

# STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY  
4<sup>th</sup> November 2021 at 7.00pm In the Jubilee Pavilion, Gog Magog Way, Stapleford

**PRESENT:** Cllr H Kettel (Chairman), Cllr Jenny Flynn, Cllr Michael Gatward, Cllr David Pepperell.

Stapleford Parish Council Clerk: Belinda Irons – Minutes

**South Cambs District Council:** Cllr Nick Sample

**MEMBERS OF THE PUBLIC:** There were 0 members of the public present

168.2021 Election of Chairman & signing declaration of acceptance of office:

Cllr H Kettel advised that he had resigned as Chairman as he has other interests to pursue which include CSET and project work and he does not have capacity to continue in the role as Chairman. A vote of thanks was extended to Cllr H Kettel for his energy, commitment, and many long hours invested in the Parish Council, and ensuring the success of its many recent achievements.

**PROPOSAL: That Stapleford Parish Council herewith agrees to appoint Cllr Gillian Pett as Chairman with immediate effect.** PROPOSED: Cllr H Kettel, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY. Cllr Pett was unavoidably delayed and could not attend the meeting, but had expressed her agreement for acceptance of the post of Chairman.

169.2021 Apologies: Cllr B Kettel, Cllr G Pett.

170.2021 Declaration of Member's Interest: disclosable pecuniary/ pecuniary/personal: none.

171.2021 Minutes of the previous meeting:  
**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Meeting meeting held on 7<sup>th</sup> October 2021.**

Cllr Pepperell commented that the accounts date was incorrect. The Clerk will amend

172.2021 South Cambs District Council & Cambridgeshire County Councillors: reports

## **1. Update on the development of the next Local Plan**

The consultation period on the 'first proposals' stage in the development of the joint Cambridge City and South Cambridgeshire Local Plan began on November 1<sup>st</sup> and runs until 5pm on December 13<sup>th</sup>. The proposals were published in August by the Greater Cambridge Shared Planning Service (GCSPS) for consideration by parish councillors, residents, district councillors and other stakeholders.

Chairman's signature..... 2<sup>nd</sup> December 2021

GCSPS will be holding an in-person drop-in event on Saturday 27 November, 9am to 12pm, at Great Shelford Farmers Market.

Further to the updates provided in our September and October reports, GCSPS has gathered the key links connected to the Local Plan:

The Local Plan homepage, which includes event listings:

<https://www.greatercambridgeplanning.org/localplan>

An interactive map of the sites in the 'preferred options':

<https://maps.3csharedservices.org/portal/apps/webappviewer/index.html?id=ee39c55cf37845b1aeb3d5374e4c5214>

A library of all the documents published in with at the 'first proposals' stage:

<https://consultations.greatercambridgeplanning.org/greater-cambridge-local-plan-preferred-options/supporting-documents>

An explanation of how to comment on the proposals, including links to a quick survey and how to submit more detailed responses:

<https://consultations.greatercambridgeplanning.org/greater-cambridge-local-plan-first-proposals/tell-us-what-you-think>

Informed by discussions with residents and our parish councils, our view regarding the Mingle Lane/Hinton Way site remains:

- While the principle of expanding the housing stock in our villages by 100 homes over the next 20 years is reasonable [a greater need for affordable housing for people with local connections was identified in our parish councils' housing needs survey 5 years ago], local residents are understandably concerned about building them on the green belt. In our consultation response we will be seeking an explanation as to whether it is worth incursion on the green belt to deliver a small percentage of the overall additional projected housing needs.
- If 100 houses are needed, there are questions around why such a large area (10 hectares) is being proposed for development. Local concern is that a second access route would result in a much large number of houses being built on the proposed site. As projections indicate that only 100 houses are needed, we will be asking that the proposals are amended such that either (1) the area of land proposed for development is reduced OR (2) the area of the 10-hectare plot beyond that which is necessary for 100 houses is designated a Local Green Space, thereby protecting it from development and offering the potential of park land with play facilities to the east of Great Shelford and Stapleford. This would represent a significant benefit to families living in the area.

