

Toft Parish Council

I hereby give notice that the 821st meeting of Toft Parish Council will be held on Monday 6 January 2025 in the People's Hall, Toft at 7.00 pm

The Public and Press are invited to be present. Members of the Public are welcome to attend and may speak under the Open Public Session only

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder

Ben Stoehr

Mr Ben Stoehr
Clerk, 12/12/24

AGENDA

Comments and observations from members of the public on items on this agenda only and reports from the District and County Councillors

1. Apologies for absence and declaration of interests

- 1.1 To receive written apologies and reasons for absence
- 1.2 To receive declarations of interests from councillors on items on the agenda
- 1.3 To receive written requests for dispensations and to grant any dispensations

2. To approve the minutes of the last meeting

3. To consider any matters arising from the last or a previous meeting including

- 3.1 (3.1) Grass cutting contract – to consider quotations if received
- 3.2 (3.3) 20 mph resubmission and LHI application – update ^(ED)
- 3.3 (3.4) Community notice board at the Birdlings – update ^(MY)
- 3.4 (3.5) To consider quotation and proposal for QPJ area - update ^(MY)
- 3.5 (3.6) East West Rail – to consider consultation response
- 3.6 (3.7) Report on MVAS speed data for High Street ^(MY)
- 3.7 (3.8) Bird Boxes – update and locations ^(ED)
- 3.8 (3.5 of 4.11.24) To consider quotation for MVAS solar power conversion equipment
- 3.9 (7.9 of 4.11.24) To consider response from Environment Agency regarding Bourn Brook

4. To consider correspondence received requiring the Council's attention

- 4.1 Greater Cambridge Shared Planning – Consultation on Supplementary Planning Documents (Deadline 25 January 2025)
 - 4.1.1 Draft Greater Cambridge Planning Obligations Supplementary Planning Document
 - 4.1.2 Draft Greater Cambridge Health Impact Assessment Supplementary Planning Document
 - 4.1.3 Draft Cambridge Biomedical Campus Supplementary Planning Document
- 4.2 SCDC Net Zero Villages grant scheme grant applications open (deadline 26 January)

5. Finance, Procedure and risk assessment and use of delegated powers

- 5.1 To consider the finance report and approve the payment of any bills
- 5.2 To receive play inspection reports and consider any work required
- 5.3 To consider any matter which is urgent because of risk or health and safety
- 5.4 To review the bank signatories

6. To consider any Planning or Tree works applications or related items received

- 6.1 Planning applications received – to be considered
- 6.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted
- 6.3 SCDC planning decision notices and appeal notifications and applications for information only
- 6.4 Tree works applications

7. Members items and reports for information only unless otherwise stated

- 7.1 Village Maintenance ^(MY)
- 7.2 Highways ^(ED)
- 7.3 Toft People's Hall ^(CW)
- 7.4 Footpaths ^(EM)
- 7.5 Defibrillator report ^(CW)
- 7.6 Birdlings liaison ^(EM)
- 7.7 Lot Meadow ^(EM)

8. Closure of meeting

Clerk report to Toft Parish Council meeting on 6 January 2025

2. To approve the minutes of the last meeting on 4 November – attached
3. Matters Arising
 - 3.1 (3.2) Grass cutting contract – to consider quotations if received
Quotations will be brought to the January meeting.
 - 3.6 (3.5) East West Rail – to consider consultation response
Deadline 25 January.
 - 3.8 (3.5 of 4.11.24) To consider quotation for MVAS solar power conversion equipment
A quotation has been received and will be brought to the meeting.
 - 3.9 (7.9 of 4.11.24) To consider response from Environment Agency regarding Bourn Brook
“There is no Environment Agency Land in the vicinity you describe and the open channel of Bourn Brook, asset no. 440577, is owned and maintained by persons or organisations unknown.

The Bourn Brook is classified as a main river south west from the bridge under the high street which means that the Environment Agency has responsibility for that section of the brook in terms of flood risk strategy. However it does not mean that the Environment Agency is responsible for the maintenance of the river only that we may use our statutory powers to intervene if we deem it necessary. The responsibility for maintaining the open channel of the brook lies with the riparian owner which is the owner of the land on each side of the brook who hold responsibility from the bank up to halfway across the brook.

