

HEMINGFORD GREY PARISH COUNCIL

I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on Monday 8 October 2018 in the Reading Room, High Street Hemingford Grey at 7.30pm

The Public and Press are cordially invited to be present.

The order of business may be varied at the Chairman's discretion.

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 below.

Ben Stoehr

Ben Stoehr, Acting Clerk 01/10/18

AGENDA

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

- 1. To approve apologies for absence**
- 2. To receive declarations of interests from councillors on items on the agenda**
- 3. To approve the minutes of the previous meeting**
- 4. To consider matters arising from the last or a previous meeting for info only unless detailed**
 - 4.1 (6.5) Environment Working Group – report on sites to plant new trees
 - 4.2 (7.4) Finance & Policy working group – S137 applications procedure
 - 4.3 (8.1) To consider the offer of a licence for the Yes Development and the terms of the licence ^(DD)
 - 4.4 (8.6) Communications Working Group recommendations including:
 - 4.4.1 (8.6.3) That the Clerk will investigate and report back to Council on the use of a Google drive or something similar for the posting and storage of Council documentation
 - 4.4.2 (8.6.4) That the Clerk will investigate and report back on the provision of WiFi for Council meetings
 - 4.4.3 (8.6.8) That the Council should review the location of the notice board on the YES estate
 - 4.4.4 (8.6.9) That the Council reviews the number and locations of the Parish notice boards (currently five)
 - 4.5 (8.8) Finance & Policy Working Group – footpath at Gore Tree Road report and recommendations
 - 4.6 (8.11) Interactive speed sign
 - 4.7 (8.12) Finance & Policy Working Group report on street lights proposal and PWLB loan
 - 4.8 (8.13) Environment Working Group recommendation on village maintenance specification
 - 4.9 (9.7) Speed of traffic in London Road – to consider response and any action required
 - 4.10 (9.11) To consider quotes for jet washing the safety surface at Mitchell Close if received
- 5. Finance, procedure and risk assessment**
 - 5.1 To receive the financial report and approve the payment of bills
 - 5.2 Clerk report on any actions taken using delegated powers or because of risk or health and safety
 - 5.3 To consider any matter that is urgent because of risk or health and safety
- 6. To receive reports and items from committees, working groups and members for information only unless stated**
 - 6.1 Finance & Policy Working Group report and recommendations ^(RA)
 - 6.2 Proposal that the Council approves expenditure of £20.00 for 2000 flyers advertising the Community Car scheme ^(AM)
 - 6.3 Environment Working Group report and recommendations ^(RW)
 - 6.4 Broken street light in Glebe Road ^(RW)
 - 6.5 School zebra crossing ^(LE)
 - 6.6 Transport Task Group report ^(AM)
 - 6.7 Communications Working Group report ^(AM)
 - 6.8 YES Estate Transfer
 - 6.9 Neighbourhood Plan Working Group
- 7. To consider correspondence/communications received**
 - 7.1 CCC and Peterborough City Council Joint Minerals & Waste Local Plan suggested sites consultation
 - 7.2 CCC Electric Vehicle Energy Schemes
 - 7.3 CCC Draft Cambridgeshire Statement of Community Involvement
- 8. Closure of meeting**

CLERK REPORT TO HEMINGFORD GREY PARISH COUNCIL MEETING 8 OCTOBER 2018

Where I have info to support an agenda item this is below.

1. Apologies – any received will be reported to the meeting.
3. To approve the minutes of the last meeting on 10 September 2018 – attached.
4. **Matters Arising**
 - 4.1 (6.5) Environment Working Group – report on sites to plant new trees
Environment Working Group to report.
 - 4.2 (7.4) Finance & Policy working group – S137 applications procedure
Proposed at the last meeting. Finance & Policy Working Group to report.
 - 4.3 (8.1) To consider the offer of a licence for the Yes Development and the terms of the licence ^(DD)
Deferred at the last meeting. Cllr Dew to report.
 - 4.4 (8.6) Communications Working Group recommendations including:
 - 4.4.1 (8.6.3) That the Clerk will investigate and report back to Council on the use of a Google drive or something similar for the posting and storage of Council documentation
The Parish Council could use online storage for document storage. There may be implications with GDPR depending on the type of information being stored and who has access. Posting agendas to online storage wouldn't comply with the statutory notice/summons legislation.
 - 4.4.2 (8.6.4) That the Clerk will investigate and report back on the provision of WiFi for Council meetings
Cllr Waters has suggested entering into an arrangement with the Parish Centre to use their internet connection.

The Parish Council could purchase a 4G mobile router, which uses the mobile phone data signal to provide WIFI. Many 4G routers only allow 5-10 devices to be connected at once. Devices such as the Huawei E5885 or the TP-link M7450, which both allow 32 concurrent devices, cost £133.99 and £149.68 respectively.
Data is extra; O2 tariffs start at £11 for 3GB per month and £15 for 6GB per month (based on a 12 month contract). Other providers, such as GiffGaff also use the O2 network but only accept payment by debit/credit card
Members have suggested that the O2 network has the best signal strength in the area.

The Parish Council also have powers to contribute towards the Reading Room providing wifi facilities, although the Council are unable to pay for this directly or reclaim the VAT.
 - 4.4.3 (8.6.8) That the Council should review the location of the notice board on the YES estate
Deferred at the last meeting.
 - 4.4.4 (8.6.9) That the Council reviews the number and locations of the Parish notice boards (currently five)
Deferred at the last meeting.
- 4.5 (8.8) Finance & Policy Working Group – footpath at Gore Tree Road report and recommendations
Deferred at the last meeting. Finance & Policy working group to report.
A formal quotation has not yet been received from CCC.
- 4.6 (8.11) Interactive speed sign
Deferred at the last meeting.
- 4.7 (8.12) Finance & Policy Working Group report on street lights proposal and PWLB loan
Deferred at the last meeting. Finance & Policy working group to report.
- 4.8 (8.13) Environment Working Group recommendation on village maintenance specification
Environment Working Group to report.

- 4.9 (9.7) Speed of traffic in London Road – to consider response and any action required
County Cllr Ian Bates has responded:
“Thank you for forwarding this letter. I think it worthy to bring to the Chairman’s attention that, several years ago, this issue was raised and at the time, I suggested that both Fenstanton and HG Parishes submit a joint bid to LHI, but Fenstanton were not interested because, on one side of this road is in Fenstanton with the other side being in HG Parish.
I think it essential that you now write to Fenstanton PC to seek their views.”
- 4.10 (9.11) To consider quotes for jet washing the safety surface at Mitchell Close if received
The Parish Council is responsible for maintenance. Quotations have been requested and will be brought to the meeting if received.
Other to note:
(9.5) Parking issues in the High Street
The PCSO has replied:
“I can advise that patrols were carried out yesterday and today in the High Street, Hemingford Grey. Two vehicles were immediately removed by their owners yesterday and an Advisory Notice was placed on one vehicle this evening. All three were due to Obstruction of the footpath.
I would add that permits were also checked on vehicles at the far end of the High Street and two residents advised to ensure their Permits are displayed. Advisory Notices was also placed on two vehicles at the same location due to failing to display Permits.
We will aim to patrol the area when possible.”
- 5. Finance, procedure and risk assessment**
- 5.1 To receive the financial report and approve the payment of bills – attached.
- 5.2 Clerk report on any actions taken using delegated powers or because of risk or health and safety
The Clerk used delegated powers to:
- accept the quotation from Universal Fencing for the fencing at Mitchell Close play area, as they were able to carry out the work sooner.
 - To accept a quotation from St Ives Tree Surgery for £150.00 for weed spraying between Sadler’s Way and the allotments.
 - Exclusive rights of burial have been sold for Plots 190A & 190B in the Cemetery.
To Note:
 - The Handyman has been asked to cut back the bushes at Mitchell Close play area.
 - The dog bin, litter bin and stickers have been delivered and are awaiting permission for installation.
- 5.3 To consider any matter that is urgent because of risk or health and safety
None at the time of writing.
- 6. To receive reports and items from committees, working groups and members for information only unless stated**
- 6.1 Finance & Policy Working Group report and recommendations
Cllr Allen to report.
- 6.2 Proposal that the Council approves expenditure of £20.00 for 2000 flyers advertising the Community Car scheme
Cllr Meredith to report. She writes:
“Background- the report from the Transport Task Group recommended that the Community Car Scheme was promoted annually. The flyers will be delivered to households in the parish.”
- 6.3 Environment Working Group report and recommendations
Cllr Waters to report.
- 6.4 Broken street light in Glebe Road
Cllr Waters has written:
“Parish Light no 146 halfway along Glebe Road is leaning precariously against a tree branch after being hit by a car yesterday evening.

A resident called Maurice at K&M who is now (7pm Sunday) on site and has called UKPN who will make it safe electrically. We don't know how long it will take for them to come but he will await their arrival and keep anyone away from the leaning column.

