

FOXTON PARISH COUNCIL

Minutes of the Annual Meeting held on Monday 14th May 2018

Present – Simon Bugey, Jane Trevanion, Caroline Ilott, Dean Howe, Peter Howell, Peter Tye, Louise Lord, Andrew Brown and Geoffrey Barnes. Ron McCreery attended the start of the meeting. Deborah Roberts was in attendance. There were four members of the public present.

- 1 **Election of Chairman** – Simon Bugey was elected as Chairman. Proposed Caroline Ilott, seconded Jane Trevanion. All in favour.

Ron McCreery left the meeting.

- 2 **Election of Vice Chairman** – Jane Trevanion was elected as Vice Chairman. Proposed Peter Howell, seconded Caroline Ilott. All in favour.

- 3 **Appointment of Responsible Financial Officer** – The Parish Clerk, Annabel Wright, was appointed as the RFO. Proposed Simon Bugey, seconded Caroline Ilott. All in favour.

- 4 **Apologies for Absence** – There were no apologies.

- 5 **Delivery of Acceptance of Office forms** – these were received by the Parish Clerk.

- 6 **Registration of Councillors' Financial and Other Interests forms** - these were received by the Parish Clerk.

- 7 **Members Declarations of Interest for items on the Agenda** – None

- 8 **Consent to receive the agenda by email** – all Parish Councillors agreed to receive the agenda and supporting documents by email.

- 9 **Allocation of Councillors Responsibilities for 2018-2019:**

Planning Committee – Simon Bugey, Caroline Ilott, Peter Howell & Andy Brown
Simon Bugey advised that the Planning Committee should appoint a Chairman at its first meeting.

Working Parties:

Recreation & Amenities – Jane Trevanion, Peter Tye & Dean Howe

Finance – Simon Bugey, Jane Trevanion & Andy Brown

Neighbourhood Plan – Simon Bugey, Caroline Ilott & Louise Lord

Simon Bugey noted that there should be a single point of contact for David Salmons.

IT – Dean Howe

Infrastructure – Caroline Ilott, Peter Tye, Geoffrey Barnes

Police Liaison – Geoffrey Barnes

Melbourn Area Youth Development (MAYD) – Louise Lord

Dovecote – Andy Brown

Village Hall Representative – Peter Howell

Recreation Ground Trust (RGT) – all councillors are automatically trustees of RGT

Simon Bugey noted that Peter Howell will be the key contact for the Foxton and Montigny Twinning Programme.

Townlands Trust – Trustees

The nominative trustee of the Townlands Trust is appointed by the Parish Council with two other co-opted trustees. David Boreham was nominated in 2017 to serve for 4 years. It was considered that it may be better for the Trust to be managed by the Parish Council in the future, although there is no urgency to make any changes at the moment. A response from the Charity Commission is still awaited regarding the amalgamation of the trust with RGT.

- 10 To approve and sign the minutes of the Meeting of 5th April 2018** – Proposed Jane Trevanion, seconded Caroline Ilott. Approved.

11 Matters arising from these minutes:

Redacted minutes – the Parish Clerk advised that she had contacted SCDC and was awaiting their response. As we receive the planning applications as a statutory consultee there is no need to obtain consent for holding this data. The Parish Council should, however consider how long planning applications need to be stored under their retention of documents policy.

Repair of wall by the war memorial. Caroline Ilott will follow up on this. **Action CI**

Dog litter bin – this has now been installed.

Visitor Counter on website – this has been added by the website provider.

Speed watch feasibility – Geoff Barnes will look into this further with Cambridgeshire Constabulary. **Action GB**

- 12 Review and Agreement of Standing Orders and Regulations** – The standing orders have been updated in accordance with NALC guidelines. There have been no changes

to other policies. It was recommended that the financial regulations be reviewed in 6 month's time. The following new draft policies relating to GDPR have been circulated to the parish council:

Data Protection Policy
 General Privacy Notice
 Staff and Employee Privacy Notice
 Social Media and Electronic Communication Policy
 Retention of Documents and Records Policy

The updated standing orders and new policies are now on the website. It was proposed to adopt the amended standing orders and the new policies. Proposed Simon Bugey, seconded Peter Tye. All agreed.