I have listed more information below regarding riparian ownership rights and responsibilities.

Anyone who owns a property, or land, alongside a natural watercourse has rights and responsibilities regarding the maintenance of the watercourse they own. They relate to the stretch of the watercourse which falls within or adjacent to the boundaries of their property.

Information about the rights and responsibilities of riparian owners can be found on GOV.UK via the link below.

[Owning a watercourse - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The owner may be found using the Land Registry via the link below.

[HM Land Registry - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

You can report an incident of flooding or blockages that increase the risk of flooding to our Incident Communication Service on 0800807060 which is a freephone, 24 hour per day, 365 days per year service where you can remain anonymous if you wish. They will take a report from you and forward it to the appropriate area team who will investigate and take appropriate action.

If you are a professional partner such as, for example, the council or emergency services can provide feedback but you need to obtain a NIRS number when reporting the incident so that we can provide feedback later.

If you are a member of the public then whilst we appreciate you reporting such incidents, we cannot provide feedback to members of the public but you can report an incident if after a reasonable period of time you don't think anything has been resolved, or each time something happens or if it's getting worse.

If you are a parish councillor then you are not regarded as a professional partner and would not receive feedback but if you were to get your contacts in the council authority to submit a report to our ICS team then they would be entitled to feedback.

Further information regarding our incident reporting commitment can be accessed via the links below.

[Report an environmental incident - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Agency customer service commitment - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Further, anyone carrying out works on or near a river, flood or sea defence, or within a flood plain (flood zone 3) may need permission.

Permission will come from us, the Lead Local Flood Authority (LLFA) or the Internal Drainage Board (IDB), depending on the location and type of activity.

If they want to carry out works on a watercourse they may also need an environmental permit. If it is a main river or flood zone 3 connected to a main river then any permissions would need to be sought from us, the Environment Agency. More information can be accessed via the link below.

[Flood risk activities: environmental permits - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

If a Flood Risk Activity Permit is required then we can be approached on via our pre-application advice. More information is available via the link below.

[Get advice before you apply for an environmental permit - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Riverside property owners must also be aware of the regional flood defence and land drainage byelaws when carrying out any works. More information is available via the links below.

[Regional flood defence and land drainage byelaws: activities and locations covered by the byelaws - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Regional flood defence and land drainage byelaws - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Please quote reference 241205/IL03 in any future correspondence regarding this matter.

If you require further assistance when you have read the guidance you can contact us on 03708506506.”

Name: Ian Lee

Job Title: Customer Service Adviser

4. Correspondence

4.1 Greater Cambridge Shared Planning – Consultation on Supplementary Planning Documents (Deadline 25 January 2025)

“The Greater Cambridge Shared Planning Service, on behalf of Cambridge City Council and South Cambridgeshire District Council, are producing three Supplementary Planning Documents. We are inviting comments via public consultation on the following draft documents:

- Draft Greater Cambridge Planning Obligations Supplementary Planning Document
- Draft Greater Cambridge Health Impact Assessment Supplementary Planning Document
- Draft Cambridge Biomedical Campus Supplementary Planning Document

These Supplementary Planning Documents are intended to provide further information and detailed guidance on policies in the Councils’ current Local Plans (2018). The guidance will provide developers and infrastructure providers with clearer expectations for their development proposals coming forward. This aims to streamline the planning process and ultimately lead to higher quality developments across Greater Cambridge.

Public consultation on the three Supplementary Planning Documents is open from 9am on Thursday 28 November and will run until 5pm on Friday 24 January 2025.

We encourage all of our communities, stakeholders, statutory consultees, and anyone with an interest to respond.

Please visit www.greatercambridgeplanning.org/emerging-plans-and-guidance/supplementary-planning-documents/ to view the documents and find out how to comment. Paper copies of the documents can also be viewed at the Customer Service desks at Mandela House, Cambridge and at South Cambridgeshire Hall, Cambourne. There will also be copies at the Central Library, Cambridge and viewing materials available at our in-person events. Please refer to the attached Public Notice for more information.