It is an old concrete column which has now cracked but we don't believe that the car was damaged significantly.

Can Ben please check on our insurance position and notify the company of this. It will clearly need replacing with a new column though the lamp does not appear to have been damaged.

Cllr Waters later added:

“The light is now electrically safe and lying in the verge. K&M will be picking up the pieces today. Many thanks to Maurice for being out until 9.30 yesterday evening when UKPN turned up. We may need to re-assess the positioning of the light - especially as it was surrounded by quite a large tree.”

We have been contacted by the driver of the car that hit the post. The insurance company have confirmed that the Parish Council are able to claim for the damage and they will recover costs from the 3rd parties insurance. The Council's excess is £250 if they are unable to recover costs.

6.5 School zebra crossing

Cllr Elmstrom to report.

6.6 Transport Task Group report

Cllr Meredith to report.

6.7 Communications Working Group report

Cllr Meredith to report.

6.8 YES Estate Transfer

An update, if received, will be brought to the meeting.

6.9 Neighbourhood Plan Working Group

Working group to report.

7. To consider correspondence/communications received

7.1 CCC and Peterborough City Council Joint Minerals & Waste Local Plan suggested sites consultation

“We would be grateful if you could send us any comments you have regarding the sites submitted in your area, or indeed any other area, by no later than **Wednesday 31 October 2018**. Please respond either by email (planningpolicy@peterborough.gov.uk) or in writing to the address below.

We would like to stress that *no assessment has been made by the councils of these suggested sites and the councils have not made any predetermination as to their suitability or otherwise*. The sites have been suggested to us, not by us. Your comments will feed into the process of considering each suggested site.

When we have considered your comments, along with those received at the Preliminary Draft stage, we will publish a Further Draft Local Plan for consultation in Spring next year. This Further Draft will include our preferred options for the Plan, and we will seek your comments again at that time.

Chris Stanek BSc MSc PIEMA

Strategic Planning Officer

% Joint Minerals & Waste Planning Team

Peterborough City Council

7.2 CCC Electric Vehicle Energy Schemes

Dear Parish Council,

Please see the attached letter about an exciting opportunity to work with a member of Cambridgeshire County Council's Energy Investment Unit, on a project to pilot an electric vehicle charging project for your Parish.

If you're interested, please contact Maddie.Alpar@cambridgeshire.gov.uk by no later than **26th October 2018**.

Further information with useful websites for guidance on sustainable energy schemes and how to access sources of funding are also included within the letter.

Kind regards,

Maddie Alpar

National Management Trainee
Cambridgeshire County Council

7.3 CCC Draft Cambridgeshire Statement of Community Involvement

Dear Sir / Madam,

I am writing to consult you on the draft Statement of Community Involvement that has been prepared by Cambridgeshire County Council.

The County Council has a duty to prepare a Statement of Community Involvement (SCI). This document sets out how and when the Council will consult with people and organisations, and how you can get involved in the land use planning processes undertaken by the County Council. This includes the process of preparing new planning policy (local plans and supplementary planning documents); the local enforcement plan; and the consideration of planning applications.

The Council is required to review its SCI every five years; and a new draft SCI (found on the link below and attached for your convenience) has been published for public consultation. This consultation will run from 1 October to 12 November 2018.

<https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-policy/emerging-cambridgeshire-statement-of-community-involvement/>

The SCI can also be viewed at Shire Hall, Cambridge (please call 01223 715518 to arrange to view it).

You are invited to comment on the draft SCI during this period. Please reply by emailing your response to: planningdc@cambridgeshire.gov.uk

Or send your comments to:
County Planning, Minerals and Waste Team
Box SH1315
Cambridgeshire County Council
Shire Hall, Castle Hill
Cambridge
CB3 0AP.

Following this consultation all the responses received will be considered and the SCI will be amended as appropriate. It is anticipated that the new SCI will be approved in early 2019.

If you have any further queries contact me.

Kind regards,

Ann Barnes
Principal Planning Officer

8. Closure of meeting

HEMINGFORD GREY PARISH COUNCIL**Meeting of Hemingford Grey Parish Council
held on Monday 10 September 2018 at 7.30 pm in the Reading Room**

Present: Cllrs:	Richard Allen (Chairman)	Janice Flint
	Janet Brasnell	Sarah Jakes
	Mark Burke	Kim Loader
	Riva Elliott	Anne Meredith
	Leanne Elmstrom	Tim Puttick

In attendance: 3 members of the public and Mrs A Griffiths (Minutes Secretary, LGS Services)

Comments and observations from members of the public and from the County and District Councillors

A resident spoke on behalf of a neighbour who had written to the Council regarding the speed of traffic in London Road, particularly at the exit of Marsh Lane onto London Road. He commented that visibility was restricted in both directions to approximately 100 yards, towards the A14 because of the bend, and towards St Ives because of overgrown trees and bushes. It was suggested that the speed limit in London Road should be reduced to 40 mph, whereby a vehicle would arrive at the junction in 5.1 seconds as opposed to 3.4 seconds if travelling at 60 mph. It was understood that there had been two injury accidents at the junction in the last five years. By way of comparison, the speed limit in Houghton Road, St Ives, had been reduced from 50 mph to 40 mph.

Another resident raised problems with parked cars and bins obstructing the footpath in the High Street, so that pedestrians, including those with buggies, were forced to step out into the road to pass. Not only was there a lack of courtesy shown towards footpath users, but the situation would become more hazardous with the darker evenings.

1. Apologies for absence

Apologies were received from Cllrs Waters (out of parish), Clifton (out of parish) and Dew. RESOLVED to accept the reasons for absence. (Prop RA, 2nd TP, unanimous)

2. Declarations of interests

None.

3. To approve the minutes of the meeting held on 9 July 2018

RESOLVED that the minutes of the meeting on 9 July 2018 be approved and signed by the Chairman as a true record. (Prop RA, 2nd AM, carried with 9 in favour and 1 abstention)

4. Appointment of Acting Clerk, and Admin Support Contract

The Minutes Secretary left the room at 7.44 pm and returned at 7.49 pm.

RESOLVED to appoint Ben Stoehr as Acting Clerk until the Clerk was able to return to work. (Prop RA, 2nd KL, unanimous)

RESOLVED to accept a three year contract with LGS Services for Admin Support services, subject to a break clause being included at twelve months, plus or minus 3 months if the Clerk is unable to return. (Prop RA, 2nd RE, unanimous)

5. Co-option to fill vacancies following election – to consider applications received including Sarah Jakes, Meadow View, 99 London Road, St Ives and Lisa Dickeson-Brand, 21 Tern Drive, St Ives

RESOLVED to note that Ms Dickeson-Brand had withdrawn her application.

RESOLVED to co-opt Sarah Jakes as a member of the Parish Council. (Prop RE, 2nd MB, unanimous) Cllr Jakes signed the Declaration of Acceptance of Office before taking her seat.

6. To consider matters arising from the last or a previous meeting for info only unless detailed

6.1 (5.1) Newsletter printing contract – to consider revised quotations

RESOLVED to accept the revised quotation from Victoire Press for £335.00 plus VAT per edition, for a 12 page publication (1600 copies), issued 5 times per annum.
(Prop RE, 2nd KL, unanimous)

6.2 (5.2) To appoint Cllr Elmstrom as assistant webmaster

RESOLVED that Cllr Elmstrom should be appointed as assistant webmaster. (Prop KL, 2nd JF, unanimous)

6.3 (5.4) Mitchell Close play area fencing – to consider quotations

Cllr Jakes declared an interest as one quotation was from a family member.

RESOLVED, having considered 4 quotations, that the Council's preference was for a wooden fence, and that all the fencing should be replaced, using round posts with anti-trimming collars. RESOLVED, given the closeness of the relevant quotations in price, to ask the contractors supplying the wooden fences when they would be able to do the work and accept the quotation from the contractor who could carry out the work as soon as possible. (Prop LE, 2nd JF, carried with 9 in favour and 1 abstention)

On a proposition by the Chairman, it was agreed to vary the order of business to take item 9.11 next.

9.11 Resident – Complaint about bushes/hedges and safety surfacing at Mitchell Close POS

RESOLVED to check whether any maintenance contract is already put in place with a maintenance company by the residents, and if so they should be asked to arrange to cut back the hedges and bushes; if not, the Handyman is to be asked to carry out the work.

