridge Biomedical Campus) expansion is also classed partly as commercial.

Cllr H Kettel also commented that the 'growth is good' attitude does not relate to the wellbeing of the community or individuals. The Local Plan should be about increasing wellbeing not concreting over the countryside.

Cllr Sample responded the Local Plan is not about concreting over the countryside. New homes are focused around existing large villages. Cambridge City will take the bulk of the new build. Central Government is pressing South Cambridgeshire for 'super-growth'.

Cllr Milne commented that the combined Authority is expected to double its growth rate which is supported financially by Central Government. SCDC has to manage what Central Government has directed it has to accommodate. There is significant expansion around Waterbeach, Landbeach, Northstowe and Cambourne.

Cllr B Kettel commented that 90% of the site at Mingle Lane is in Stapleford Parish, with the access close to the Stapleford Cemetery. However, it is classed by SCDC as Gt Shelford. Where are the proposed 100 houses to go on the site?

Cllr Milne responded the position of the proposed houses, the style, design and density will only be decided when a formal planning application is submitted. The Local Plan states that 40% of these should be affordable. The Local Plan allocation and delivery is 21 new dwellings per year across 7 sites

Cllr Flynn will use Stapleford Messenger to reinforce the message that no decision on design and affordability criteria will be decided until a planning application is submitted.

Cllr Fane commented that it was important to gather the views of the community and he was astonished that so few people were in attendance tonight to listen to Councillors. If the Mingle Lane site is included, the planning application will be significantly different to the current iteration. If CSET is approved, a new build line will be established for Stapleford.

Cllr B Kettel requested advice on what Stapleford Parish Council can do now?

Cllr Fane responded the Parish Council can obtain local views but not restricted to housing numbers, as things such as country parks are also included for consultation. He recommended that a reference base is developed now to inform the Parish Council response in November.

Cllr B Kettel recommended an extraordinary meeting take place before the next meeting in October to discuss the Local Plan response. Councillors present agreed. Cllr B Kettel also asked the Council to support her attendance at a NALC Affordable Housing training event. Councillors present agreed. **ACTION:**

CLERK

Cllr Milne reported that he is delighted to support the Parish Council initiative to increase wild flower verges.

136.2021 Parish Council Resignation: Cllr Greenhalgh: The Chairman reported the resignation of Cllr Greenhalgh, and recommended a vote of thanks for Cllr Greenhalgh's shrewd wisdom supporting the Parish Council in its endeavours.
Parish Council vacancies: 2 vacancies: volunteers are needed to help deliver important schemes.

137.2021 Planning:

21/03414/HFUL	3 St Andrews Close, Stapleford Demolition of existing extensions. 2 storey side rear, singles storey front rear extensions: no objection
20/02929/OUT Appeal	Land between Haverhill Road and Hinton Way, Stapleford Outline planning for the development of land for a retirement care village in Use Class C2 comprising housing with care, communal health, wellbeing and leisure facilities, public open space, landscaping, car parking, access and associated development and public access countryside park with all matters reserved except for access: <i>SPC TO DECIDE IF IT WISHES TO APPLY FOR RULE 6 STATUS: Cllr B Kettel explained that a Rule 6 application meant that the Parish Council can make representation at the Appeal Hearing. Councillors present agreed the application should be made.: ACTION: CLERK</i>
21/03652/HFUL	2 Bar Lane, Stapleford Single storey front extension to existing annexe and integration of annexe into main dwelling and single storey front porch extension to main dwelling: <i>no objection</i>

Russell Smith Farms: proposals for Dernford Lakes, Sawston:

Cllr Milne advised that Sawston PC has asked for a presentation at its next Parish Council meeting.

