



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 08 MARCH 2022
Held at Spicers Pavilion, Cambridge Road - Meeting commenced at 7.15 pm

PRESENT:

Assistant Parish Clerk Clare Speed

Councillors

Kevin Cuffley

David Bard

Ian Reeves

Tony Orgee (arrived late at 7 45pm)

Neil Reid

Jayne Merrick

Brian Milnes

Mike Mallows

Anand Pillai

Kieran Cooper

+ Holly Martin and Alice Kirkham Representatives from Redrow and Barton Willmore
2 Members of public

209 REPRESENTATIVES FROM BARTON WILLMORE AND REDROW REGARDING H1/C DEVELOPMENT

Notes attached to the end of the minutes.

210 APOLOGIES FOR ABSENCE

Paul Smith (Work Commitments)

Tony Fell (Personal)

Beck Laxton (Work Commitments)

Sue Whitney (Personal)

Colin Groves (Personal)

Councillor Tony Orgee arrives at 7:45pm

211 PUBLIC PARTICIPATION TIME (15 MINUTES ALLOWED)

Reg Cullum asked about the Co Op car park as it has rubbish dumped and asked when the trees which were removed will be replaced. Councillor Kevin Cuffley explained this is a matter for the Co Op and he will need to contact them.

212 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Kieran Cooper Item 218 planning application 21/03955/FUL as he is a trustee of the land owners.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to move planning application 21/03955/FUL forward for representatives from Redrow to hear the discussion.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

21/03955/FUL	<p>Erection of 280 dwellings, including 72 affordable dwellings, two new vehicular accesses from Babraham Road, pedestrian and cycle access, publicly accessible open space, a Local Area of Play (LAP) and a Local Equipped Area of Play (LEAP), landscaping and earthworks and surface water drainage, associated amenity space and attenuation features and internal infrastructure at Land South of Babraham Road.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Kevin Cuffley to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 7 For 1 Abs 2 No Vote</p> <p>PC Comments: The houses have no character, but we appreciated the effort done referring to the village design guide.</p>
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All public left at 8pm

213 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 08 FEBRUARY 2022

Amend on Councillors present remove Councillor Tony Orgee and add Councillor Mike Mallows.

Amend on Item 200 – Councillor David Bard asked if the owner had applied for a HMO, not confirmed they had.

The minutes of the Full Parish meeting held on 8th February 2022 were read confirmed and signed with the above amend.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Anand Pillai to **accept** the minutes.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

214 REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 15 FEBRUARY 2022

Item 5 – Safeguarding Policy

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Item 6 – Policy on changing all lights to LED on parish council property

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Item 8 – VAT for hire charges at Pavilions and parish council property

VOTE: 9 FOR : 0 AGAINST 1: Abs

Item 10 – Lease of Lynton Way recreation ground

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Item 11 – Limit on debit card

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Item 12 – Solar PV panels on parish council properties

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Item 14 – Alternative uses for Parish Council land next to car park

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to discuss this item at the end of the meeting when we are in camera.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

The minutes of the Finance & General Purposes committee meeting held on 15 February 2022 were read confirmed and signed with the above amend.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to **accept** the minutes.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

215 REPORT OF THE PLANNING & ENVIRONMENT COMMITTEE MEETING HELD ON 22 FEBRUARY 2022

Item 6 – To plant a tree for Queens Platinum Jubilee

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Item 9 – Extension of restricted road speed limit on Babraham Road

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

The minutes of the Planning & Environment committee meeting held on 22 February 2022 were read confirmed and signed.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor David Bard to **accept** the minutes.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

216 REPORT OF THE CEMETERY COMMITTEE MEETING HELD ON 01 MARCH 2022

Councillor Jayne Merrick asked Councillor Mike Mallows if he had contacted County regarding the extension at the cemetery, Councillor Mike Mallows confirmed he had not contacted them yet and he will.