RESOLVED to seek quotes to jet wash the safety surface. (Prop RA, 2nd RE, unanimous)

6.4 (5.7) Bins at the Yes Development – to confirm locations and consider quotations

RESOLVED to accept the recommendation from the Environment Working Group that a dog bin be purchased at a cost of £86.52 plus VAT for installation on the back fence of the Yes Estate opposite the open end of Skylark Place, and also a black multi-purpose refuse bin to be installed near the bus stop. (Prop TP, 2nd AM, unanimous)

RESOLVED to accept the quotation from Algar Signcraft for stickers to be applied to three bins indicating that they may also be used for dog waste, at a cost of £42.00 plus VAT. (Prop RA, 2nd MB, unanimous)

RESOLVED to add the emptying of the bins to the Handyman's schedule.

RESOLVED to note that a licence from HDC giving permission to install the bins was still awaited. (Prop RA, 2nd AM, unanimous)

6.5 (7.3.1) Proposal that the Council considers sites to plant new trees

RESOLVED that the Environment Working Group should bring a report and recommendation to the next meeting.

6.6 (7.8) Housing Needs Survey – to consider the next steps

RESOLVED that the Parish Council should authorise Cambridgeshire ACRE to undertake a Housing Needs Survey for Hemingford Grey Parish Council in conjunction with Hemingford Abbots parish.

RESOLVED to ask that differentiation be included in the questionnaire as to whether the respondents live in Hemingford Grey or Hemingford Abbots; whether they are interested in market or affordable housing; and whether their preference is for housing in Hemingford Grey or Hemingford Abbots. (Prop AM, 2nd RA, unanimous)

On a proposition by the Chairman, the order of business was varied to take items 9.5 and 9.7 next.

9.5 Resident – parking issues and bins

RESOLVED that the Parish Council should contact the Neighbourhood Policing Team to ask them to monitor the parking in the High Street, and that Cllr Meredith should draft a letter to residents of the High Street informing them that the Council is taking this action following complaints received from residents about parking and obstruction of the footpath.

RESOLVED also to place items on the website and in the newsletter to inform residents of the action being taken, and to include a note that it would be helpful to consider footpath users when putting out bins so they are not obstructing the footpath.
(Prop RA, 2nd AM, unanimous)

9.7 Resident – Complaint about speed of traffic in London Road

RESOLVED to note that Cllr Waters had met Tarmac regarding cutting back the hedging and a temporary speed limit of 40 mph which would come into force when the lorries start using Marsh Lane.

RESOLVED that the Parish Council should write to County Cllr Ian Bates to ask that the County Council consider implementing a lower speed limit on that section of road.
(Prop RA, 2nd RE, unanimous) An item will be placed in the newsletter.

7. Finance, procedure and risk assessment

7.1 To receive the financial report and approve the payment of bills

RESOLVED to receive the financial report and that the invoices and bank statements be checked before the cheques are signed at the end of the meeting.

RESOLVED that the payments as listed in the finance report should be paid, plus K Ferguson Ltd (Village Maintenance) £12,879.12, noting that the payment in favour of Eastern Tree Surgery should be £2964.00 and not £2934.00 as shown in the finance report.
(Prop RA, 2nd LE, unanimous)

Hunts Volunteer Centre (S137)	£500.00
RPM (Zipline seat)	£360.00
Wave (Allotments water)	£42.45
K&M Streetlights (Street light maintenance)	£87.88
RPM (Zipline seat installation)	£120.00
RPM (Daintree Green wet pour repair)	£3012.00
HDC (Bin emptying)	£132.00
St Ives Tree (Trimming riverbank wall)	£135.00
K&M Streetlights (Street light maintenance)	£87.88
Eastern Tree Surgery (Medium priority tree works)	£2964.00
K&M Streetlights (Speed sign battery replacement)	£60.00
Hemingfords Directory (Newsletter)	£285.00
Salary	£628.24
CME (Salaries)	£211.00
LGS Services (Admin support)	£2247.64
LGS Services (Admin support)	£2186.19
P Larter (Bin installation)	£108.00

Credits, including bank interest, allotment rent, training contribution and cemetery fees, were noted.

7.2 Clerk report on any action taken using delegated powers or because of health and safety

None.

Cllr Brasnell raised a request from a funeral director for the installation of a memorial with a three inch base and a three inch plinth above it. RESOLVED having considered the design, to approve the application as it just falls within the Council's rules.
(Prop JB, 2nd KL, unanimous)

- 7.3 To consider any matter which is urgent because of risk or health and safety
None.
- 7.4 To consider any applications for S137 applications
RESOLVED that the Finance and Policy working group should consider the application received, along with the procedure for dealing with S137 applications, and bring a recommendation to the next meeting.
- 8. To receive reports and items from Committees, working groups and members for information only unless specified**
- 8.1 To consider the offer of a licence for the Yes Development and the terms of the licence
RESOLVED to defer this item to the next meeting.
- 8.2 Proposal that the Parish Council considers using DIY Communities to help move the Yes Development play area project forward and to bid for funding
RESOLVED to accept the contract from DIY Communities to provide 10 hours of community services at £35.00 per hour plus mileage from St Ives, to move the project forward, ^(Prop RA, 2nd TP, unanimous) and that Cllrs Puttick and Jakes should assist Cllr Dew with the project.
- 8.3 Proposal for weed spraying between the allotments and Sadlers Way and to consider quotation
RESOLVED to delegate to the Clerk to accept an awaited quotation for the work subject to it being less than £200.00. ^(Prop AM, 2nd RA, carried with 9 in favour and 1 abstention)
- 8.4 Training report and recommendations including:
- 8.4.1 Proposal that the Council sends two councillors to the CAPALC training day on 14 October
RESOLVED that two places had already been provisionally booked for the CAPALC training day on 14 October. ^(Prop AM, 2nd RE, unanimous)
- 8.4.2 Proposal that the Council authorises the Chairman to attend appropriate Chairs' training
RESOLVED that the Chairman should attend appropriate Chairs' training. ^(Prop AM, 2nd RE, unanimous)
- 8.4.3 Proposal that the Council authorises 2 councillors to attend an appropriate planning training session
RESOLVED that the Council authorises two councillors to attend an appropriate planning training session. ^(Prop AM, 2nd RE, unanimous)
- 8.4.4 Proposal that the Finance and Policy Working Group consider the training needs of the Council when drafting the 2019-2020 budget
RESOLVED that the Finance and Policy working group should consider the training needs of the Council when drafting the 2019-2020 budget. ^(Prop AM, 2nd RE, unanimous)
- 8.4.5 Proposal that the Council asks HDC planning department if they can provide training for Parish Councillors and interested members of the public
RESOLVED to write to HDC to request that councillors and interested members of the public attend an appropriate planning training session. ^(Prop AM, 2nd RE, unanimous)
- 8.5 Transport Task Group report and recommendations including
- 8.5.1 To consider if the Parish Council want to undertake the Community Bus Survey Questionnaire initiated by Fenstanton Parish Council
RESOLVED to accept the recommendation of the Transport Task Group not to participate in the survey, as a survey had been undertaken in 2017, but to respond to Fenstanton Parish Council that the Council is committed to working with other parish councils but does not propose to participate. ^(Prop AM, 2nd RE, unanimous)

- 8.6 Communications Working Group report and recommendations including
On a proposition by the Chairman, it was agreed that items 8.6.1 to 8.6.20 should be taken together.
- 8.6.1 That the Council sees its role within the parish as a provider of general community information so that residents will look to the publications of the Parish Council (Newsletter, Website and Facebook) for up to date information about the parish and all that goes on within it
- 8.6.2 That the following councillors are appointed to a permanent communications team: Elliot, Flint, Loader and Elstrom and that the team is given the authority to co-opt residents onto the team

The Clerk:

- 8.6.3 That the Clerk to provide all councillors with yearly calendar of meeting dates for Council meetings and the 2 working groups
- 8.6.4 That the Clerk will investigate and report back to Council on the use of a google drive or something similar for the posting and storage of Council documentation
- 8.6.5 That the Clerk will investigate and report back on the provision of WiFi for Council meetings
- 8.6.6 That the Clerk will establish a system whereby all councillors are informed on deadlines for the agenda items and recommendations to council
- 8.6.7 That the Clerk asks Electoral services at HDC as to whether HGPC can receive information on additions to the electoral roll

Notice boards:

- 8.6.8 That the Council should review the location of the of notice board on the YES estate
- 8.6.9 That the Council reviews the number and locations of the Parish notice boards (currently five)
- 8.6.10 That each notice board should contain information about councillors (photos and contact details), a yearly calendar for parish meetings and other regular events
- 8.6.11 That the Council consider the continued posting of paper copies of agendas in each of the notice boards

Resident engagement:

- 8.6.12 That the Council continues with a presence at village market (except July) but to review stall site at the village market and to advertise two village markets (Sept and Jan) as new resident events
- 8.6.13 That the Council takes a stand for the Saturday of the Pavilion Family Festival with councillors attending for 4-6 hours
- 8.6.14 That the Council takes a surgery session twice a year to the YES estate and invite others to attend ie District councillors, police, housing association
- 8.6.15 That a Welcome letter and possible welcome pack is delivered to all new residents
 RESOLVED to accept the proposal but to remove the word "all."