We will continue to liaise with the parish council on this throughout the consultation.

## **2. Grant scheme for young people: deadline November 10th**

As reported to parish councils by email last month, a new grant has opened aimed at providing funds for projects that support children and young people. £38,000 is available through the scheme for projects which help to empower children and young people; helping them to build self-belief and make a positive difference to themselves and their community. Organisations that are independently set-up for charitable or social benefit (including Parish Councils) can apply for grants of between £4,000 and £8,000. This is being administered via the Grants Advisory Committee, who will review all the applications and award the grants to successful projects in early 2022.

The deadline for applications is Wednesday November 10<sup>th</sup>. More information, including application criteria, can be found here: <https://www.scamb.gov.uk/new-grant-scheme-opens-for-local-organisations-working-with-children-and-young-people/>

## **3. Rehoming Afghanistan refugees**

We reported last month that South Cambs Council had agreed to support three Afghan families by providing homes for them in the district. The families have now moved into their houses. They have been reportedly accepted well into their local communities.

The District Council has also been able to find five more homes so we can support more families. They will relocate to the UK through the Afghan Locally Employed Support (LES) scheme.

## **4. Black History Month**

This year, South Cambs joined forces with Cambridge City Council to run events for Black History Month. The first virtual event took place on October 4<sup>th</sup> with Patrick Vernon OBE who spoke about preserving the legacy of the Windrush Generation. The second live event was hosted by the Cambridge African Network on Thursday 14<sup>th</sup> with a panel talking about their experiences of living in the UK and Cambridgeshire.

You can catch up on recordings and educational content related to Black History month on the South Cambs website: at <https://www.scamb.gov.uk/your-council-and-democracy/equality-and-diversity/equality-activities-and-events/>

## **5. Growth Fund**

Because of South Cambs' success in getting all the government's Covid grants out quickly and efficiently to our businesses they received an additional sum of Growth Fund money to spend. Applications are now closed, and grants have been allocated (a total of £1,377,500). The total fund was not for businesses to survive Covid but for businesses that have survived to be able to grow and in so doing increase the number of people they

employ, their turnover and their profits. We were delighted that five businesses across Stapleford and the Shelfords were successful in applying for a grant.

## **6. Council services to support people to live independently**

Residents and local community groups may like to know about a few Council services that are in place to support people to live independently at home, to keep connected and to know that someone will regularly be in touch with them or on the end of the phone if they need some practical help.

South Cambs' Visiting Support Service is free for people over the age of 65, with a short-term focus to support people in their home – perhaps someone recovering from an operation, or who will be on their own for a short period of time, or who is having an unexpected crisis. The Community Warden Service is longer-term, and a nominal fee is payable; clients can be of any age, and the wardens will ring up or visit on a regular basis, and can help with tasks such as form-filling, picking up some essentials from the shop, or just being a friendly face. The Community Lifeline Service (under £4.50/week) provides a worn pendant that individuals of any age can press in an emergency, such as if they have a fall at home on their own. You can find out more about all of these services on our website:

- [www.scambs.gov.uk/visitingsupportservice](http://www.scambs.gov.uk/visitingsupportservice)
- [www.scambs.gov.uk/mobilewardenscheme](http://www.scambs.gov.uk/mobilewardenscheme)
- [www.scambs.gov.uk/lifelines](http://www.scambs.gov.uk/lifelines)

We have produced some leaflets and posters to raise awareness of these services-attached are samples. If you would like some leaflets or a few posters to display please email [Lesley.McFarlane@Scambs.gov.uk](mailto:Lesley.McFarlane@Scambs.gov.uk).

## **7. South Cambs Christmas market**

SCDC's Business Support team is organising an outdoor Christmas market in Cambourne on Sunday 5 December 3pm to 8pm.