The Councils are holding in-person and online consultation events during the consultation period. These events are an opportunity to connect with Planning Officers, share your thoughts, and find out more about the Supplementary Planning Documents out for consultation.

The **online webinar** about all three of the draft Supplementary Planning Documents will be held on Tuesday 10 December 2024 from 6pm, and it will take place on YouTube. You can join using the link [here](#).

Our in-person drop-in event for all three of the draft Supplementary Planning Documents will be held on:

- Thursday 12 December 2024 from 10am to 2pm at the Clay Farm Centre (Hobson Square, Trumpington, Cambridge CB2 9FN).

Our in-person drop-in events specifically for the draft Cambridge Biomedical Campus Supplementary Planning Document are on:

- Monday 16 December 2024 from 3pm to 6pm at the atrium of the Royal Papworth Hospital (Papworth Road, Trumpington, Cambridge CB2 0AY).
- Tuesday 17 December 2024 from 10am to 2pm at the Community Room at St Mary the Virgin (12 Church Street, Great Shelford, Cambridge, CB22 5EL).

Comments can be made and submitted as part of the consultation:

- Online on our consultation system hub: <https://consultations.greatercambridgeplanning.org/>
- By email at localplan@greatercambridgeplanning.org
- By post: Planning Policy, Cambridge City Council, PO Box 700, Cambridge, CB1 0JH
- Or by requesting a form to complete by emailing us at localplan@greatercambridgeplanning.org or calling us at call [01223 457000](tel:01223457000) or [01954 713000](tel:01954713000).

If you have difficulty commenting online, please contact the Greater Cambridge Shared Planning Policy Team using the contact details above.

The consultation on the draft Supplementary Planning Documents is an opportunity for the Councils to consider the views of our communities. The feedback gathered during the consultation will play a crucial role in shaping the final versions of the Supplementary Planning Documents, which are set to be completed in Spring 2025. The engagement allows for members of the public to play an active role in shaping the future of Greater Cambridge.

All comments received during the consultation period will be published. Please refer to our Greater Cambridge Shared Planning [privacy notice](#) for further details.

If you have any questions about the consultation, please contact us using the details above.”

Greater Cambridge Planning Policy Team

Public notice attached.

- 4.2 SCDC Net Zero Villages grant scheme grant applications open (deadline 26 January)
“I am emailing to make you aware of a grant-funding opportunity for community groups, parish councils and businesses in South Cambridgeshire. Applications open today for the [Net Zero Villages grant scheme](#), delivered by South Cambridgeshire District Council with funding from the Cambridgeshire and Peterborough Combined Authority. Applications will close **26 January 2025, 11:59PM**.

Grants of between £20,000 and £100,000 are available for projects that help build resilient, low carbon communities. As the grant is aimed at rural communities, areas such as Milton, Histon, Impington, Fulbourn and Teversham are not eligible for funding because they lie in the Cambridge Built Up Area (you can check if your village lies in this BUA [here](#)).

The Net Zero Villages scheme will fund capital projects under the following themes:

- **Energy Efficiency and Generation** – Examples include installing insulation, LED lighting, solar panels, wind turbines, or battery storage for renewable energy.
- **Low Carbon Transport** – Initiatives such as community-run electric shuttle buses or other sustainable transport solutions.
- **Nature-Based Solutions** – Projects like green roofs, walls, or tree planting to cool and enhance community spaces.

To read the full grant guidance and make your application, visit South Cambridgeshire District Council’s website – [Net Zero Villages Grant - South Cambs District Council](#). If you plan on making an application, we recommend you attend our application workshop on Wednesday 18 December, 7-8:30pm. You can also book a 20-minute slot with an officer on Friday 20 December 2024 between 9:00am and 4:00pm. Email climateandenvironment@scambs.gov.uk to sign up for the workshop, or to book a slot.