Written material:

- 8.6.16 That the Council ends its contract with the Hemingfords' Directory for the 2 page monthly with the last edition being October 2018
- 8.6.17 That the Newsletter is developed (published 5 times a year and 12 pages maximum in size)
- 8.6.18 That the Newsletter is delivered by Hemingfords' Directory but that checks are made that residents are receiving the Newsletter
- 8.6.19 That Cllr Kim Loader is appointed to the editorial team for the Newsletter

Website and Facebook:

- 8.6.20 That the Council continues to develop the website so that it becomes the website for the village

RESOLVED, subject to the amendment to item 8.6.15, that the Parish Council accepts all the proposals in items 8.6.1 to 8.6.20. (Prop AM, 2nd KL, unanimous)

8.7 Finance & Policy Working Group report and to consider any recommendations in the report

The working group had not yet met but a meeting will be organised within the next month.

8.8 Environment Working Group report and to consider any recommendations in the report

RESOLVED having considered the Working Group's report, to note that: the water at the Pound Road roundabout was in place and the planting would take place tomorrow; and the bins at Daintree Green and the Peace Memorial field had been installed.

RESOLVED with regard to the footpath at Gore Tree Road, to note that following a site meeting with Cllrs Brasnell and Waters, Highways had quoted a sum of £4500.00 for its repair. RESOLVED that this item should be delegated to the Finance and Policy working group to look at the budget and bring a report and recommendation to the next meeting.

RESOLVED with regard to the electronic speed sign, to pursue the suppliers about the issues.

8.9 Proposal that the Planning agenda is sent to the Tree Wardens

RESOLVED that the planning agenda should be sent in advance to the Tree Wardens. (Prop AM, 2nd JB, unanimous)

8.10 Neighbourhood Plan Working Group – to agree how to proceed

Cllr Meredith reported that:

- St Ives Town Council had asked that land in Hemingford Grey parish be included in their Neighbourhood Plan designated area. RESOLVED that Hemingford Grey should now proceed to initiate its own Neighbourhood Plan by applying to HDC to designate the whole of the current parish as part of the Neighbourhood Plan area. (Prop AM, 2nd LE, unanimous)
- RESOLVED that the Parish Council should proceed to apply for designation of the village stores and The Cock public house as Assets of Community Value and that the working group should bring further suggestions for registration to a future meeting. (Prop AM, 2nd SJ, unanimous)
- RESOLVED that the Parish Council should publicise the need for a new burial site for the parish and that the Neighbourhood Plan Working Group should be authorised to decide how to undertake this and take the appropriate actions and decisions where there are no financial implications. (Prop AM, 2nd RE, unanimous)

8.11 Interactive Speed Sign

Taken earlier under item 8.8. This will be considered again at the next meeting.

8.12 Street lights – Proposal to do improvement works in one go with possible funding from PWLB

RESOLVED that this matter be referred to the Finance and Policy Working Group to bring a report and recommendation to the next meeting. (Prop RA, 2nd JF, unanimous)

8.13 Village Maintenance Contract – to consider specification

RESOLVED that a copy of the specification should be sent to the Environment Working Group for consideration at its meeting at the beginning of October, and that the group should bring a report and recommendation to the October meeting. (Prop RA, 2nd AM, unanimous)

9. To consider correspondence/communications received

9.1 St Ives Town Council – Formal request for consent to include land in Neighbourhood Plan designation area

- RESOLVED, as considered under item 8.10, that the Parish Council should respond formally that it notes their request, but the Parish Council is submitting its own application to HDC for designation of a “Neighbourhood Plan area,” but would be happy to work with them on common issues. (Prop RA, 2nd AM, unanimous)
- 9.2 MAGPAS – request for letter of support for Air Ambulance relocation to Alconbury Weald
Noted.
- 9.3 CME Personnel Consultancy – withdrawal of service
RESOLVED, given that CME Personnel Consultancy was withdrawing the salary payment service, to adopt the procedure of paying salaries by cheque for the time being and, in the longer term, to seek a different bank account which would allow for payment by standing order. (Prop RA, 2nd TP, unanimous)
- 9.4 Orchards East – Heritage Lottery Funded Project for community orchards
RESOLVED to put the request on the website and in the newsletter to see whether there is any interest. Details are to be sent to Cllrs Loader and Elliott.
- 9.6 Resident – Condition of Meadow Lane road surface
RESOLVED to write to County Cllr Ian Bates regarding the condition of the road surface to highlight the complaint and to respond to the resident informing them of this and providing details of the reporting link to the website.
- 9.8 Resident – request for information about Lake Ashmore water sports facility
RESOLVED to respond that the Parish Council had objected to the latest planning application and the matter was now in the hands of the HDC planning committee. The information is publicly available on the HDC planning portal. Within the parish, some were in favour of the facility and some were against it. (Prop RA, 2nd LE, unanimous)
- 9.9 Resident – Allotment fence
RESOLVED to respond that it was believed that the fence had already been repaired by the farmer, but if not, to let the Council know and it will contact the farmer again.
- 9.10 Resident – Marking of allotments
RESOLVED that details of the plot involved should be passed to Cllr Brasnell who will ask the Handyman to replace the allotment pegs. (Prop JB, 2nd RA, unanimous)
- 9.11 Resident – Complaint about bushes/hedges and safety surfacing at Mitchell Close POS
RESOLVED to respond that the Parish Council is making enquiries to ensure that there is no contract already in existence with the residents, and if not, will ask the Handyman to deal with the hedges and bushes; and to confirm that the Council is seeking quotations to clean the safety surfaces.
- 9. Closure of Meeting**
There being no further business, the Chairman declared the meeting closed at 9.34 pm.

Signed _____ (Chairman) _____(Date)

HEMINGFORD GREY PARISH COUNCIL FINANCIAL STATEMENT

£

Oct-18

Balance B/ Forward	193067.13
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ADJ'S + Chq's Approved at Previous Meeting		
Adjustments		
Payments		
K FERGUSONS	GRASSCUTTING	-12879.12
CME	PAYROLL	-1414.76
CME	PAYROLL	-1414.76
Receipts		
SANTANDER	INTEREST	10.72
<i>Total Fund movement</i>		-15697.92
Balance revised after adjustments		177369.21

Bank Reconciliation			
Item	Funds	Statement	Outstanding
Current Acc	135278.23	162,747.35	-27,469.12
Deposit Acc	42090.98	42,090.98	
Total	177369.21	204838.33	-27469.12

Expenditure for month		Amount (£)	Chq/ref
K&M STREETLIGHTS	STREETLIGHT MAINTENANCE	87.88	2626
K&M STREETLIGHTS	STREETLIGHT REPAIR	486.00	2627
GLASDON	DOG BIN	103.82	2628
2COMMUNE	EMAIL ACCOUNT	30.00	2629
BIN SHOP	BIN	166.68	2630
	SALARY	628.24	2631
HDC	DAINTREE GREEN RENT	37.50	2632
LGS SERVICES	ADMIN SUPPORT	2253.79	2633
Total Expenditure		3793.91	

Balance c/f	173575.30
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Notes:

Late invoices will be brought to the meeting.

HEMINGFORD GREY PARISH COUNCIL BUDGET 2018/19

Income

	Approved budget FY2018/19	Actual YTD SEP 2018	Variance	DRAFT budget FY2019/20
INCOME				
PRECEPT	99,000.00	49,500.00	49,500.00	
MISC.		105.00	-105.00	
BANK INTEREST	80.00	42.17	37.83	
BURIAL/CEMETERY FEES	1,500.00	932.00	568.00	
ALLOTMENTS incl water	765.00	33.94	731.06	
TOTAL	101,345.00	50,613.11	50,731.89	0.00

PAYMENTS

	Approved budget FY2018/19	Actual YTD	Variance	DRAFT budget FY2019/20
Advertising				
Newsletter/publications & other	3,000.00	1,185.00	1,815.00	
Website	1,125.00	775.00	350.00	
Total Advertising	4,125.00	1,960.00	2,165.00	0.00

General Admin

Insurance	1200.00	1,187.09	12.91	
Affiliation Fees (CAPALC, FIT, ICO, LCPAS, SLCC)	800.00	636.61	163.39	
Audit Fees	800.00	0.00	800.00	
Post, tel, copying, stationery, mileage etc	3000.00	1,557.61	1,442.39	
Election costs	2200.00	0.00	2,200.00	
Meeting room hire	600.00	135.00	465.00	
Training	200.00	30.00	170.00	
Salaries Clerk&RFO& Handyman & associated costs	18208.00	6,498.28	11,709.72	
Admin support	20800.00	9,696.29	11,103.71	
Total General Admin.	47,808.00	19,740.88	28,067.12	0.00