Neighbourhood Plan: Cllr B Kettel report;

A meeting was held on the 25th August to establish a group that would be prepared to take this Plan to the next step. The main questions that arose were 'What can the Plan achieve?' and 'Can it be done quickly enough?'. The answers to these questions are that the NP cannot prevent the Call for Sites proposals but can inform the style of the houses built. (SCamb's will build between 4k and 19k houses in the next 20 years) At present we are being told that 100 houses could be built on the land behind Mingle Lane. We could therefore, with a NP (or at least the housing section formally concluded) define the style, size and affordability of these 100 houses but of course the developer will submit plans which may be over-ridden by SCDC. If we looked at the threats to our villages at present and were able to produce a tailored down NP covering Landscape/Housing/Transport/Environment then we could do this in a short time frame as much of the work has already been done. The Steering Group recommended that in principle we would like to go forward in producing a Plan. Cllr B Kettel announced her desire to continue to support this group but to ask them to seek another person to Chair the group. **The proposal before this meeting is to ask whether the Parish Council are prepared to support the NP both financially and practically to produce the NP ongoing.** PROPOSED: Cllr B Kettel, seconded Cllr Raphael. AGREED AND RESOLVED UNANIMOUSLY.

The next meeting is Wed 22nd September on Zoom.

138.2021 East West Rail and CSET: updates

CSET

The update on CSET is that discussions have taken place with Cllr Malcolm Watson (Great Shelford Parish Council), Cambridge Connect (Colin Harris) Anthony Browne MP, Cllr Peter Fane and Helen Bradbury of Coton Parish Council and LLF representative on C2C. A discussion is to be held with Edward Leigh of Smarter Cambridge Transport and a further meeting with Anthony Browne who has called CSET into question.

There is general agreement that the various interest groups should work collaboratively, but this may be more in terms of sharing consultants who have a Cambridgeshire overview.

There is a proposal to speak to 2 firms of solicitors who are expert in these matters which could bring further clarity, but clearly the clock is ticking and a strategy needs to be put together. The GCP will submit their TWA Order to Government over the next few months. At that point our objections will need to be submitted.

It is noteworthy that there is increasing focus on carbon-saving initiatives in transportation and Edward Leigh's articles are scathing in terms of the GCP and its performance to date. Questions have also been asked at the September GCP Joint Assembly regarding the GCP's traffic miscalculations.

139.2021 Finance: Cllr H Kettel

Accounts summary: July Meeting
 Income July: £5,268.52
 Expenditure July: £16,050.98
 Less S106 Ring-fenced: £153,737.54
 Carried forward: £82,881.69

August payments:

Description	Reference	Value
19-July payment		£6,669.94
MUGA (S106)	Invoice 7155	£22,465.80
August salary payment		£854.10
August salary payment		£714.21
PAYE & NICS - August payment		£86.99
Playground inspection (16-Jul)	SI-1045	£114.00
Grass cutting of Rec & Slaughter house	SI-1026	£120.00
Cut of Rec	SI-1054	£96.00
Murray Leaf Blower (S106)	Amazon Invoice 2021-293391378	£283.99
Refuse sacks (Waitrose receipt)	Items for Pavilion	£3.75
Subscription fee (first year) plus set up fee	Invoice INV-2006	£913.20
Posts and Ropes for cricket square	Stapleford CC refund form - August 2021	£81.89
Pavilion deposit refund (8 July 2021)	Pav Deposit Refund - Valerie Beeson	£200.00
HCGM Ltd - Playground inspection (6 Aug)	SI-1094	£114.00
HCGM Ltd - grass cutting of Rec & Slaughter house (14 May 2021)	SI-901	£120.00
HCGM Ltd - grass cutting on Rec (3 June 2021)	SI-948	£96.00
Items for Pavilion		£6.97
August payment		£14.47
Pavilion broadband	Direct Debit	£46.80
Playground inspection (20 Aug)	SI-1104	£96.00
Clear fallen tree and debris in cemetery	SI-1105	£264.00

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Electrical Installation Condition Report + Supply & fit compression gland	Invoice 0010	£731.40	p.2021.98
			-
			£34,093.51
Clerks mobile phones		£16.80	
Pavilion electric	August payment	£12.62	
B Irons	August payment	£42.66	
			-£72.08

TOTAL DEBITS

-
£34,165.59

September payments:

Description	Reference	Value
Salary	September	£854.30
Salary	September	£513.39
PAYE & NICS	September payment	£363.99
Reimbursement	-	£0.00
Reimbursement	Petrol	£11.70
British Gas Trading	Direct Debit	£154.33
Annual Contribution 1 Apr2-21-31 Mar 2022	Invoice 31744	£2,500.00
Pavilion deposit refund (22 August 2021)	Pav Deposit Refund - D Guinot	£200.00
Pavilion deposit refund (31 August 2021)	Pav Deposit Refund - E Laing	£200.00
Payment for band - Village Weekend expense (26 June 2021)	3-Sept expenses form	£300.00
Hand sanitizer ()	26-Aug expenses form	£8.99
Cemetery maintenance (plus price increase backdated to April 2021)	SI-1118	£490.02
Grass cutting on Rec (27 Aug 2021)	SI-1136	£96.00
Pavilion cleaning	Invoice no: 3102	£350.00
Shed works (Stage 1 payment minus 5% retention)	Invoice no: 373	£6,654.86
Shed works (Stage 2 payment minus 5% retention)	Invoice no: 375	£17,100.00

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		p. 2021.99	
Replacement of hinges on Pavilion cupboard doors	Invoice 3430	£132.00	
Miscellaneous materials for Stapleford recreation ground	Invoice 9950	£646.80	
Miscellaneous materials for Pavilion	Invoice 9951	£192.00	
Miscellaneous materials for shed (S106)	Invoice 9952	£240.00	
Supply & fit new kitchen tap in Pavilion	Invoice 59	£90.00	- £31,098.38
Virgin Business (DD)	Clerks mobile phones	£16.80	
Pavilion electric	Invoice not yet received	£0.00	
B Irons	September payment	£42.66	
			-£59.46

TOTAL DEBITS

**-
£31,157.84**

Stapleford Parish Council unanimously agreed that more information was required from AGE Concern regarding the benefits to Stapleford residents, and specifically how many residents benefit from the mobile warden scheme, before the invoice will be paid. This is to ensure that local need is met.

ACTION: CLERK

S106 Payments analysis:

Total S106 funds £212,522.00
Expenditure to date £97,701.99
Harrison Construction £31,000.00
Playground £16,652.00 (full cost £65,976)
Blue Ink: further costs £1,250.00 estimate only
Art Installation £25,000.00

TOTAL AVAILABLE: £40,918.01

140.2021 Portfolio Reports & Updates:

Cllr H Kettel:

S106 Stapleford Capital Projects Initiative:

Shed

The Architect is resolving an issue raised by Building Regulations. The electrics will be finalised on Friday.

Pavilion Renovation

This is pending other work and a check on finances.

Public toilet provision

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The architect Brian Scally of Blue Ink has provided a plan for the layout. Cllr Gatward commented that the specification should include environmental mitigation measures such as grey water recycling to flush the toilets and solar panels on the roof.

Parish Pit: update

Stapleford Parish Council has undertaken public consultation in line with the requirements of the Charity Commission, and has produced an application letter in compliance with the Charity Commission regulations to transfer the Pit to the Magog Trust. A vote of thanks was extended to Cllr Flynn for managing the public consultation, and Mr C Bow for assisting the Parish Council with the application.

PROPOSAL : Following a public consultation, Stapleford Parish Council, as the Sole Trustee of the Public Stone, Chalk, Gravel and Clay Pit Charity (The Charity) proposed to apply to the Charity Commission for a scheme to alter the purpose of The Charity, seeks approval to sell the land for £1.00 (one pound) and to apply for a release of the permanent endowment restriction, and for approval to dissolve The Charity. PROPOSED : Cllr H Kettel, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY. The Clerk will send the document.

ACTION : CLERK

Caretaker/ Handy Person/ Grounds Maintenance Person x 2

PROPOSAL: *That Stapleford Parish Council herewith agrees to advertise the vacancies for two Caretaker/ Handy Person/ Grounds Maintenance Person and seeks to fill them as soon as possible:*

PROPOSED: Cllr H Kettel, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY.