Item 5 – Memorial tree

Councillor Brian Milnes asked to see photos of the three trees from the quotes before making a decision, it was suggested to defer this item to April full parish. The council will meet at 6:30pm before the April full parish meeting at the cemetery to discuss the location of the tree.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

The minutes of the cemetery committee meeting held on 1st March were read confirmed and signed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Neil Reid to **accept** the minutes.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

217 MATTERS ARISING
None

218 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

22/00765/PRIOR	Single Storey rear extension at 17 Teversham Way. Proposed by Councillor Kieran Cooper and Seconded by Councillor David Bard to support to this application.	Support/No Objection Vote: 9 For 1 Abs
22/00292/FUL	Demolish and replacement of existing dwelling at 8 Hayfield Avenue. Proposed by Councillor David Bard and Seconded by Councillor Brian Milnes to support to this application.	Support/No Objection Vote: 9 For 1 Abs
22/00284/FUL	Demolish and replacement of existing dwelling at 6 Hayfield Avenue. Proposed by Councillor David Bard and Seconded by Councillor Brian Milnes to support to this application.	Support/No Objection Vote: 9 For 1 Abs
22/00604/HFUL	Single storey rear extension and conversion of garage. Resubmission of 21/05334/HFUL at 20 Eccles Close. Proposed by Councillor Kieran Cooper and Seconded by Councillor Brian Milnes to support to this application.	Support/No Objection Vote: 5 For 3 No Vote 2 Abs
22/00721/FUL	New arrangement of external heat pumps (for internal space heating and ventilation), weldmesh fence enclosure and armco protection barrier at 1 Cambridge South, Unit 1 West Way. Proposed by Councillor David Bard and Seconded by Councillor Brian Milnes to support to this application.	Support/No Objection Vote: 9 For 1 Abs PC Comment: Concerns regarding the noise for neighbours.

For information applications and planning decisions - noted

219 ACCOUNTS FOR FEBRUARY 2022

The accounts for the month of February 2022 were presented.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Neil Reid to **accept** the accounts for February 2022 with the above exception.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

220 TO AGREE CONTENTS OF CHAIR REPORT 2021/2022

Councillor David Bard suggested removing the sentence about covid vaccinations from the welcome box.

It was **proposed** by Councillor Tony Orgee and **seconded** by Councillor Anand Pillai to **accept** this draft for the chair report.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

221 TO DISCUSS QUEENS JUBILEE GRANT

Councillor Kevin Cuffley explained there is a Queens Platinum Jubilee community chest funding grant, we can apply for up to £700. Councillor David Bard offered to apply for this grant to pay for the beacon and tree plaque.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to **apply** for the £700 funding.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

222 TO DISCUSS ST MARYS CHURCH FLINT WALL

Councillor Kevin Cuffley explained that we need to decide if we are going to use a church architect for the repair work on the flint wall at St Marys Church, Councillor Brian Milnes explained that if we get quotes from three different companies for the work, they would all be different and could have different outcomes. The church architect will draw up a specification and he will get the three quotes to make sure all quotes are for the same work, Councillor Kieran Cooper asked if we have to contact a faculty. The Assistant Clerk wasn't sure but said we do need to let the Ely Diocese know and the church architect can do this for us.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Tony Orgee to **agree** to use the Church Architect for the repair work on the flint wall at St Marys Church.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

223 TO DISCUSS CIRCUS 2023 AT LYNTON WAY

The council has been asked by a circus if they can visit next year. Councillor Kevin Cuffley explained the circus is a human circus, no animals. The circus would like to come to Lynton Way on Sunday 14th May to Sunday 21st May 2023.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Colin Groves to **agree** to the circus coming to Lynton Way on those dates.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

224 TO DISCUSS LAND AT THE JUNCTION OF LINK ROAD AND CHAPELFIELD WAY

Councillor Brian Milnes has significant reservations regarding this application, the access points will both be taking parking spaces away. The access on Chapelfield way is close to the corner and would be dangerous to see coming out of the junction. The houses will be over shadowing the bungalows.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley to not support this informal planning request.

VOTE: 9 FOR : 0 AGAINST 1 ABS

225 TO DISCUSS FORMAT FOR THE ANNUAL PARISH MEETING

Councillor Kevin Cuffley explained that the Annual Parish meeting this year will be less formal with snacks and drinks available, and has suggested the Councillors do not sit behind the tables and will sit with everyone else. The speaker will be at the front of the room and the chair will lead this meeting.

It was suggested to invite local organisations, and each chair from committees to give an update of what they have been doing the last year.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

226 TO DISCUSS HEDGE AT BOWLS CLUB

Item deferred due to not having quotes.