Village improvements

Cycling & transportation	1,000.00	0.00	1,000.00	
Replacement streetlights	11,208.00	0.00	11,208.00	
Section 137 Donations	2,900.00	500.00	2,400.00	
Neighbourhood Plan seed funding	2,000.00			
New litter bins	960.00			
Minor Improvements Bid Project	5000.00	3,186.00	1,814.00	
Total Village Improvements	23,068.00	3,686.00	16,422.00	0.00

Village Assets and maintenance

Allotments(Water & grasscutting)	1150.00	85.23	1,064.77	
Cemetery (skip hire, tree works & grass cutting)	5000.00	2,560.00	2,440.00	
Ditch maintenance	500.00	0.00	500.00	
Street Lights maintenance	972.00	473.46	498.54	
Streetlight Electricity	2700.00	600.00	2,100.00	
Play equipment Inspection (RoSPA)	0.00	147.00	-147.00	
Grasscutting and village maintenance	8000.00	0.00	8,000.00	
HMPF grant to be agreed	2100.00			
Tree and Hedge work	7000.00	3,485.00	3,515.00	
Daintree Green rent, play equipment & grass cutting	2150.00	2,947.50	-797.50	
Assets Maintenance	1500.00	588.80	911.20	
Handyman equipment	500.00	0.00	500.00	
Misc/other			0.00	
Total Village Assets and Maintenance	31,572.00	10,886.99	20,685.01	0.00

Contingency @ 5%	5,619.71	0.00	5,619.71	3,225.00
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Totals	112,192.71	36,273.87	75,918.84	3225.00
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Surplus/deficit release from general reserves to balance budget

RESERVES / FUNDS	B/F	RECEIVED	SPENT	Balance c/f
Pinders Green fund	875.54			875.54
Insurance Claim Contingency	5,000.00			5,000.00
Parish Paths Partnership	300.00			300.00
Cemetery	30,000.00			30,000.00
LHI Scheme 2014/2015 - Ped Crossing School	5,000.00			5,000.00
CIL - Innisfree (10/14)	954.49			954.49
CIL - Innisfree (04/15)	1,127.63			1,127.63
CIL - 1 Hemingford Rd	6,682.65			6,682.65
Transportation	5,750.00			5,750.00
Ditch Maint.	1,000.00			1,000.00
Trees	1,090.00			1,090.00
Memorial Bench	20.00			20.00
Training	50.00			50.00
General reserves	125,571.83			135,216.82
Total	183,422.14	0	0.00	193,067.13

Total Payments YTD	36,273.87
Total Receipts YTD	50,613.11

Gail Stoehr

From: chris.stanek@peterborough.gov.uk on behalf of Planning Policy Mailbox [planningpolicy@peterborough.gov.uk]
Sent: 05 September 2018 15:52
To: parish.clerk@hemingfordgreyparishcouncil.gov.uk
Subject: Fwd: Joint Minerals and Waste Local Plan - Submitted Sites

Follow Up Flag: Follow up
Flag Status: Completed

Categories: HGPC IN

Planning Policy Section
Sustainable Growth and Regeneration
Town Hall
Bridge Street
Peterborough
PE1 1HF

----- Forwarded message -----

From: **Planning Policy Mailbox** <planningpolicy@peterborough.gov.uk>
Date: 5 September 2018 at 14:26
Subject: Joint Minerals and Waste Local Plan - Submitted Sites
To: Planning Policy Mailbox <planningpolicy@peterborough.gov.uk>

Dear Parish Clerk,

As you may be aware, Cambridgeshire County Council and Peterborough City Council are in the process of writing a new Joint Minerals and Waste Local Plan. This Plan will seek to ensure an adequate supply of minerals and waste management facilities over the period to 2036, including the relevant policies needed by Officers and/or Councillors for determining planning applications for such development.

Over May and June this year, the councils consulted on a very early Preliminary Draft of the new Plan, seeking views on the proposed wording of these policies, and also asking landowners, agents and operators to submit their suggested sites for future mineral and waste management development. We received a number of such suggested sites.

As a Parish Council, your views on these suggested sites are very important to us. We appreciate that you will have particular knowledge of your local area, of the surrounding areas, and of how these sites and their potential after-use, may affect you, should they be allocated in the new Plan. An interactive map of the suggested sites can be viewed via [this link](#). Please zoom to your area and click on a site for more information. To view the full details of a site as it was submitted to us, visit the online consultation portal by clicking here for [minerals sites](#) or here for [waste sites](#), and select 'View Comments' in the top right corner. If you cannot access any link, please contact us and we will assist in providing the information by other means.

We would be grateful if you could send us any comments you have regarding the sites submitted in your area, or indeed any other area, by no later than **Wednesday 31 October 2018**. Please respond either by email (planningpolicy@peterborough.gov.uk) or in writing to the address below.

We would like to stress that *no assessment has been made by the councils of these suggested sites and the councils have not made any predetermination as to their suitability or otherwise*. The sites have been suggested to us, not by us. Your comments will feed into the process of considering each suggested site.

When we have considered your comments, along with those received at the Preliminary Draft stage, we will publish a Further Draft Local Plan for consultation in Spring next year. This Further Draft will include our preferred options for the Plan, and we will seek your comments again at that time.

Thank you in advance for your time. Should you require anything further, please do not hesitate to contact me.

Yours faithfully,

Chris Stanek BSc MSc PIEMA
Strategic Planning Officer
% Joint Minerals & Waste Planning Team
Peterborough City Council
Sand Martin House
Bittern Way
Fletton Quays
Peterborough, PE2 8TY

Telephone: (01733) 863883

Email: chris.stanek@peterborough.gov.uk

To find out more about the emerging Plan go to: peterborough.gov.uk/mwlp

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For full information relating to the transmission and use of this email
please visit www.peterborough.gov.uk/emaildisclaimer

Your ref: Parish Councils Energy Project
Date: 28/09/18
Contact: Maddie Alpar
Telephone: 01223 703546
E Mail: Maddie.alpar@cambridgeshire.gov.uk



Place and Economy
Environment and Commercial
Box No SH1315
Shire Hall, Castle Hill
Cambridge
CB3 0AP

Dear Parish Council,

Would you like to start your own energy scheme?

Parish and Town Councils are starting up their own sustainable energy schemes within their communities. We have a number of examples in Cambridgeshire including Gamlingay's award winning Eco Hub, the e-Coton Solar Savers Scheme and more recently Swaffham Prior has proposed scoping a sustainable heat project that will replace oil with renewable energy as a heat source for homes and community buildings. This is not only environmentally, but also economically sustainable due to the fluctuating costs of oil. If you would like to start an energy project, or learn from the Swaffham Prior experience so far, we would like to hear from you.

Sources of funding and useful guidance is available here:

- Carbon Smart: Community Energy Funding for Parish Councils
<http://www.carbonsmart.co.uk/wp-content/uploads/2017/03/170306-Parish-Councils-RCEF-grant.pdf>
- Wrap: Rural Community Energy Fund <http://www.wrap.org.uk/content/rural-community-energy-fund>
- Community Energy England: Funding Opportunities
<https://communityenergyengland.org/pages/funding-opportunities-2>
- Renewable energy: A practical guide to developing community renewable energy projects
http://www.barbyandonleyparishcouncil.co.uk/_UserFiles/Files/Documents/Community/ACRE/RenewableEnergy.pdf
- Community Energy Coalition: Start your own community energy project
<https://www.ukcec.org/start-your-own-community-energy-project>
- The Sustainable Parish Energy Partnership (South Cambridgeshire District Council)
<https://www.scamb.gov.uk/content/sustainable-parish-energy-partnership>

A number of Parish Councils have approached us for guidance on how to secure Electric Vehicle (EV) charging points. We've discovered that access to funding depends on what type of EV scheme the parish wants to bring forward. To help, we would like to work with two Local Councils, one urban and one rural, to apply for grant to deliver EV charging for your village hall or community spaces. The idea is that we can then write up a case study for other parishes to follow.

If you are keen to get a scheme moving, we can offer you help from a graduate trainee at the Council working with the Energy Investment Unit for the next five months. The support will cover:

- Completing funding applications
- Accessing energy expertise
- Project management support

If you would like to work with us and pilot an electric vehicle charging project for your Parish, please contact Maddie.Alpar@cambridgeshire.gov.uk by 26 October 2018.

A handwritten signature in black ink, appearing to read 'M Alpar', written in a cursive style.