Other updates from the Climate and Environment team:

- *Save the date! We will be hosting our first Sustainable Food Network Summit on 19 February 2025, from 10am – 3.30pm. [Sign up here](#).*
- *Our [Electric Vehicle Chargepoint Grant](#) can now offer up to £12,000 towards the cost of installing community chargepoints for community use.”*

Orla Gibbons | Project Officer - Climate and Environment

5. Finance, Procedure and risk assessment and use of delegated powers

5.1 To consider the finance report and approve the payment of any bills

The Finance report will be sent out nearer the date of the meeting.

The Clerk has used delegated powers to accept a quote from Suffolk County Council for streetlight energy supply. They have quoted approximately £380 per year and are only able to start quarterly. The Council is expected to save approximately £400 during the 1/1/25 – 31/3/25 quarter over using the current supplier (Opus).

5.3 To consider any matter which is urgent because of risk or health and safety

None at the time of writing.

5.4 To review the bank signatories

Cllr Watson has requested to be removed as a bank signatory. The Council is asked to add at least one additional signatory.

6.1 Planning Applications received

* NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council.

The planning portal for new applications can now be found at <https://applications.greatercambridgeplanning.org/>

The Parish Council may choose its own wording to show whether it agrees with an application or not and can now both support/approve or object/ refuse etc parts of the same application

The Parish Council should include material planning reasons why the Council take this stance via its comments.

The Parish Council *does/does not** request that the application be referred to the District Council Planning Committee *(please delete)

Material planning reasons:

Planning reasons:

- 6.1 Planning applications - to be considered
None at the time of writing.
- 6.3 SCDC planning decision notices and appeal notifications and applications for information only
None at the time of writing.
- 6.4 Tree works
None at the time of writing.
7. Members' items and reports
8. Closure of meeting

**Minutes of the 820th meeting of Toft Parish Council
Held on Monday 2 December 2024 in The People's Hall, Toft at 7.00 pm**

Present: Councillors: M Yeadon (Chairman), E Darbyshire, B Harris and E Miles.

In attendance: Mr Ben Stoehr (Clerk)

Public participation on agenda items and matters of mutual interest (includes reports from County and District Councillors and representation by members of the public)

None.

1. Apologies for absence and declaration of interests

1.1 To approve written apologies and reasons for absence

Apologies were received from Cllr Watson (out of parish).

1.2 To receive declarations of interests from councillors on items on the agenda

None.

1.3 To receive written requests for dispensations and to grant any dispensations

None.

2. To approve the minutes of the last meeting on 4 November 2024

RESOLVED that the minutes of 4 November 2024 be approved as a true record and signed by the Chairman. (Prop MY, 2nd EM, unanimous)

3. To consider any matters arising from the last or a previous meeting including

3.1 (3.2) Grass cutting contract – to note changes to specification

RESOLVED to note the changes made to the specification. Tender requests have been requested for the January meeting.

3.2 (3.4) To consider proposal and quotation for new bench at The Drift

RESOLVED, having considered a quotation from CYAN for a bench similar to the one outside the Church, at a price of £240.13 plus VAT and delivery, to purchase the bench at the price quoted, to be located near the allotments site. Delivery is to be made to Cllr Yeadon.

3.3 (3.5) 20 mph resubmission and LHI application – update

RESOLVED to note that the application had not yet been submitted but that Cllr Darbyshire planned to submit it over Christmas.

3.4 (3.7) Community notice board at the Birdlings - update

Cllr Yeadon reported that he had contacted the developer but had not heard back yet.

3.5 (7.1.2) To consider quotation and proposal for QPJ area

Two quotations had been received, one for turfing and one for seeding.

RESOLVED, given that the best time to do the work would be in March, that Cllr Yeadon should discuss this with the contractors and with Tricia and Cynan Ellis-Evans, and report back to a future meeting.

It was noted that clear plastic could be used to carry out work in winter if necessary.