Do you know any local performers who may like to perform on the stage at the event for about 30 minutes? They could be school, college or community groups, choirs or amateur dramatics group, musicians or bands. Please ask them to get in touch with the organising team at: [reopening@scambs.gov.uk](mailto:reopening@scambs.gov.uk)

More details can be found here: <https://www.scambs.gov.uk/business/south-cambridgeshire-outdoor-christmas-market/>

[Cllr.sample@scambs.gov.uk](mailto:Cllr.sample@scambs.gov.uk)

Mob. 07706 990833

[Cllr.fane@scambs.gov.uk](mailto:Cllr.fane@scambs.gov.uk)

Mob. 07802 256861

Chairman's signature..... 2<sup>nd</sup> December 2021

Cllr Pepperell asked for a progress report on the Chalk Hill light connection to the power supply. Cllr Sample advised it has been passed to CCC.

Cllr Pepperell commented that planning has an environment theme but proposed variable speed limits proposed for Haverhill Road do not make sense. Cllr Sample commented that the most vehicle emissions are a result from changes in speed.

**County Councillor report - Sawston & Shelford Division**  
**Maria King & Brian Milnes**  
**November 2021**

**Covid-19: Enhanced response area status for Cambridgeshire**

Cambridgeshire and Peterborough is now an Enhanced Response Area for tackling the Covid pandemic.

Infections across the area are rising, especially in the 60+ age group. Rates are currently higher in most areas than in January's peak.

The new status took effect from Monday 1 November, and will last for at least five weeks. It allows the Council to push for additional support to:

- Accelerate and target 12-15 vaccination roll out to key areas and schools where infections are highest.
- Accelerate booster vaccinations for eligible groups who have had their second vaccination more than six months ago.
- Increase vaccination rate in areas with the lowest uptake.

The Councils will also enter into further discussions with the Department for Education about additional measures it can use in schools. In the meantime they will continue to:

- Encourage secondary school teachers or pupils who are household contacts of positive cases to take daily lateral flow tests.
- Advise schools that face coverings should be worn in secondary school communal areas, and that meetings should happen virtually where possible.
- Encourage anyone who is a household contact of a positive case to take daily rapid tests, until a negative PCR test is received.
- For the general public government funded additional communications will also begin from next week. These will:
  - Recommend wearing face coverings in crowded and enclosed areas where you come into contact with people you do not usually meet.
  - Remind people to get their vaccinations, test regularly and particularly before attending events, meet with others outside their households in well ventilated spaces and wash hands regularly and well.

**County Council budget preparation**

County Council committees are now considering options to address the Council's budget shortfall. The financial situation the new Joint Administration inherited included a gap of £22.2M between spending plans for 2022/23 and the resources available. We have already reduced this gap to £19.5M, and are developing proposals to enable a balanced budget to be presented to the Full Council in February.

The overarching themes for the Council's Business Plan are

- Economic recovery
- Prevention and Early Intervention
- Decentralisation
- Environment & climate emergency
- Social Value
- Efficiency and effectiveness of Council services

There will be some Government support for different areas like roads and support to children with special needs, announced through the recent Budget. Cambridgeshire share of these grants will be revealed on 6 December.

#### **Update on 20 mph**

The Council's Highways and Transport Committee is working towards making application and approval of 20mph zones more straightforward and streamlined. A key decision to remove some current barriers for approval of maxi speed reduction from 30mph to 20mph will be put to vote to the Committee in December 2021. We hope to bring positive news soon after.

#### **Shelford and Stapleford Youth Initiative - venue opening**

It was fantastic to attend the opening of a new, freshly decorated and fitted out venue for the Shelford and Stapleford Youth Initiative, which is being supported by the County and District Councils as well as several of our Parishes. The initiative is vital to support young people's mental health, provide informal coaching and support. Having a friendly centrally positioned venue (top floor of Gt Shelford Memorial Hall) will hopefully be a step change in the centre and its team expanding their brilliant work. [www.ssyi.club](http://www.ssyi.club) Please share their information via your websites and networks if the activities are local to your Parishes.