Yours sincerely,
Maddie Alpar
01223 703546

Draft Cambridgeshire Statement of Community Involvement

CAMBRIDGESHIRE STATEMENT OF COMMUNITY INVOLVEMENT (FIRST REVIEW)

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SECTION 1: COMMUNITY INVOLVEMENT

1.0 INTRODUCTION

- 1.1 This is the second review of the Cambridgeshire Statement of Community Involvement (SCI). Planning legislation requires that each planning authority prepare an SCI which must show how local communities, business (including industry) and other stakeholders (e.g. district/parish councils, Environment Agency, and interest groups) can expect to be actively, meaningfully and continuously involved in the planning processes carried out by the County Council.
- 1.2 In due course it is intended that this SCI will be approved by the County Council as its policy on community involvement in land use planning matters. However, prior to that it will be subject to public consultation in autumn / winter 2018, and the response received will shape it further. The response to the public consultation will then be considered, and approval is anticipated in early 2019.
- 1.3 As a minimum an SCI must include details of what will be undertaken in respect to:
- the preparation, alteration and review of mineral and waste planning policy documents;
 - significant development management decisions on planning applications for mineral extraction and facilities for waste disposal; and
 - significant development control decisions on planning applications related to the services that the County Council provides such as schools, libraries and roads.
- 1.4 This document sets out the minimum level of community involvement that the County Council proposes will be undertaken on the work included in this SCI. This level has been determined bearing in mind the nature of the work; statutory requirements; and level of resources available. There may be occasions when projects or issues arise that warrant going beyond the level of community involvement set out in this SCI, and this document does not preclude that from happening. The approved SCI will be made available on the County Council's website.

2.0 WHAT WE DO

- 2.1 The activities covered by this SCI include the preparation of plans and strategies, as follows:
- Minerals and Waste Local Plan;
 - Local Enforcement Plan for Minerals and Waste Development in Cambridgeshire;
 - Supplementary Planning Documents; and
 - Neighbourhood Planning.

In addition to the delivery of projects and proposals on the ground:

- Planning applications for mineral, waste management and the County Council's own development, such as schools and roads.

3.0 WHO MAKES UP OUR COMMUNITY?

- 3.1 Stakeholders have important local knowledge, expertise, and perspectives which collectively can help us make better plans, strategies and decisions on planning applications. However, harnessing this wealth of knowledge and experience can be

challenging. Many groups are already involved with planning in Cambridgeshire, but the County Council is keen to encourage other stakeholders to participate.

- 3.2 Different stakeholders may benefit from different methods of engagement. Similarly, different documents and proposals will generate different levels of interest. Community engagement is often greatest once it can be seen how proposals relate to communities in a specific way i.e. on the ground in a local area.
- 3.3 The main categories of stakeholders, although some may appear in more than one, are:

Statutory consultees: Statutory consultees are bodies which the County Council must consult in order to comply with requirements set out in legislation. This can be on plans and strategies, planning applications and projects, and includes bodies such as government agencies and other local authorities, including those which border Cambridgeshire. For example, district councils, Environment Agency, Highways England and Natural England.

Strategic stakeholders: This group can be defined as people who represent organisations with particular interests, whether at a national or local level, or who have particular information or expertise to offer. Examples include trade bodies and interest groups such as the Royal Society for the Protection of Birds, Friends of the Earth and The Wildlife Trust.

Community stakeholders: This group includes individuals or organisations that are interested because they live in the community the development will affect, for example interested individuals, local businesses and operators, developers, agents and landowners, and local action groups. These community stakeholders can be the most challenging to engage. Some individuals and groups may have no interest in proposals until they are directly affected by them, but their engagement is often crucial to the success of a strategy or project.

- 3.4 We also need to involve 'hard to reach' groups. This may include the elderly, the young, ethnic groups, people with disabilities, or those living in areas of deprivation / remote rural areas. Such groups of people may historically have been under represented and less participative. To help engage these groups the County Council may make (on request) documents and any other related literature available in a variety of formats e.g. Braille, large print, audio cassette and languages other than English.

4.0 HOW WE WILL WORK WITH OUR COMMUNITY

- 4.1 **Community involvement in land use planning** - the main techniques for community involvement have been reviewed and can involve people at three different levels:

Informing people – keeping people up to date with the current position at each stage of the process. It is up to the individual / group to make a representation or to become further involved

Consulting people – finding out what individuals / groups think about particular approaches that are being taken. This is normally a formal period of time when

representations will be invited from all parties e.g. on a draft version of a document or planning application

Involving people (Participation) – active involvement from individuals/groups in order to further the discussion around a particular issue. Parties should bring something to the table in a positive way, rather than reacting to a particular issue or document.

- 4.2 There are many models of community involvement. At its most simple level, a community involvement process should ensure that people:
- have access to information;
 - can put forward their own ideas and feel confident that there is a process for considering ideas;
 - can take an active part in developing proposals and options;
 - can comment on formal proposals; and
 - can get feedback and are informed about progress and outcomes.
- 4.3 Different types of techniques have different benefits, therefore a range of community involvement techniques will be used, depending on the nature of the project that is subject to consultation, regulatory requirements, and the target audience. The SCI sets out how the County Council proposes to involve the community in the land use planning work it undertakes.
- 4.4 The majority of the UK population is online. They have high expectations for what makes a good digital service. Cambridgeshire County Council recognises the growing trend by residents to access service information through online resources. This SCI takes this strategy on board and information will normally be available online via the County Council's web site www.cambridgeshire.gov.uk.
- 4.5 If you want to find out about planning applications (current and those already decided) you can also do this online. You can search by application number or geographical area, and see the planning application page. It will allow you to view the documents that have been submitted, and see the status of the application. Each application has a case officer and they are also available to assist should someone need more information or help.
- 4.6 Non-digital communication - not everyone is able to use digital communications, information and services independently, and the needs of people who are not online still need to be considered. If stakeholders cannot or do not wish to be involved through a digital means the County Council will provide contact number / officer they can call. Officers will assist to ensure that everyone can still feed into the consultations.

5.0 HOW TO ENGAGE WITH YOUR COUNTY COUNCILLOR AND AT COUNCIL MEETINGS

- 5.1 As a starting point it is recommended that you respond to the consultation, preferably by the method being used e.g. questionnaire; representation form; online. There will be mechanisms in place to consider all representations made, and the majority of consultations will lead to a decision being made by the Council through its democratic processes e.g. committees.

5.2 However, if you feel that you wish to go beyond this, you can consider approaching your local councillor to represent you and / or represent yourself in the decision making process of the Council. Details of how the Council makes its decisions are set out below.

5.3 **How the Council makes decisions**

Committees are responsible for most major decisions. The majority comprise up to ten Councillors. When major decisions are to be discussed or made, these are published in the Council's Forward Plan insofar as they can be anticipated. If these major decisions are to be discussed with Council officers at a meeting of a Committee this will generally be open for the public to attend, except where personal or confidential matters are being discussed. The Committees have to make decisions which are in line with the Council's overall policies and budget. If they wish to make a decision which is outside the approved budget or policy framework (other than decisions undertaken by Planning Committee) this must be referred to the Council as a whole to decide.

5.4 **Involving your Councillor as your Local Member**

Information about how to find out who represents you is on the County Council's website (under the Council Tab). Your local member is kept informed about developments in your area and is able to represent you at Council meetings; alternatively you may wish to become directly involved yourself (see below).

5.5 **Being involved in Council decisions and meetings**

If you wish to become involved in the decision making processes of the County Council, advice on how to do this is below.

5.6 Full advice regarding the following is available on the County Council's website, including the County Council's Constitution. ***Please check the website or contact the County Council's Democratic Services Team to ensure that you have the latest advice.***

Petitions Scheme

Petitioning is one way that individuals, community groups and organisations can participate in the democratic process. A petition can raise issues of public concern with the County Council, thereby allowing Councillors to consider the need for change either within the County or on a wider scale. The County Council welcomes petitions and recognises that petitions are one way in which people can let it know their concerns.

ePetitions

In addition to paper petitions, the County Council offers an online petitioning service so you can publish and collect signatures on your petition via the link on the website. This means that the petition can be made available to a potentially much wider audience giving you the opportunity to gather names in support.

Public question time at Council meetings (excluding Planning Committee)

Up to four members of the public can ask questions of the Leader of the Council or of the Chairman/woman of any committee at each ordinary meeting of the full Council.

Public speaking at Committees and Sub-Committees (excluding Planning Committee)

Any member of the public can speak once in any debate at a Committee and Sub-Committee meeting. Members of the public wishing to speak need to make a request in writing no later than 12.00 noon three working days before the meeting.

Public speaking at the Planning Committee

Meetings of the Council's Planning Committee are open to the public. In addition, if you have previously submitted written representations about a planning application (either for or against), you may speak to the Committee, provided that you have given advance notice of your wish to do so.

The following parties may take part in public speaking at Planning Committee:

- (a) Public bodies (district / city / town / parish council, Environment Agency, Natural England, Sport England etc)
- (b) Supporters of the proposals (applicant and / or agent; other supporters)
- (c) Objectors to the proposals
- (d) The local member(s)

Guidance on this matter, including a form to register for speaking at Planning Committee, is also on the Council's website.