13 Training

It was agreed to book CAPALC new councillor training for 7 councillors which will be held in Meldreth from June to July and the CAPALC one day Chairman training. GDPR training will be provided by LCPAS as an online webinar in due course. The Parish Clerk will research possibilities for RFO training. Proposed Peter Tye, seconded Dean Howe. All Agreed. **Action AW**

14 Infrastructure Report by Simon Bugey and Caroline Ilott

Simon Bugey reported that there will be a new railway timetable from 20th May 2018 with trains stopping at Foxton every half hour throughout the day.

There is a Rail User Group meeting on Thursday 17th May at 10am which Dean Howe and Geoff Barnes will attend.

Caroline Ilott had circulated a report on the outstanding issues of flooding and potholes in the village that had been reported to County Council Highways.

In response to the flooding on the High Street, outside the village shop and White Horse pub, County Council Highways had undertaken jetting of the pipes and had found a damaged pipe. This should be repaired within the next 11 weeks. Repair of the potholes and pavements in the village should be carried out in July. Repair works will be reviewed towards the end of July. **Action CI**

Cambridge Water had previously agreed to reseed the grass verge on Shepreth Road and deliver daffodil bulbs. Caroline Ilott to chase. **Action CI**

SCDC have installed a new dog litter bin at the end of Hillfield and a new rubbish bin outside the village shop.

There has been flooding on Fowlmere Road. It was considered that the gullies need to be cleared. Caroline Ilott to contact Thriplow farms and if necessary County Council Highways to request their assistance. **Action CI**

There was a meeting on 16th May 2018, with Anna Hicks of Cambridgeshire County Council Estate Management, Caroline Ilott, Catherine Cairns and Louise Lord to consider options for using S106 money to create a glade and to install an artwork seat in Foxton Woods.

Simon Bugey added that the Parish Council could reapply to the County Council to move the 30mph speed sign beyond the new development at Chalk Hill later on this year. If evidence can be obtained through the Speed Watch Scheme, this could support the application.

15 Committee and Working Party Reports:

a) Recreation and Amenities (including MAYD) by Jane Trevanion

The Norleg swing has been repaired. A successful twinning event was held in the village, with 44 residents from Montigny staying with villagers and participating in local events.

The Tennis Club has asked if the Parish Council could organise for the Leylandii trees by the entrance to the tennis courts to be pruned. It is understood that these trees belong to the Tennis Club and in the past pruning has been managed by themselves. The Parish Clerk has asked if the Tennis Club are able to continue to manage the pruning themselves. To report back to the Parish Council. **Action AW**

MAYD - Nothing to report

b) Finance Report by RFO (see appendices attached)

It was proposed that the bank signatories would be Simon Bugey, Jane Trevanion and Andy Brown, all members of the Finance working group. Proposed Geoff Barnes, seconded Dean Howe. All agreed.

The RFO advised that the Parish Council's insurance provision with AON expired on 31st May 2018. Insurance quotes had been received by BHIB (who have taken over from AON), Zurich and Came & Company, and circulated. It was proposed to accept the quote from Came & Company for a 3-year agreement with an annual premium of £959.13 for the coming year. Proposed Simon Bugey, seconded Peter Tye. All agreed.

The RFO asked the Parish Council to consider setting up a direct debit with their electricity provider, npower, to avoid incurring late penalties when invoices are payable between Parish Council meetings. There would be a fixed monthly fee of £22 which

would be reviewed in 6 months' time and adjusted according to previous usage. Proposed Simon Bugey, seconded Jane Trevanion. All agreed.

The RFO advised that the first instalment of the Precept from SCDC of £16,250.00 and a bank transfer of £800 from RGT for the Bowls Club had been received.

The cheques were approved for payment. It was agreed to transfer £12,680.00 from the Current to the Deposit Account. Proposed Jane Trevanion, seconded Dean Howe. All agreed.

c) Neighbourhood Planning by Caroline Ilott (see appendices attached)

A Neighbourhood Plan Working Group meeting was held on the 10th April 2018. See minutes attached.