3.6 (7.0.11) East West Rail – to consider consultation response

Cllr Yeadon reported that he had attended an East West Rail meeting about significant changes to the proposals, none of which particularly impact Toft although the tunnel under the A428 meant that the height of the track would be lower near Toft. There was a consultation meeting during the coming week.

RESOLVED, noting that if the Parish Council wishes its views to be considered as part of the SCDC decision it would need to be submitted by 5 December, to send the Parish Council's previous response to the SCDC officer.

RESOLVED that the EWR consultation is to be considered at the next meeting.

3.7 (7.0.12) Report on MVAS speed data for High Street

RESOLVED to note that Cllr Yeadon had moved the MVAS but had not yet retrieved the data.

- 3.8 (7.0.13) Bird Boxes – update and locations
Cllr Darbyshire reported that she was still waiting to meet with one person and hoped to meet next week.
4. **To consider correspondence received since the last meeting requiring the Council's attention**
- 4.1 SCDC Six Free Trees Offer
RESOLVED that Cllr Yeadon should apply for one larger tree, and that the location should be considered when received.
- 4.0.2 SCDC – renewal of registration of Toft People's Hall as an Asset of Community Value
RESOLVED to note that the application to renew the registration of Toft People's Hall as an Asset of Community Value had been successful.
- 4.0.3 District Cllr Lina Nieto – drain upgrade on High Street
RESOLVED to note the email from Cllr Nieto regarding the CCC Capital Programme request for a drain upgrade on the High Street, which frequently floods near Beldams Close, and flooding also occurs near the golf course.
RESOLVED that Cllr Yeadon should respond.
- 4.0.4 Resident – speeding in the High Street
RESOLVED to note the email from a resident reporting that crossing the High Street near the village green is very difficult due to the speed of vehicles. The MVAS data had shown vehicles travelling at over 40 mph.
RESOLVED that Cllr Darbyshire should respond that the Parish Council is applying for a 20 mph limit.
RESOLVED to note that Cllr Darbyshire has met with the CCC LHI officers who have ruled out certain options near the Village Green due to visibility.
5. **Finance, Procedure and risk assessment and use of delegated powers**
- 5.1 To consider the finance report and approve the payment of any bills
RESOLVED to receive the financial report and check the invoices and bank statements before the payments were approved, plus James Tebbit Carpentry (bus shelter repairs 50% deposit) £913.98 and M Yeadon (Calendar Christmas message expenses) £15.00.
(Prop MY, 2nd ED, unanimous).
- | | | |
|--------------------------|------------------------|--------|
| Salaries | | 334.53 |
| William Eversden Charity | Allotment Rent | 75.00 |
| RH Landscapes | Grasscutting | 524.40 |
| Toft Peoples Hall | Room Hire | 15.00 |
| LGS Services | Admin Support November | 513.62 |
- 5.2 To receive play inspection reports and consider any work required
None.
- 5.3 To consider any matter which is urgent because of risk or health and safety and relates to Council property
None.
- 5.4 To review the budget FY2025 and consider arrangements for any outstanding projects or spending and also the earmarked reserves
The current budget to date was reviewed against actual payments to date.
- 5.5 To consider and approve the budget for FY2026
RESOLVED having considered the draft budget and made amendments to approve the budget for FY2026.
- 5.6 To set the precept for FY2026
RESOLVED to set and demand the precept for FY2026 at £18,806.00 as being the amount required by the Parish Council to balance its budget. (Prop XX, 2nd XX, unanimous)
6. **To consider any Planning or Tree works applications or related items received**
- 6.1 Planning applications received – to be considered