SECTION 2: WORKING WITH OUR COMMUNITY ON PLANS AND STRATEGIES

1. The Minerals and Waste Local Plan

The County Council is a Mineral and Waste Planning Authority and has the duty to prepare a plan to guide mineral and waste management development, by setting out policies against which planning applications for such development will be assessed and determined.

The minerals and waste plan will also be used by developers when putting forward proposals and by the County Council and other stakeholders when considering planning applications.

The process of preparing a Minerals and Waste Plan is governed by planning legislation which sets out what stages a plan must go through, and the minimum consultation which must be undertaken. The following table takes into account the statutory requirements and outlines the community involvement that the County Council will undertake when it prepares such a plan. The community involvement set out below goes beyond the minimum required by planning regulations.

The Localism Act 2011 introduced the Duty to Cooperate which requires land use planning authorities to cooperate on matters which are cross boundary and on strategic priorities identified by the Government (which includes mineral and waste management development). Involvement is required to be active, constructive and on an ongoing basis. The County Council has a separate Statement which sets out how as Mineral and Waste Planning Authority it will meet its Duty to Cooperate, and the community involvement proposals outlined below will contribute towards this.

Plan / Strategy	Community Involvement
Minerals and Waste Local Plan Initial Consultation	<ul style="list-style-type: none">• Consult / inform statutory* consultees and other relevant parties;• Place documents and response form on website (the response form will also be available in hard copy on request);• Place documents at specified office(s) ;• Six week consultation period;• Meeting with stakeholders (as appropriate following the receipt of representations);• Press release / media interviews (as appropriate);• Attend parish / town council meetings (on request, and if this is possible); and

Plan / Strategy	Community Involvement
	<ul style="list-style-type: none"> • Advise minerals and waste liaison forums (as meetings allow).
Draft Plan Consultation	<ul style="list-style-type: none"> • Consult / inform statutory* consultees and other relevant parties; • Place documents and response form on website (the response form will also be available in hard copy on request); • Place documents at a specified office(s); • Six week consultation period; • Meeting with stakeholders (as appropriate and following receipt of representations); • Press release / media interviews (as appropriate); • Attend parish / town council meetings (on request, and if this is possible); and • Advise minerals and waste liaison forums (as meetings allow).
Submission Plan Consultation	<ul style="list-style-type: none"> • Six week consultation period; • Consult 'statutory' consultees and other relevant parties, including those who have requested to be informed; • Place documents on website (the response form will also be available in hard copy on request); • Place documents at a specified office(s); • Press release / media interviews (as appropriate); • Attend parish / town council meetings (on request, and if this is possible); • Advise minerals and waste liaison forums (as meetings allow); and • Submit required documents / evidence to Secretary of State (SoS), and inform those who have requested confirmation of submission.
Examination	<ul style="list-style-type: none"> • inform statutory consultees and other relevant parties, of the Examination arrangements and the person appointed to carry out the Examination; and • place details of the Examination arrangements & appointed Inspector on website, and at specified office(s).

Plan / Strategy	Community Involvement
Post Examination	<ul style="list-style-type: none"> • Publish Inspector's Report on the website; • Make Inspector's Report available to view at specified office(s); and • Give notice to those who have requested notification.
Adoption	<ul style="list-style-type: none"> • Inform statutory consultees and other relevant parties of adoption, including to those who have requested notification; • Place Plan and adoption statement on website; • Place documents and adoption statement at a specified office(s); • Publish Plan and accompanying documents on website; and • Inform minerals and waste liaison forums (as meetings allow).

* See Appendix 1

2. Local Enforcement Plan for Minerals and Waste Development in Cambridgeshire (EP)

Once planning permission is granted monitoring visits are undertaken to ensure compliance with planning conditions and obligations in legal agreements. Action is also taken to ensure that unauthorised development is addressed and to encourage good working practice. Where appropriate, enforcement action is taken against breaches of planning control in order to bring unauthorised activity under control, and to reverse or reduce any adverse effects of such development.

The Government suggests (through its National Planning Policy Framework) that local authorities prepare an Enforcement Plan (EP) to manage enforcement proactively and in a way which is appropriate to their area. The EP sets out the County Council's approach to achieving planning compliance at mineral and waste management sites within Cambridgeshire through both proactive monitoring of sites and also investigating and pursuing alleged breaches of planning control. Whilst the process of preparing an EP is not governed by legislation, the County Council will involve the community in preparing / reviewing its EP.

Plan / Strategy	Community Involvement
<p>Local Enforcement Plan (EP) for Minerals and Waste Development in Cambridgeshire</p> <p>Consultation Draft</p>	<ul style="list-style-type: none"> • draft copy of the EP and explanatory letter to be e-mailed to the following organisations: <ul style="list-style-type: none"> • principal mineral and waste companies which operate in Cambridgeshire; • adjoining mineral and waste planning authorities; and • district and parish councils in Cambridgeshire. • consultation period of 6 weeks, responses to be provided in written form; and • consultation responses to be published on the Council's website. Each to be considered, and where appropriate the EP amended to address the issues or comments raised.
<p>Approved Plan</p>	<ul style="list-style-type: none"> • approved EP to be placed on the Council's website (approval by Planning Committee).

3. Supplementary Planning Documents

A planning authority may prepare Supplementary Planning Documents (SPDs) to provide greater detail on the policies of its development plan documents, i.e. the Council's adopted Minerals and Waste Plan. The preparation process of an SPD is subject to planning legislation, both the stages it goes through and the minimum community involvement that must be undertaken, but this is less onerous than preparing a local plan and consultation can be targeted at a certain audience if necessary. SPDs must be consistent with the overarching development plan.

Plan / Strategy	Community Involvement
<p>Minerals and Waste Supplementary Planning Documents</p> <p>Evidence</p>	<ul style="list-style-type: none"> • Information gathering / evidence base.
<p>Draft SPD</p>	<ul style="list-style-type: none"> • Consult statutory* consultees and other relevant parties, setting out arrangements for viewing documents and making representations; • Place proposals on website (forms available in hard copy on request); • Place documents at a specified office(s); • Six week consultation period; • Meeting with stakeholders (on request and following receipt of representations); • Press releases / media interviews e.g. local radio (on request); • Attend parish / town council meetings (on request and if possible); and • Advise minerals and waste liaison forums (as meetings allow).
<p>Adoption</p>	<ul style="list-style-type: none"> • Inform statutory consultees and other relevant parties, including those who have requested notification; • Place documents and notice of adoption on website; • Press releases / media interviews e.g. local radio (on request); and • Inform minerals and waste liaison forums (as meetings allow).

* See Appendix 1

4. Neighbourhood Plans

The Localism Act 2011 gave the right for local communities to prepare neighbourhood plans; and this is undertaken at the local level e.g. normally led by the parish and / or district council.

The County Council has no specific legislative duties in relation to Neighbourhood Planning, nor any specific resource (including officer time) set aside to assist any area undertaking Neighbourhood Planning. However, on request, the County Council may be able to accommodate any reasonable request for assistance, such as providing statistical information which the County Council may hold for a specific area

SECTION 3: WORKING WITH OUR COMMUNITY ON THE DELIVERY OF PROJECTS AND PROPOSALS ON THE GROUND

1. Planning applications for mineral, waste management and the County Council's own development such as schools, libraries, social services buildings, and transport infrastructure

The County Council determines planning applications for minerals and waste and related development including mineral extraction; aggregates railheads / wharves; mineral processing; waste management facilities. We also process applications for County Council development for example school related development, roads and cycle paths. Planning applications are considered against the National Planning Policy Framework, the Development Plan, the Planning Practice Guidance and other relevant factors known as material considerations. The Development Plan consists both of the County Council's planning policies, and District or City Council planning policies.

The majority of planning applications can be decided by planning officers in accordance with planning policy using delegated powers, with the approval of the Chairman of the Planning Committee and Local County Councillor(s). The most significant controversial planning applications are normally determined by the County Council's Planning Committee or the Joint Development Control Committee depending on the area and nature of the project. Planning officers make recommendations to the relevant Committee based on planning policy to guide the Committee's decision making.

The nature of the planning application will determine what level of community involvement is undertaken. There are two categories - one for 'high level' community engagement. This includes applications which are accompanied by an Environmental Statement or which are likely to raise significant land use planning considerations. The second is 'standard level' which is for applications which are not likely to raise any major land use planning matters.

i. Category A: "High Level" Community Involvement

These are applications involving potentially significant environmental effects or are contrary to the development plan. This will include developments that are:

- accompanied by an Environmental Statement; and/or
- a major departure from the development plan; and
- applications which are broadly consistent with the development plan but which raise potential site specific issues that will significantly:
 - affect nearby sensitive receptors (people or sensitive biodiversity such as a SSSI) by causing noise, smell, vibration, pollution to the water environment, dust or fugitive emissions to air;
 - raise health concerns;
 - affect floodplains;
 - attract heavy traffic into a generally quiet residential area;
 - cause activity and noise during unsociable hours;

- introduce any significant change to an area, for example, particularly large / tall buildings or structures;
- affect an ancient monument, conservation area, listed building or archaeological site or the setting of those heritage sites;
- affect trees subject to Tree Preservation Orders;
- physically affect a public right of way.