Caroline Ilott explained that SCDC were not able to provide mapping services for the Neighbourhood Plan over the next 2-3 months as they were too busy with the Local Plan. Maps4Planners are able to prepare some of the maps required at a total cost of £200. It was requested that this payment be approved and that the Parish Council enter into a PSMA licence agreement with Maps4Planners to allow them access to Ordnance Survey maps. Proposed Caroline Ilott, seconded Simon Bugey. All agreed.

There was a meeting with SCDC, Caroline Ilott and Catherine Cairns on 23rd April 2018 to review the latest draft of the Neighbourhood Plan. There will also be a working party meeting at the beginning of June. The working party will present the latest version of the Neighbourhood Plan to the Parish Council at a meeting on 12th June 2018.

Cambridgeshire Acre are holding a Neighbourhood Planning Networking session on Thursday 14th June, 10am-2pm at Huntingdonshire District Council offices. It will be an opportunity to hear from others who have experience of preparing Neighbourhood Plans.

16 Planning Report by Caroline Ilott (see appendices attached)

Planning meetings were held on the 17th and 30th April 2018. Applications and decisions are detailed in the attached minutes.

The Thriplow Grain store application S/3566/17/FL was refused at the SCDC Planning Committee meeting on 24th April 2018. Three parishes, Foxton, Fowlmere and Thriplow presented a united front to oppose this application and the 2 interlinked Thriplow applications for housing on the site of the existing grain store and the moving of the garage business to a new location in Thriplow.

The Parish Council owe thanks to the expertise of their planning consultant Mr Philip Kratz of Birketts who represented Foxton Parish Council and to the support of our District Councillor, Mrs Deborah Roberts. The full reasons for the refusal concerning building in the Green Belt can be seen in the minutes dated 30th April 2018 of the Planning Committee meeting.

17 S106 Projects

Simon Buggery explained that S106 money held by the Parish Council needed to be spent within 10 years of receipt. The previous Parish Council had researched some ideas for using this money for the benefit of the community of Foxton. Simon Buggery proposed that a small working group be set up to further research options for using the S106 money and for this to be considered at the next Parish Council meeting. **Action SB**

18 County Councillor's Report –The County Councillor, Peter Topping did not attend the meeting.

19 District Councillor's Report

Deborah Roberts advised that SCDC was now led by the Liberal Democrats who had won 30 seats. The Conservative party now hold 11 seats, Labour hold 2 seats and there are 2 Independent seats, one of which is held by Deborah. Deborah will have responsibility for planning and licencing.

There will be a meeting of the new council on 23rd May 2018.

It is expected that there will be a response from the Inspector regarding the Local Plan towards the end of July.

The outcome of the Thriplow grain store application was good news and Fowlmere Parish Council would like to help financially with the planning consultancy costs. The Parish Clerk will forward the cost of the planning consultancy fees to Fowlmere Parish Council. **Action AW**

Deborah suggested that an event could be held to welcome the villages of Heydon and the Chishills to the Foxton ward.

There has been a traveller's incursion at Duxford next to the pet cemetery. They have now come and gone 3 times and are dumping a lot of rubbish, including hard waste, there. An injunction has been taken out on the land that they are occupying and they are currently in contempt of court by staying there. There seems to be a lack of action from the police at this stage. It was advised to let local farmers in the Foxton area

know about the risks. There is advice available from SCDC on how to deal with traveller encampments.

20 Police Liaison Report

Simon Bugey reported that there had been a theft of a ride on lawn mower from Barrington Road. A police bulletin noted a general rise in crime in the area possibly associated with lighter evenings.

Deborah Roberts added that there had been shed break-ins in Thriplow.

Geoff Barnes had reported 2 incidents to the police recently involving threatening behaviour by scaffolders and people reporting to sell mahogany furniture and requesting address details.

It is advised that residents remain vigilant.

21 Recreation Ground Trust Report – Nothing to report

22 Correspondence – MAYD are holding an annual meeting and family BBQ in July and have asked the Parish Council for their preferred dates on 10 and 17 July 2018. The Parish Clerk will forward details on to Louise Lord. **Action AW/ LL**

23 Open Forum for Public Participation – There were no comments or questions from members of the public.

24 Any Other Business

It was considered whether the new leadership at SCDC would affect the transport schemes currently proposed by the Greater Cambridgeshire Partnership. It is unlikely that there will be any update on this until after the first meeting of the new council on 23rd May 2018.