- 6.1.1 21/01919/CONDE – Land rear of 6 Hardwick Road – Submission of details required by condition 6 (Biodiversity enhancement) of planning permission 21/01909/FUL
RESOLVED to make no response.
- 6.1.2 20/03757/CONDE – Land adjacent to 6 Hardwick Road – Submission of details required by condition 17 (Biodiversity enhancement) of planning permission 20/03757/FUL
RESOLVED to make no response.
- 6.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted
None.
- 6.3 SCDC planning decision notices and appeal notifications and applications for information only.
- 6.3.1 S/0351/19/NMA3 – Bennell Farm, West Street – Non-material amendment of planning permission S/0351/19/VC to correct an error in the plans that would have resulted in a substandard highways layout – Permission granted by SCDC.
- 6.3.2 20/01992/NMA3 – Bennell Farm, West Street – Non-material amendment of planning permission 20/01992/FUL to correct an error in the plans that would have resulted in a substandard highways layout – Permission granted by SCDC
- 6.3.3 22/01743/CONDA – Old Farm Business Centre, Church Road – Submission of details required by conditions 3 (Permeable construction details), 4 (Paving details), 6 (Lighting), and 8 (Biodiversity enhancement) of planning permission 22/01743/FUL – Condition discharged in full
- 6.4 Tree works applications
None.
- 7. Members items and reports for information only unless otherwise stated**
- 7.1 Village Maintenance
Nothing to report
- 7.2 Highways
Cllr Darbyshire had reported numerous potholes. The new Highways Officer is Katriona Moreton. The issues previously reported were being worked on.
- 7.3 Toft People's Hall
No update.
- 7.4 Footpaths
The new Footpaths Officer is Ollie Ato.
CCC have been chasing up the backlog of footpath reports and new issues have been reported.
Cllr Miles will investigate the footpath past Caldecote which is continually ploughed by the landowner.
Cllr Miles expressed concerns that the Parish Council and residents could not contact livestock owners in case of emergencies although it was noted there was little the Parish Council could do.
- 7.5 Defibrillator report
No update available.
- 7.6 Birdlings liaison
Nothing to report.
- 7.7 Proposal that Lot Meadow becomes a standing item on Parish Council agendas
RESOLVED that Lot Meadow should become a standing item on future Parish Council agendas.
- 8. Closure of meeting**
There was no further business and the meeting closed at 8.41 pm.

SignedChairmandate.



Greater Cambridge Supplementary Planning Documents Consultation

Public Notice

The Greater Cambridge Shared Planning Service on behalf of Cambridge City Council and South Cambridgeshire District Council are producing three Supplementary Planning Documents. We are inviting comments via public consultation on the following draft documents:

- Planning Obligations Supplementary Planning Document
- Health Impact Assessment Supplementary Planning Document
- Cambridge Biomedical Campus Supplementary Planning Document

The consultation documents can be viewed:

- on the Greater Cambridge Shared Planning Service website:
<https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/supplementary-planning-documents/>
- by appointment at Cambridge City Council's Customer Service Centre: Mandela House, 4 Regent Street, Cambridge, CB2 1BY (phone 01223 457000);
- by appointment at South Cambridgeshire District Council Reception: South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA (phone 01954 713000);
- at Cambridge Central Library (7 Lion Yard Cambridge CB2 3QD) during normal opening hours.

Anyone who would prefer to receive printed literature to help them have their say should contact the Greater Cambridge Shared Planning Service using the contact details below. If you need assistance to view the documents, or wish to discuss the consultation, please contact us using the details below.

The Councils are also holding in-person and online consultation events during the consultation period. These events are your opportunity to connect with Planning Officers, share your thoughts, and find out more about the SPDs out for consultation.

How to make comments

You are encouraged to comment online – full details are available on our website at <https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/supplementary-planning-documents/>

If you have difficulty commenting online, please contact the Greater Cambridge Shared Planning Policy Team by email: localplan@greatercambridgeplanning.org or call 01223 457000 or 01954 713 000.

You can request a form to complete by emailing us at local.plan@greatercambridgeplanning.org or calling us at call [01223 457000](tel:01223457000) or [01954 713000](tel:01954713000). Completed response forms should be emailed back to us or posted to: Greater Cambridge Shared Planning Service, Cambridge City Council, PO Box 700, Cambridge, CB1 0JH.

Comments can be made on the three Supplementary Planning Documents that are out to consultation between 9am on Thursday 28 November 2024 and 5pm on Friday 24 January 2025.

All comments received during the consultation period will be published. Please refer to our Greater Cambridge Shared Planning [privacy notice](#) for further details.