227 TO DISCUSS TREES AT PRINCE WILLIAM WAY

The council have been contacted by Hutchings & Harding Ltd as their wall came down in the wind and they have said that the trees on the verge have impacted on the wall falling. They asked the parish council to remove the trees before they replace their wall. The Assistant Clerk explained that she has asked a tree surgeon to have a look at these trees to see if they are healthy or need removing. He gave a quote for all the trees and bushes to be removed in this area. Once looking at the tree surgeon quotes which contained photos it is unclear which trees are ours and which are Hutchings & Harding Ltd, it was suggested to have a meeting with them at the site. The chair and vice chair will attend with the Clerks.

228 TO DISCUSS CAMBRIDGE CITY FC GIFTED LAND TO THE PARISH COUNCIL

This was discussed at length the council are not happy to take on this area as it is, there is no drainage on the land and was evidence of pooling when the councillors attend the site when we had had two weeks of dry weather. The land has been covered making it significantly higher from the ditches round the edge, we would need fencing all the way round for health and safety. The trees are in a poor state and would need work carried out on them. It was suggested to not take on the land as it is.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to let Cambridge City know the parish council would not take the site on with out drainage and a feasibility study.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

229 UPDATE FROM COUNTY COUNCILLORS

Full report on Parish Council website – www.sawston.org.uk

230 UPDATE FROM DISTRICT COUNCILLORS

Full report on Parish Council website – www.sawston.org.uk

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Tony Orgee to ask for an extension of time for an extra 30 minutes.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

231 CORRESPONDANCE

None

232 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Kieran Cooper asked if anyone had requested for the agenda item regarding the CSET to be reopened, the Assistant Clerk confirmed that no one emailed a request. Councillor Mike Mallows explained that the cricket site screens blew over into the cemetery in the strong winds and said we need an agenda item to ask for them to be moved or secured down.

Councillor Kevin Cuffley confirmed that the liaison meeting the previous night was a success and was positive, the permitted sites on the local plan are not moving forward at present.

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings Act 1960 – it is resolved that because of the confidential nature of the business to be transacted, the public and press are asked to leave the meeting during consideration of the sensitive items in reserved matters.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Jayne Merrick to go into camera.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Finance & General Purposes meeting minutes
Item 14 – Alternative uses for parish council land next to car park

VOTE: 9 FOR : 0 AGAINST 1: ABS

233 TO AGREE INTERVIEW FOR FACILITIES ADMINISTRATOR

Councillor Kevin Cuffley explained that we had a good response to the facilities administrator job and are interviewing five candidates on Thursday 10th March. The interviews will be taken by Councillor Kevin Cuffley, Councillor Jayne Merrick, Councillor Kieran Cooper and both Clerks.

Meeting closed 9.35pm

Supplier Name	Description	Date	Gross
SSE	Rec - Spicers electricity 1 - 31 Dec 2021	12-Feb-22	£105.95
Honest Employment Practice Ltd	Staff Management - Compliance Advice	07-Feb-22	£114.00
Petty Cash	F&GP - Petty Cash - Office supplies/stamps	28-Feb-22	£118.83
SSE	Rec - Spicers Gas 1 - 31 Jan 2022	12-Feb-22	£136.99
BT	Rec - Groundstore alarm (telephone line)	26-Feb-22	£141.60
Murkett's of Stapleford	Rec - Fuel for January 2022	31-Jan-22	£145.96
Newitts	F&GP - Winter waterproof jackets for grounds keepers	09-Feb-22	£174.85
Field Compost	Rec - Jumbo bag pathway woodchip (for use on footpaths) Order no 100	08-Feb-22	£177.00
Pestagon	Rec - Pest control at Spicers	03-Feb-22	£208.20
Mick George Skips	Rec - 6 Yard skip for grounds keepers (Order no 99)	07-Feb-22	£210.00
Grace Solutions	F&GP - Antivirus/email spam filtering/microsoft 365 etc February	08-Mar-22	£240.43
Meadowmania	Rec - Various wildflower seeds (Agreed at full)	14-Feb-22	£309.50
Cambridge Water	Rec - Water Spicers 11 June 2021 - 2 December 2021	01-Feb-22	£365.59
21CC	Planning - Bespoke Platinum Jubilee Beacon (Agreed at Full Jan)	25-Feb-22	£588.00
Agrigem	Rec - 600kg bulk bag of fertiliser (Order no 3) for use on all grounds (Agreed Full Feb 2022)	09-Feb-22	£598.00
Lanham & Co	F&GP - Accounts for month	28-Feb-22	£696.00
PW & HA Warren	F&GP - Cleaning contract for month	28-Feb-22	£700.00
Core Amenity	Rec - Evensprey club sprayer - Agreed at Full Feb 2022 (order no 5)	09-Feb-22	£792.00
Watson Fuel	Rec - Gas oil	28-Feb-22	£920.88
Rentokil/Initial	Rec -sanitary bins at pavilions & office	07-Feb-22	£998.49
Capalc	F&GP - CAPALC affiliation fee 2022 - 2023	28-Feb-22	£1,081.08
Alan Lamb	Contract Admin (month 1) for Spicers pavilion project	28-Feb-22	£1,200.00
Reach Publishing	F&GP - Advert for Facilities Administrator (Feb 2022) Agreed Full Feb 2022 (Order no 7)	20-Feb-22	£1,380.00
Grace Solutions	F&GP - Website support/ Supply and install router/data cabinet etc at office (Agreed FP Dec 2021)	22-Feb-22	£2,828.23
SSYI	Rec - Youth provisions (in budget) Grant for the work of SSYI during FY 2021-2022	21-Feb-22	£3,000.00
Furniture@Work	Deluxe bundle folding chairs x 30 Plus trolley (x2) Agreed Extra FP Oct 2021) for Mill Lane	20-Feb-22	£4,507.20
DTF Building Services	All site and preliminaries to set up site/groundworks/materials to site - Spicers project (Agreed Dec Full 2021)	28-Feb-22	£20,730.90
Thurlow Nunn	Rec - Kubota LX351 Compact tractor - Agreed at Full Feb 2022 (Order no 6) Trade in Ford	09-Feb-22	£21,600.00