Jane Trevanion advised that Louise Lord and Peter Howell will have responsibility for providing Parish Council updates to the Laurentian.

Simon Bugey thanked Susan van de Van and Steve Tongish for organising the successful litter pick on 22nd April 2018.

25 Date and time of the next Meeting: Monday 4th June at 7.45pm in the Village Hall

The meeting closed at 9.30 pm.

Annabel Wright
Foxton Parish Clerk
18th May 2018

Appendices

Appendix 1: Finance Report

FOXTON PARISH COUNCIL		
FINANCE REPORT –14 May 2018	£	£
BARCLAYS BANK		
DEPOSIT ACCOUNT -10359939 Sort Code 20-17-19		
At 5 April 2018	21,735.34	
Less: Transfer to Current Account	3,050.00	18,685.34
CURRENT ACCOUNT - 70374067 Sort Code 20-17-19		
At 5 April 2018	57.13	
Add: Transfer from Deposit Less: Cheques Paid Add; RGT cheque for Bowls Club Add: Precept – First Instalment	3,050.00 2,966.64 800.00 16,250.00	17,190.49
BASE RATE REWARD ACCOUNT – 23390160 Sort Code 20-17-19 – Interest 0.25% Monthly		
At 5 April 2018	64,696.11	
Add: Interest 1 May	12.41	64,708.52
METRO BANK – Sort Code 23-05-80		
COMMUNITY INSTANT ACCESS DEPOSIT ACCOUNT- 24737942 - Interest 0.35% Monthly		
At 5 April 2018	23,673.90	
Add; Interest 1 May 2018	6.81	23,680.71
100 DAY TRACKER NOTICE ACCOUNT-24738019 - Interest 0.80% Monthly		
At 5 April 2018	60,268.80	
Add: Interest 1 May 2018	39.63	60,308.43
Cheques for Payment		
Parish Clerk Salary - Hours: Regular 47, Training 4.5, Office Filing 4.5 Total 56 hours	747.06	
Parish Clerk – Expenses - Computer 20.00, Travel 20.48, Phone 22.66	63.14	
HMRC – NI Contribution	13.20	

Information Commissioner – Data Protection Registration	35.00	
Munro Building Services Ltd – Flood light lamps - VAT 7.07	42.43	
Cambridgeshire County Council – Street lighting	1055.04	
Birketts LLP – Planning Consultancy - VAT 40.00	240.00	
Parishcouncil.net (outstanding 50% balance for website hosting)	250.00	
Foxton Bowls Club – Annual contribution	800.00	
R Nightingale – Overseeding of recreation ground (50% to be charged to Foxton Dynamo)	675.00	
DP Garden Works and Grounds Maintenance – Grass cutting	360.00	
Foxton Village Hall – Village hall hire in March £134.20 and April £47.40	181.60	
Total	4,462.47	
Transfer £12,680.00 from Current leaving £48.02		

Appendix 2: Planning Committee Minutes

Minutes of a meeting of the Planning Committee of Foxton Parish Council

Held on 17th April 2018 at 8:00pm in the Parish Council Office.

Present: Malcolm Bore, Liam Elliott, Caroline Ilott, Simon Buggey.

Apologies: None.

Three members of the public were also present (Mr & Mrs Frost, & Mr Tye).

Declarations of interest

There were no declarations of interest.

Minutes of the previous meeting

The minutes of the meeting held on 3rd April 2018 were accepted as a true record of the meeting.

Application S/1210/18/FL – 3 Fowlmere Road, Foxton (Mr & Mrs James Dixon)

This is an application for a single storey rear extension and internal alterations.

The Parish Council recommend approval.

Application S/0117/18/OL – Land south of Shepreth Road, Foxton (Turnwood Ltd)

This is another amendment to a previously-discussed outline application for 32 dwellings (including 40% affordable housing) together with a new access, infrastructure and landscaping. The amendment is a new Heritage Assessment, which claims that the development will not have a substantial negative impact on the new Conservation Area.