[Maria.king@cambridgeshire.gov.uk](mailto:Maria.king@cambridgeshire.gov.uk)

[Brian.Milnes@cambridgeshire.gov.uk](mailto:Brian.Milnes@cambridgeshire.gov.uk)

173.2021      Public Comment: no public present

174.2021      Resignations: Cllrs McPhater & Raphael  
Parish Councillor Vacancies for co-option: 3 vacancies

A vote of thanks was extended to Cllrs McPhater and Raphael for their hard work on the Parish Council. The MUGA is an excellent facility achieved by Cllr McPhater which will bring benefit for many years to come.

Chairman's signature..... 2<sup>nd</sup> December 2021

Councillors discussed the urgent need for people to come forward to become Councillors as the current Councillor work load cannot be sustained between just 6 people, and things which the Parish Council want to progress may not be achieved. Cllr Flynn will advertise this and ask for volunteers in the Messenger and other mediums. **ACTION: JF**

175.2021

**Planning**

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: PC response & Rule 6 update: the consultation has now closed. The Parish Council remains committed to supporting SCDC in its refusal of permission.

21/02851/FUL Chalk Hill, Haverhill Road, Stapleford

Construction of a single storey replacement dwelling (resubmission of 20/04170/FUL): discussed at the October meeting.

21/04486/HFUL 11 Sternes Way, Stapleford

Single storey rear extension

The proposal is to extend across the whole rear of the building , almost doubling the footprint. However, this single storey extension will have no impact on any neighbouring property and there would appear to be no objection from the PC to this application.

**Greater Cambridge Planning: Local Plan Call for Sites:** Hinton

Way/Mingle Lane: discussion / consultation process

Now the consultation is open the Parish Council need to encourage as many people as possible to make their own submission. The PC will make a submission representative of the Parish views. This submission will not be based on Councillors or the parishioners views but on a straight planning objective. The Parish Council need to produce a planning statement as to the suitability of this site for the proposed use.

The Parish Council has a stated objective to protect the Green Belt and this proposal does the opposite. It cannot be deemed an exception site and it does not provide for any proven housing needs in this particular area. We need to discuss this and submit our statement during the next few weeks.

Cllr Sample commented that the District Councillors would focus their comments on whether the proposed affordable element justifies the development, and that the area designated for the proposed 100 houses should be clearly defined to prevent future development taking place on the included area.

Cllr Pepperell commented that the affordable properties proposed for the Local Plan may not come to fruition given the Parish Council experiences related to the Granta Terrace properties, where the affordable element was negotiated down from 40% to 24%, and there is now a planning application to



remove the affordable element on resale. There was not a realistic mechanism to ensure affordable dwellings are delivered.

176.2021

Neighbourhood Plan: Cllr Flynn  
Cllr Flynn formally thanked the District Councillors for their assistance and support. The Group is moving forward with a project template, developing a design guide and site plan. Should the Hinton Way/ Mingle Way proposed development be included in the Greater Cambridge Partnership Local Plan, it can be also be shown in the Neighbourhood Plan, along with green spaces, layout and design, which ACCOMM will progress. The Gt Shelford Clerk working for the Group is investigating what financial assistance is available.

177.2021

East West Rail & CSET: update: Cllr H Kettel:  
The East West Rail consultation has now closed.

CSET:

Discussion continues with a view to collaboration amongst the Parish Councils affected. Sawston are supportive. Stephen Partridge-Hicks (Sawston resident) has come forward to provide leadership to the group that includes SPC, GSPC, CPPF, Smarter Cambridge Transport and Cambridge Connect.

Consultations with a London firm of solicitors continues.

A slogan or strapline is being sought for a campaign name. We are considering the broader concern to Cambridgeshire avoiding unnecessary destruction/severance of the Green Belt & erosion of the landscape & amenity values, especially close to centres of population. This issue is common right across the region & people will recognise it in their local areas.