Item 209 Presentation from Redrow and Barton Willmore

Thank you for the invitation to the meeting tonight, we welcome the opportunity to update you on our proposals and speak with you again since we last met virtually in April last year.

My intention was to quickly run you through the main changes to the scheme since the original submission version back in August last year and I am also particularly keen to highlight all the ways we feel we are in compliance with the Village Design Guide as I'm aware that had been raised in your December comments and we feel there is a lot we would like to draw attention to having given this a lot of thought when originally designing the scheme.

The main changes to the layout include:

- **Row of three units adjacent to the school has been reduced to a pair of semis, and moved away from the boundary with No.58 Stanley Webb Close. The house at plot 72 is now over 4m away from the boundary and includes a single window on the side elevation serving the landing, which could be conditioned to be obscurely glazed if necessary.**
- **The houses at plots 86, 87, 102, 103 and 112 have all been moved further from the western boundary with properties on Plantation Road. The separation distances here**

are now 15, 15, 14.5, 15 and 13m respectively, against a standard within South Cambridgeshire's Design Guide of 12m for back to side relationships.

- **Additional foot/cycleway connections have been introduced to improve connectivity in and around the site**
- **We have reduced the number of 2.5 storey units on the countryside edge**
- **We have reconfigured the layout of properties along the spine road to result in less frontage parking and more room for landscaping**
- **We have widened the width of the perimeter path at the request of the footpath officer**
- **We have reviewed our proposed sheds to ensure that they are capable of accommodating the appropriate number of bicycles to suit the size of property**

With regard to compliance with the Village Design Guide, our scheme demonstrates compliance through:

- 1. The arrangement of units in the central and western parts of the scheme in linear terraced form to reflect the existing adjacent Housing – Linear Character area.**
- 2. Use of red and buff bricks and render in the materials palette**
- 3. Architectural detail including brick plinths and brick detailing around windows**
- 4. No dwellings above 3 storey in height**
- 5. Trees and hedges marking the boundaries of the site with the open countryside**
- 6. Footpaths and cycleways incorporated within the scheme to provide connections with the village**
- 7. Development set back from the countryside edge to minimise visual impact**
- 8. Existing hedges retained wherever possible**
- 9. Common use of hedgerows for front plot boundaries**

Further specific detailing on the proposed landscaping and use of materials on individual plots can be secured by condition if necessary but the submitted plans provide a strong framework for the delivery of a scheme that will reflect the key characteristics of Sawston while also ensuring the development establishes a strong and positive character for this part of the village.

South Cambridgeshire District Councillors' Report

Clare Delderfield and Brian Milnes

November 2021

You can follow your councillors on Facebook: [brianandclare4sawston](#)

Your Councillors are always ready to help. If you have any questions about these - or indeed any other - matters, please do not hesitate to contact Clare Delderfield clr.delderfield@scambs.gov.uk or Brian Milnes clr.milnes@scambs.gov.uk

Additional Council Housing for Sawston

Continuing on from November's story of new Council apartments at the Hawthorns on Babraham Road, 15 additional apartments were handed over to South Cambs District Council on the 12th March by Hills. These further well-appointed apartments are among the 58 dwellings coming forward at this site in the next few months. These all have priority to people with a Sawston connection, and are already proving popular with the families in occupation, with energy efficient heating systems, solar power and electric charging points.