Foxton Parish Council recommends refusal of this application. This amendment does not alter the fact that this site (outside the Village Development Framework and in open countryside at the edge of the village) is not suitable for development, and the newly-submitted Heritage Assessment incorrectly concludes that the development would not adversely affect Foxton's new Conservation Area.

The Heritage Assessment focuses mainly on Foxton House, and largely ignores the Shepreth Road approach to Foxton; this setting is mentioned in the Foxton Conservation Area Appraisal (which has now been approved by SCDC) as follows:

- *"The wide medieval verges along Shepreth Road... are a prominent feature on the approach to the village and are important to the setting of the conservation area.", and*

- *“The view out of the conservation area and village edge is also important along Shepreth Road, over the wide verges and back drop of trees.”*

The setting of this approach to the village can clearly be seen in the following photograph:



The Heritage assessment claims that the new development will not affect this setting, and will not be visible from Shepreth Road, but the following photographs (taken from the Heritage Assessment itself) clearly show that this is not the case:



Approaching the village from the west (application site arrowed)



These photographs also clearly show the adverse effect that the development would have on the view from Shepreth Road across open countryside, which is an essential part of the setting of Foxton as an historic village settlement.

The Parish Council would also like to reiterate its previous objections to the development, which are:

- *It is clear that the district now **has** a 5-year housing supply, by the Liverpool method (to which the inspector has clearly indicated her agreement). The imminent completion of the Local Plan should now carry enough weight to dismiss speculative applications such as this, since the lack of housing is no longer an issue.*
- *A recent briefing made by senior planning officers to District Councillors indicates “...particular circumstances where a prematurity argument may be able to be successfully made: 1. Applications for relatively substantial housing or housing-led development on land outside a proposed settlement framework in the Local Plan, and at a **scale** which is*

above the threshold of new development which the Local Plan sets for that settlement.” The existing and emerging Local Plans both designate Foxton as a “Group Village”, so any development of more than 8 houses, or outside the village development framework, is above this scale and should be refused.

- *An application of this magnitude should be a full application, to enable all the design implications to be fully assessed.*
- *The site is an unnatural projection into the countryside at the edge of the village.*
 - *The Landscape Character Assessment, carried out for the Foxton Neighbourhood Plan, clearly indicates this edge of the village as “a sensitive urban edge to be retained”.*
 - *The Parish Council is concerned about access onto Shepreth Road, which according to a recent independent traffic survey carried out on their behalf, is the busiest ingress to/exit from Foxton.*

For these reasons, the Parish Council strenuously objects to this application and requests that it be decided by the planning committee, after a site visit.

Application S/0087/18/OL – Land off Royston Road, Foxton (Laragh Homes / Villers Park).

This is an amendment to a previously-discussed application for the erection of up to 20 residential units, including affordable housing provision, open space and associated access, infrastructure and landscaping. All matters reserved except for access. The amendment consists of additional drainage information and a revised access arrangement.

The committee felt that these changes do not alter the Parish Council’s opposition to the development, and agreed to re-iterate the Parish Council’s previous objections.

The Parish Council feels that the amendments to this application, in particular the new access arrangements, do not alter the unsuitability of this site for development. The addition of ghost islands will simply add new hazards to an already busy area of the main A10, given its proximity to the level crossing and Foxton’s Station Road exit. The extra turning lane will not help the danger of additional traffic into this site, the access location of which is particularly dangerous due to traffic speeding southwards down the A10 from the level crossing.

Previous applications for this site, and other sites in the immediate vicinity, have been refused based on traffic issues.

The Parish Council would also like to reiterate their reasons for recommending refusal, which can be found in our previous responses to this application. In summary, these are:

- *It is clear that the district now **has** a 5-year housing supply, by the Liverpool method (to which the inspector has clearly indicated her agreement). The imminent completion of the Local Plan should now carry enough weight to dismiss speculative applications such as this, since the lack of housing is no longer an issue.*
- *A recent briefing made by senior planning officers to District Councillors indicates “...particular circumstances where a prematurity argument may be able to be successfully made: 1. Applications for relatively substantial housing or housing-led*

*development on land outside a proposed settlement framework in the Local Plan, and at a **scale** which is above the threshold of new development which the Local Plan sets for that settlement.” The existing and emerging Local Plans both designate Foxtton as a “Group Village”, so any development of more than 8 houses, or outside the village development framework, is above this scale and should be refused.*

- *The site is isolated from Foxtton, and has no connectivity to the rest of the village. It is therefore unsustainable, as all pedestrian and vehicle movement into Foxtton will need to go via the busy A10.*
- *An application of this magnitude should be a full application, to enable all the design implications to be fully assessed.*

For these reasons, the Parish Council strenuously objects to this application and requests that it be decided by the planning committee, after a site visit.