Ideas include::

- Save Shelford and Stapleford Green Belt
- Busway bad way, green thinking best way.
- COGS –Communities for our Green Spaces
- SOS – Save Our Green Spaces

· The Mayor CA is now inviting comments on a vision for transport (having scrapped CAM) and the general public have this month to make their comments on-line to the consultation.

An inbound bus lane from Wandlebury to Babraham Road P&R and a new off-road busway to the biomedical campus, through the land that is being proposed as an extension of the campus (ie to serve the campus extension) should be back on the table.

178.2021

Finance:  
Accounts summary: Nov Meeting  
Income Sept: £35,714.32  
Expenditure Sept: £41,086.94  
Income Oct: £1,400.23  
Expenditure Oct: £17,165.61  
Less S106 Ring-fenced: £112,606.16  
Carried forward: £49,680.57





**Maintenance**

As previously reported a useful meeting was held with Bill French and this can be crystallised going forward on a contract basis subject to SPC approval.

It was also proposed that HCGM Ltd be approached to undertake a fuller grounds maintenance role, again on a contract basis. The gardening needs in the village were also discussed with a proposal to 're-wild' the Slaughterhouse Garden subject to discussions with the Twinning Association.

**Shed.**

Now completed (some snagging outstanding). 2.5% retention currently held.

**External toilets.**

Ready to put in planning application and estimate of cost will be available next week. Decorative screen now deleted from the design. The design does not currently include any external seating area or canopy / sail.

**Public Art**

A proposal was made last meeting for an entrance and railings to the play area, and signage from Gog Magog Way. To comply, any design has to be professionally commissioned and to be unique. To be discussed.

180.2021

**Staff Vacancies:**

Caretaker role: Cllr H Kettel recommended that this role is not now deemed necessary if a volunteer committee is developed to manage the pavilion and the recreation ground, and the MUGA maintenance is managed by HCGM Ltd.

**Assistant Clerk & Clerk:**

**PROPOSAL : That Stapleford Parish Council herewith agrees to amalgamate the roles of Clerk and Assistant Clerk with up to 30 hours employed time on NALC salary scale point 27 – 37**

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

**PROPOSAL : That Stapleford Parish Council herewith appoints Lesley Watts as Clerk's assistant with immediate effect Cllr H Kettel, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY.**

181.2021

**Sports Facilities and Agreements :**

MUGA : User groups have been advised they are expected to change the nets as required. Use by netball and football is very limited. Tennis nets will be left in position and changed by netball. The trolley works well for moving the nets. Cllr Flynn will instruct hirers in risk and operation at the time of first hire.

182.2021

**Cemetery:** quotes to stabilise headstones and ensure safety of cement topped graves and funding  
Abbey Memorials: £225 per headstone  
Butler Bros: remove concrete caps/ backfill with topsoil: £250 per grave

Hibbitts: varied quote received for each headstone. Total cost for all wobbly headstones: £5,510. Works to commence in spring 2022 due to ground conditions.

Ivett & Reed: emailed recommendation that works commence spring 2022 when quote would be supplied.

**PROPOSAL: That Stapleford Parish Council herewith accepts the quote from Hibbit & Sons Masonry Ltd with a total cost of £5,510.00 (five thousand, five hundred and ten pounds)**

**PROPOSED: Cllr Gatward, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY.**

A further quote will be obtained from HCGM Ltd regarding resolution of the failed concrete caps.

183.2021

**Environment, Ecology & Climate Change :**

a) Action Plan Progress: A public meeting has been called for the 26<sup>th</sup> November commencing 6pm in the Pavilion.

Ecology: verges/ cemetery meadow/ other

NOTE TO THE MINUTES: NO FURTHER ITEMS LISTED ON THE AGENDA WERE DISCUSSED AS A COUNCILLOR HAD TO LEAVE THE MEETING DUE TO UNFORSEEN CIRCUMSTANCES AND THE MEETING WAS NO LONGER QUORATE.

*Meeting closed at 8.20pm*

**DRAFT**