ACTION: CLERK

Slaughterhouse: Potential uses :

Councillors present agreed to utilise the survey undertaken in 2019 to inform the options which the public has already commented on. It must be understood that any project may be costly. A cost/benefit analysis needs to be undertaken.

Sports agreements

PROPOSAL: That Stapleford Parish Council herewith agrees the Stapleford Football Club licence for the 2021/22 season with a fee set at £1,250 to include use of toilets and storage. PROPOSED : Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY.

Football Club application for Stapleford Parish Council to pay half the pitch repair cost of £280.00. AGREED.

Cllr B Kettel: Cemetery: :

The issue of repair of grave tops, stabilisation of headstones and ancillary maintenance was raised. The legal situation needs to be clarified. The budget needs to be reviewed.

ACTION: CLERK

Cllr P McPhater MUGA update: Report by email

Later this month a small list of snagging issues will be tackled by ETC Sports. Upon completion of these items (and verification by myself that these have been completed properly) I propose that we should move to make the final payment of the original proposal. This is for the amount of £8,986.32.

****Can the council please affirm that this is approved?*****

Ongoing maintenance of the facility is now the PC's responsibility. We have purchased a leaf blower (removes detritus) and a mechanical sweeper (redistributes the sand back to the centre of the courts). My thanks to Cllr Gatward for the assistance in assembling the sweeper and for assistance in trialling its initial usage. This need only be done monthly during summer months. The Sweeper should be stored in the shed when that work is finalised.

My thanks also to Cllr's Pett and Raphael who have been helping me with some of the court changeovers and also Cllr Flynn who has volunteered (been co-opted) to help also. In addition Miranda Fyffe from the tennis club has been regular volunteer making what is an awkward task for me, with my back, much simpler.

We are receiving close to £200 a month in Pay To Play payments which the Tennis Club remit to us on a monthly basis. This will fluctuate with the seasons but accumulates to a reasonable amount of extra income per annum where we have also kept costs affordable for all households in the village.

We have been gradually allowing the lights to come on in the evening at slightly earlier periods as the sun sets get earlier. This is all done via the ClubSpark booking system. Currently the lights come on at 7:30 pm but we should envisage them being on at 4pm in winter time. I would ask that the clerk keep an eye on electricity costs as that was impossible for me to estimate prior to purchase and we may need to discuss additional fees for light usage if our bills prove to be high. Just a heads up for now but let's not lose track. ****Clerk to action monitoring of our electrical bills****

ACTION:CLERK

Cllr M Gatward:

Environment, Ecology & Climate Change

Cllr Gatward recommended a proposal at the meeting:

PROPOSAL: That Stapleford Parish Council declares a climate emergency for our area, as over 400 Councils and parish councils in Great Britain have already done so far. This would require us to put climate and ecological issues to the forefront of all the decisions we

make as a parish council in the future. We would need to adopt a climate emergency statement that would set out our vision of how to reduce our carbon Footprint by 2030.

We not only need to reduce our carbon emissions but would need to work with our partners and local communities and businesses to tackle the impact of climate change in our local area.

We have a moral duty as a parish council to protect Our climate, Fauna and flora that we have enjoyed for so long. And protect it for future generations to come. If the cost is greater then we need to do less, but better which in turn would reduce our costs for maintenance and energy use going forward.

The Chairman requested Cllr Gatward to produce a report and presentation with costed analysis, pros and cons, and bring it to a future meeting. Cllr Gatward pressed that the Parish Council to consider its activities have with regard to carbon emissions, and that the Parish Council should work with all partner organisations to reduce impacts.

Cllr B Kettel asked if projects may benefit from grants. Cllr Gatward commented that they may.