Correspondence

An application had been received for a Lawful Development Certificate at 17 St Laurence Road (S/1326/18/LD). It was felt that we should circulate the documents, but there was no need for a meeting to discuss it unless any of the committee had any specific points to raise.

AOB

Mr & Mrs Frost were present to discuss the Thriplow Grain Store application, which is due to be discussed at the SCDC Planning Committee meeting on Wednesday 24th April. Mr Bore reported that the planning committee had met with our planning consultant Philip Kratz prior to the planning meeting, to discuss how to approach speaking at the meeting. Mr Kratz will speak on behalf of Foxtton Parish Council, and will object on planning principles; Lawrence Wragg (Fowlmere Parish Council chairman) will object on the size of the development and potential traffic issues.

Mr Frost will speak as a member of the public, and some discussion took place on what he should say. He will obviously speak from a more personal point of view, about the loss of amenity and how the grain store would adversely affect his family’s quality of life. He has also picked up on some mistakes in the application documents, and has obtained an independent noise assessment that differs from that in the application, and claims that an incorrect methodology was used.

The meeting closed at 8:55pm.

Minutes of a meeting of the Planning Committee of Foxton Parish Council

Held on 30th April 2018 at 8:00pm in the Parish Council Office.

Present: Malcolm Bore, Liam Elliott, Caroline Ilott, Simon Buggey.

Apologies: None.

No members of the public were present.

Declarations of interest

There were no declarations of interest.

Minutes of the previous meeting

The minutes of the meeting held on 17th April 2018 were accepted as a true record of the meeting.

Application S/1442/18/FL – 40 Illingworth Way, Foxton (Mr & Mrs Smith)

This is an application for erection of single storey extension to the side and rear of the dwelling, installation of a first floor window in the side elevation, alteration of a first floor rear window and removal of the chimney.

The Parish Council note that this application will reduce the space available for parking, but otherwise have no objections.

Application S/1326/18/OL – 17 St Laurence Road, Foxton (Mr & Mrs J Barton)

This is an application for a Lawful Development Certificate for a proposed extension. The committee had no problem with the extension and so there is no need to respond to this application.

Application S/1352/18/TP – Foxton House, 11 High Street, Foxton.

This is an application to cut back 12 yew trees forming a canopy overhang to the garden of 1 High Street.

The Parish Council note that the application form states that the trees are on the applicant's property, whereas they are actually on the grounds of the adjacent property at Foxton House (11 High Street). Providing the applicant has agreed the works with the landowner of Foxton House, the Parish Council have no objection to this work.

Correspondence

Notice had been received of the following:

- S/1286/18/DC - Discharge of Condition 3 (External Materials) of Planning Permission S/3356/17/LB (1, The Green, Foxton – Mr Daniel Lester)
- S/1246/18/DC - Discharge of Condition 23 (Investigative Boreholes) of Planning Permission S/0057/17/VC (Barrington Cement Plant, Haslingfield Road, Barrington – Mr C Gatland, Redrow Homes Ltd)

AOB

Mr Bore noted that the Thriplow Farms application for a Grain Store on Fowlmere Road had been refused at the SCDC Planning Committee meeting on Wednesday 24th April. The reasons for refusal were given as follows:

“The proposed grain store, new access and acoustic bund would represent inappropriate development that is, by definition, harmful to the Green Belt in policy terms. The proposal is therefore contrary to Policy GB/1 of the South Cambridgeshire Local Development Framework Development Control Policies DPD 2007 that states that there is a presumption against inappropriate development in the Green Belt and paragraph 87 of the National Planning Policy Framework 2012 that states inappropriate development is, by definition, harmful to the Green Belt and should not be approved except in very special circumstances. No very special circumstances have been demonstrated that would clearly outweigh the in principle harm to the Green Belt through inappropriateness and the other harm by the adverse effect on the rural character and openness of the Green Belt as a result of the scale, height and mass of the proposed buildings contrary to Policy GB/2 of the South Cambridgeshire Local Development Framework Development Control Policies DPD 2007.”