Lib Dem Administration Review:

The provision of affordable and Council housing has been just one of many proud achievements of our administration. It has been 4 years since the incumbent party was swept aside as the Lib Dems took 30 out of the 45 seats available. Through by-elections, we have since gained a further seat.

IN THE FOLLOWING WE COVER SOME OF OUR ACHIEVEMENTS DURING THAT PERIOD.

Improving Council Finances

When we took control, the South Cambs Finances were in a parlous state. An impending financial deficit needed to be resolved, audits remained outstanding and the Government was signalling further reduction in the amount of grant support the Council was going to receive.

In the intervening years, with sound investment policies, diligent accounting and restructuring our finance team, this Administration has turned around the Council's finances. We have eliminated the deficit, finally got the oldest outstanding audit completed and have built a financial business plan to take us forward on a very sound footing. Each year, our investments are returning some £5m and we are making £200k savings on our running costs.

Greater Cambridge Local Plan – First Proposals

As the local planning authority, it is the District Council's job to prepare an updated Local Plan. This is a regular process and we have to look at the period beyond this one (up to 2041). The current Local Plan did not get sanctioned by the Planning Inspector until 2018 (taking 4 years to accept it)! As you may have seen recently in Uttlesford, it is possible for the Government to directly intervene if a Local Authority does not deliver a plan with the requisite number of new houses and economic growth.

We previously wrote at length about our Local Plan proposals. Just to recap – for the period 2011 – 2041 the two Councils (City and District combined) are only planning an additional 11,000 homes on top of what was already in the previous Plan, some of which is already built!

Now that the initial consultation has been completed, the new Local Plan will go through further validation and a formal consultation before the final proposal is agreed and submitted for examination. Locally, there are no new developments planned in Sawston, given that we are currently in the process of adding 450 new houses already!

GREEN TO OUR CORE

We have enacted our Green to the Core policy in many ways. South Cambs HQ in Cambourne is currently going through an extensive ground-source and solar panel programme. Recent fuel price rises have estimated that the savings made will mean a 10 year reduction in the payback period.

We have now ordered a further two Electric Refuse Collection vehicles, putting us in the vanguard of Local Authorities to be converting their fleets to electric. To provide sufficient (renewable) electricity, we are also proposing a Solar Panel Array adjacent to the Waterbeach waste depot.

One further example of our green credentials is our LED street lamp project, which will save some 60% of the energy costs. Elsewhere, we have spent £1½m on making existing council housing more energy efficient, reducing running costs for tenants.

Further grants of over £300k in Zero Carbon grants were made by the Council, enabling communities to afford to start their own Carbon reduction programmes. In addition, we have funded over 600 trees to be planted.

COUNCIL SERVICES TO SUPPORT PEOPLE TO LIVE INDEPENDENTLY

You may be aware that as well as priming the funding for the Sawston Timebank, we have also provided for the Sawston Mobile and Community Warden Scheme (sometimes called Community Care Schemes), These support older people to live independently in their homes and in the community they know, and which knows them.

DEALING WITH THE COVID PANDEMIC

The District Council had a lead role in dealing with the social upheaval and economic turmoil caused by the COVID pandemic. This continues, as infection rates have again, started to rise following the relaxation of regulations. Hopefully, with milder impact and lower hospital admission rates, this increase won't prove as difficult as previous ones.

During the pandemic, the Council has been responsible for distributing some £44 million of Government COVID support grants (and is one of the fastest in the country to do so). Additionally, we have made 70 grants to local COVID groups, who have been excellent in setting up support schemes to look after local vulnerable and at-risk groups.

REFUGEES FROM CONFLICTS

At the time of writing, the wholly unjustified Russian invasion of Ukraine is desperately filling our news feeds 24 hours a day. Yet another humanitarian crisis, on top of Afghanistan, Yemen and Syria. As with those, where 11 families were provided with housing, our Administration will provide what assistance it can, to provide support to families fleeing to survive the war in Ukraine.

Brian Milnes and Clare Delderfield, District Councillors for Sawston