Cllr J Flynn: written report

Communications

- Stapleford Messenger:
 - o GP provided playground and cemetery update for Sept edition
 - o P Fane to supply Greater Cambridge Local Plan update for Oct edition
 - o Deadline for Oct articles is Monday 13th September
 - o Notice of CG's resignation and thanks required
 - o Volunteers needed for 'parish councillor diary' entries for Nov (18th Oct deadline) and Dec (15th Nov deadline) editions
- Initial discussion with R Trigg about communication required to support playground work; will take forward over coming month
- Internal SPC communication – please can we treat busway-related issues just as we would any other working party and provide monthly updates on meetings, news and activity? We need to ensure that all SPC councillors are better informed
 - o Suggest that likely requirements for public inquiry are listed, together with busway opponents' position on each
 - o Summarise previous legal advice and implications thereof
 - o Why is £100k required, which organisations might contribute and what crowdfunding is needed?
- Greater Cambridge Local Plan communication
 - o P Fane and N Sample have advised that SPC consults with residents re. the Hinton Way/Mingle Lane site such that its actions reflect the desires of the local community; initial feedback via local Facebook pages suggests there is strong support for affordable housing
 - o We need to think about how we can generate more formal community feedback to shape our response and incorporate it in the NP

- More updates/submissions needed for SPC website

Highways

- Followed up with CCC Highways officer re. dropped kerb at SE corner of Rec for disabled access and general update on any scheduled Stapleford roadworks
- Next steps: survey Mingle Lane by Sept SPC meeting
- Proposal submitted for Rec parking arrangements with Stapleford Granary (reproduced at end)
 - o Spoke with The Granary officer on 3rd Sept; she is very happy with proposed conditions and suggested donation given current financial environment

Environment

- In July, BI contacted an officer at CCC re rewilding verges (no response); followed up by JF in Sept (cc B Milnes)
 - o Becoming time critical because actions commence Autumn 2021 (seeding, plug plants, etc)
 - o Need clarification from CCC Highways as to who owns which verges and whether we can amend our mowing contract with them and/or join CCC nature verges trial
- Submitted form for six free trees to SCDC:
 - o "...the Council are offering every Parish Council in the district six free trees, in exchange for an undertaking to plant the trees on parish council land. To maximise participation, this could also be used to fund one larger pot-grown tree if more suitable for the preferred location. Free delivery to a chosen location is also included... All trees can be chosen from a list of native varieties which include field maple, alder, silver birch, hornbeam, hawthorn, beech, wild cherry, oak and rowan. Guards, stakes and ties will also be supplied which are bio-based and compostable...participants are required to undertake to arrange aftercare of trees including spring and summer watering for the first three years"
- Environment group to discuss list of potential projects around parish and put them out for residents to vote on priorities
 - o E.g. Villedomer Garden redevelopment; expanded facilities at Rec (e.g. picnic tables, outdoor games (e.g. petanque), BBQ/café patio, path linking pavilion to playground and MUGA and defining edge of cricket field, meadow planting); repairs café; reducing plastic use; regular litter picking

Granary parking proposal

Situation

The CEO of Stapleford Granary, has asked whether Stapleford Parish Council can assist with overflow parking at Stapleford Rec for Granary events. The Granary itself has space for around 50 cars on site, which is generally sufficient for its indoor events. However, larger outdoor and family events, which the Granary would like to hold more frequently, might require

an additional 50+ car parking spaces. Rather than clogging local streets with parked cars, the Granary proposes initially to direct people to spaces at Stapleford Rec in return for a small donation to the community via the Parish Council.

Parish Council response

There is broad general agreement that this is acceptable. However, I suggest that the following additional considerations are noted:

1. If club sports or any other pre-booked event is being held at the Rec or Pavilion, then this should take parking priority over a Granary event
2. Parking spaces on the gravel area by the Pavilion should first be used before any parking is permitted along the verge on the north side of Haverhill Road; no parking anywhere else at the Rec is permitted
3. Marshals supplied by the Granary will need to be in attendance at the gravel car park and at the east and west ends of the verge along Haverhill Rd to ensure that cars only park in permitted places and do so as efficiently as possible
4. Bollards to prevent parking on the corner where Bury Road transitions into Haverhill Road should be positioned prior to an event by the Granary to avoid dangerous parking on the bend
5. Parking on any other roads within the village should be discouraged by the Granary
6. These conditions should be reviewed regularly with the Granary to see if they need amending
7. The Parish Council suggests a £100pa donation by the Granary, payable at the beginning of each financial year (or immediately and pro rated, if the agreement commences during the financial year), which it will use to benefit the local community

Parish Council proposal

That Stapleford Parish Council herewith agrees the use of parking facilities at Stapleford Rec by Stapleford Granary in return for an annual donation to the Parish Council of £100 (conditions apply). PROPOSED: Cllr Flynn, seconded Cllr Raphael. AGREED AND RESOLVED UNANIMOUSLY.