Some of the planning applications the County Council makes as a developer are for major transport infrastructure projects which promote economic growth at a regional and local level, as well as enabling the movement of traffic on the road network, helping the County Council to meet its aim of keeping Cambridgeshire moving and open for business. The County Council's Major Infrastructure Team commission the preparation of these planning applications, sometimes in partnership with the Greater Cambridge Partnership (GCP), and seek planning permission on behalf of the Council.

Major transport infrastructure projects include:

- Bypasses and roundabouts;
- Busways;
- Passenger Transport interchanges (e.g. road / rail);
- Bridges;
- Bus priority measures and bus lanes;
- Major road maintenance projects;
- Cycleway projects; and
- Enhancements to the Busway and Park & Ride sites.

All of these projects fall into the 'high level'

ii. Category B: "Standard Level" Community Involvement

All other development proposals that are not triggered by Category A above.

The community involvement associated with each of these categories is set out below.

Project	Community Involvement
<p>Planning Applications – High Level</p> <p>Pre Application</p>	<p><u>To reflect best practice, applicants should undertake the following actions:</u></p> <ul style="list-style-type: none"> • Pre-application discussions with County Council (prior to undertaking the following requirements); and to determine if the proposal needs to be referred to the Cambridgeshire Quality Panel, and if this needs to be prior to the applicants pre-submission consultation with the public (see Appendix 3 for referral criteria) [Applicant] • Pre application discussion with statutory

	<p>and non statutory consultees (including District, City, and parish/town councils). Attendance on request at open Council meetings [Applicant]</p> <ul style="list-style-type: none"> • Pre-application discussions with community [Applicant] • Present proposals (if requested) to at least one meeting with County Council / Joint Development Control Committee members and officers, and if appropriate provide a guided site visit [Applicant] • One or more manned public exhibitions (to be agreed with CCC). These must be well publicised, including in a local newspaper (minimum two weeks in advance, paid for by the developer). They must be held in a local venue and must include an afternoon and evening. All material to be in 'plain English' including a summary of main documents. Provide an opportunity for the local community to provide feedback in oral, written, or electronic form [Applicant] • Leaflets / posters in the local area, advertising the public exhibition(s) and providing a 'plain English' explanation of the proposed development [Applicant] • Media coverage (press releases/parish newsletters/local newspapers) [Applicant] • Liaison groups (where existing) for minerals and waste development [Applicant]
Application/Decision Stage	<p>The following actions are to be undertaken by the County Council:</p> <ul style="list-style-type: none"> • Site notices [Council] • Neighbour notification [Council] • Letter to respondents [Council] • Applications available for inspection including website [Council] • Notification to local County Councillor(s) [Council] • Consultation with statutory and non statutory consultees (including District, City, and parish/town Councils) [Council] • Media (statutory notices, press releases, parish newsletters (where appropriate)) [Council] • One-to-one meetings/group meetings (where appropriate) [Council] • Liaison groups (where existing) for mineral and waste development [Council] • Letter to respondents & consultees

	<ul style="list-style-type: none"> inviting them to speak at Committee [Council] Committee report available for inspection including on website [Council]
Post Decision Stage	<ul style="list-style-type: none"> Decision Notice to applicant [Council] Letter to applicant, district/city council(s), parish council, community groups and respondents advising of decision [Council] Committee Report and decision notice available for inspection including the website [Council] Advertising any decisions made under Environmental Impact Assessment Regulations 2017 [Council]

Project	Community Involvement
<p>Planning Applications – Standard Level</p> <p>Pre-application</p>	<p><u>To reflect best practice, applicants should undertake the following actions:</u></p> <ul style="list-style-type: none"> Pre-application discussions with County Council [Applicant] Liaison groups (where existing) [Applicant]
<p>Application/Decision Stage</p>	<p>The following actions are to be undertaken by the County Council:</p> <ul style="list-style-type: none"> Site notices [Council] Neighbour notification [Council] Notification to local County Councillor(s) [Council] Applications available for inspection including website [Council] Media (statutory notices where required by legislation) [Council] Written consultation with statutory consultees (including link to documentation) [Council] Liaison groups (where existing) [Council] Letter to respondents & consultees inviting them to speak at Committee [Council] Committee report available for inspection including on website [Council]

Post Decision Stage	<ul style="list-style-type: none">• Letter to district/city council(s), parish council, community groups and respondents [Council]• Committee Report and decision notice available for inspection including the website [Council]
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Appendix 1: Statutory Consultees for the Minerals and Waste Local Plan and Supplementary Planning Documents

Statutory consultees for planning policy work (Local Plans and Supplementary Planning Documents) are identified in the Town and Country Planning (Local Planning) (England) Regulations 2012. The County Council as Mineral and Waste Planning Authority is required to consult:

- (a) each of the **specific** consultation bodies to the extent that the local planning authority thinks that the proposed subject matter of the development document affects the body; and
- (b) such of the **general** consultation bodies as the local planning authority consider appropriate
- (c) bodies prescribed under the **Duty to Cooperate** (which may overlap with (a) and (b))

The Minerals and Waste Planning Authority will decide 'the extent' to which proposals affect a specific or general consultation body. Please note these lists are not exhaustive and successor bodies will be consulted when organisational changes occur.

A. Specific Consultation Bodies

- Coal Authority;
- The Environment Agency;
- Historic England;
- English Heritage;
- Marine Management Organisation;
- Natural England;
- Network Rail Infrastructure Limited;
- Highways England;
- a relevant authority any part of whose area is in or adjoins the local planning authority's area i.e. Parish, town, District and Neighbouring County / Unitary Authorities;
- any person to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, (ii) any person who owns or controls electronic communications apparatus situated in any part of the local planning authority's area;
- any body exercising the following functions in any part of the local planning authority's area:
 - a Primary Care Trust* established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section;
 - a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
 - a person to whom a licence has been granted under section 7(2) of the Gas Act 1986
- sewerage undertakers;
- water undertakers;
- Homes England (formerly Homes and Communities Agency); and

- Police Authority.

B. General Consultation Bodies in the Authority's Area

- voluntary bodies some or all of whose activities benefit any part of the local planning authority's area;
- bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area;
- bodies which represent the interests of different religious groups in the local planning authority's area;
- bodies which represent the interests of disabled persons in the local planning authority's area; and
- bodies which represent the interests of persons carrying on business in the local planning authority's area.

C. Duty to Cooperate Bodies

- The Environment Agency;
- Historic England;
- Natural England;
- Mayor of London;
- Civil Aviation Authority;
- Homes England (formerly Homes and Communities Agency);
- each Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section*;
- Public Health England;
- Office of Rail Regulation;
- Transport for London;
- Integrated Transport Authority;
- each highway authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways authority);
- Marine Management Organisation; and
- The Combined Authority (which includes the former Local Enterprise Partnership).

*Advisory footnote: The Health and Social Care Act 2012 set the framework for establishing Clinical Commissioning Groups which have taken over core work previously undertaken by Primary Care Trusts (PCTs). Equally NHS England now also undertakes functions previously undertaken by the PCTs. When consulting on a proposal which may have health impacts careful consideration should be given to ensuring that the correct bodies are consulted.

Appendix 2: Cambridgeshire Quality Panel

The Cambridgeshire local authorities have high aspirations for the quality of the new developments that are being brought forward in the County, as outlined in the Cambridgeshire Quality Charter for Growth. The Cambridgeshire Quality Panel provides independent advice to the local authorities after assessing schemes against all four 'C's of the Quality Charter: community, connectivity, climate and character, within the context of the adopted planning policy framework.

This Appendix sets out the County Council's criteria for referring planning applications, made by the County Council, to the Quality Panel. Only these planning applications will be referred.

Criteria for referral to the Quality Panel:

Infrastructure projects – stations, transport interchanges, road bridges etc.

All new schools (including replacement schools where an existing school is demolished and replaced)

Extension to schools – where they give rise to significant effects on the locality e.g. through affecting to a significant degree an important street scene; important views; a conservation area; listed building(s); scheduled monuments or their setting

Large public buildings – which are likely to establish, or need to fit in with an already established form of high architectural quality e.g. in a major development / redevelopment area

Other buildings / infrastructure proposals – which may not be large, but which are out of the ordinary due to their size; setting; scale; form; materials or surroundings which need detailed design consideration