Cllr J Raphael

IT: no comments.

Cllr G Pett:

Management of Pavilion keys and access

Over the last few weeks there have been issues with pavilion security. The pavilion has been left unlocked overnight, the keys have been left in the door, and the container has been left unlocked. The pavilion insurance would have been null and void if there had been any damage or loss incurred because of the incidents.

At present a set of keys is kept in the defibrillator box for access to the gate for emergency services and for the use of the builders. The football and cricket clubs have also been allowed access to these keys and on occasion have been at fault with failure to lock the pavilion.

The other set of keys is kept in a key safe and hirers are able to access these for their hire period. There had been no problems until Monday this week when a hirer decided to collect the keys a day early without thought for other hirers. This resulted in 2 hours work making the pavilion available for Monday evenings hirer and trying to track down the keys. They were eventually found to be in the possession of the Stapleford Singers.

The cricket club have allowed a potential hirer of the pavilion access to the pavilion to view the facilities without approval.

All of these issues are unacceptable and must not be allowed to continue. Hirers should be expected to abide by terms and conditions and not act outside these. It is onerous and very time consuming to continue with policing the pavilion security.

It is recommended that access to the pavilion is changed to a code system as soon as is practicable similar to or the same as that for the MUGA so that entry to the pavilion is not abused. I propose that such a system is implemented as soon as possible. This is an urgent matter. An alternative entry system will be investigated as a priority. **ACTION: CLERK/MG**

NOTE TO THE MINUTES: The keys were missing from the cabinet on the night of the meeting.

Play area refurbishment

An email has been sent to Kompan confirming the order and we are waiting for a site meeting etc to be arranged. The work is expected to start at the end of the month of the beginning of October. During the period of work the playground will be out of use and cordoned off. The group are looking to add to the basic refurbishment and are applying to the Messenger Charities fund for additional funding. £2300 has already been raised towards this from JustGiving.

WI Commemoration tree

The government is encouraging the planting of trees to commemorate the Queens diamond Jubilee next year. The Stapleford WI would like to commemorate this event and Stapleford WI centenary in 2020 by planting a tree. They are seeking approval for this and would like recommendation of a suitable site. The Parish Council agreed the WI tree can replace one which died on Haverhill Road verge.

141.2021 Clerks' updates and reports

Chairman's signature..... 7th October 2021

- a) Zero Carbon Communities: Grant: PECT inspection completed
- b) Pavilion: Sky/BT Openreach: line installation: The Clerk advised that Sky has still not achieved installation by to BT Openreach
- c) Pavilion & Slaughterhouse: electricity contracts: both contracts are with British Gas. A vote of thanks was extended to Cllr Pett for assistance with taking images of meter readings.
- d) Street lights:
Chalk Hill: street light not connected: no recent update available
Granta Terrace: street light to be transferred from Gt Shelford to Stapleford PC when the contract is changed by CCC
- e) Haverhill Road highways verge: tree management: The Clerk has reported the trees on the CCC highways website for management.

142.2021 Correspondence:

Stapleford WI: permission sought to plant WI centenary tree
SASS Request for football agreement

143.2021 Date of Next Meeting: To be held in the Jubilee Pavilion at 7.30pm
PC Meetings: 2nd Wednesday of each month

PROPOSAL: *That Stapleford Parish Council herewith agrees to change the time of the commencement of its meetings to 7pm:* PROPOSED: Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY

7th October, 4th November, 2nd December.

SCDC Cllr B Smith to attend the October meeting at 7pm

144.2021 Assistant Clerk appraisal: report by Clerk

The Clerk commented that she wanted to review the Assistant Clerk's appraisal with the HR Committee before making report to the Parish Council.

Meeting closed at 9.30pm