The meeting closed at 8:20pm.

Appendix 3: Neighbourhood Plan Working Group Minutes

NEIGHBOURHOOD PLAN WORKING GROUP

Notes from the meeting held on 10th April 2018 at 7.30pm

Present: Catherine Cairns (chair), Tony Airey, Malcolm Bore, Simon Bugey, Liam Elliott, Caroline Ilott, Bob Pettigrew.

1. Apologies

Apologies were received from Rachel Edgar and Laura Finnemore.

2. Minutes of the meeting on 7th March 2018

The minutes of the meeting were agreed as correct.

Matters arising from the minutes:

- James has contacted Claire Cock-Starkey at Harston Parish Council, but their Neighbourhood Plan is taking a back seat at the moment due to the Parish Council being understaffed and the distractions of the proposed Hauxton Park & Ride.
- Simon doesn't yet have figures for getting the NP professionally proof-read, but will look into this now that we've got more of an idea about the final size of the plan.
Action: SB
- Rachel E has not yet put together the analysis of criteria for a possible call for sites.
Action: RE
- James has not provided a methodology for the call for sites – Liam agreed to remind him.
Action: LE
- Caroline and Catherine will discuss the call for sites with SCDC when they meet Alison Talkington on 23rd April.
Action: CC / CI
- Five people have commented on the previous draft, and Catherine has updated it.
- Catherine attended a Great Shelford / Stapleford NP meeting, and was surprised at the lack of consultation being done – their analysis is largely academic.
- Caroline will put together a few lines on the recent questionnaire response, for Berent to put on the web site.
Action: CI
- Tony agreed to send Catherine an up-to-date summary of his business questionnaire, to use as part of the evidence base.
Action: TA

3. Detailed questionnaire analysis on housing questions

Rachel E has been too busy to provide detailed analysis for the draft plan as yet, but has passed on some graphs to Catherine with some demographic analysis of the housing responses. There are some age-significant differences for some of the questions. Rachel will summarise this as part of her analysis for the evidence base.

Action: RE

4. Discussion on draft NP version 6

Catherine will finalise the V6 draft to sent to the SCDC planners, ahead of the meeting on 23rd April. She asked all working party members to send their comments on the latest draft to her by the end of the week (Fri 13th April) if possible.

Action: All / CC

Liam mentioned the omission of any policies to do with mobile phone or broadband, given recent Parish Council communication where it became clear that neither BT nor Virgin Media had provided cable services to the new housing developments at Chardle Field and Chalk Hill. Catherine agreed to speak to Rachel Hogger about whether such a policy was appropriate and whether we could include it in an existing policy.

Action: CC

There was some discussion on housing figures for the NP, and how we come up with a figure. Malcolm suggested that the figure was not important, rather the criteria under which development would be allowed, which was generally agreed.

The policy sections on the A10 station site and Transport hub need some more consideration. This area of Foxton is currently outside the village development framework, even though some housing exists on Cambridge Road and Barrington Road. The 'station triangle' area could be considered for business or residential use, or a mixture of both; the important thing is to keep options open at this stage, as it will depend on what happens with the level crossing closure and / or a transport hub. Either way, policies need to be worded carefully to make it clear that any business or residential use of this area must maintain the rural character and coherence of the village.

Policy Map(s): Catherine has asked Rachel Hogger for advice on what constitutes a Policy Map, but was unclear about her response. Bob has circulated a transport map. It was agreed to include an extra map showing community facilities and one showing employment sites, although these could possibly be added to existing maps. It looks as if we will need to ask SCDC to produce about 4 maps from scratch; Catherine will speak to them about this.

Action: CC

Liam agreed to look through his collection of photos from Pat Houghton, for any suitable to be used in the plan.

Action: LE

5. Timetable moving forward:

- Catherine will make changes to the draft plan and send it to SCDC for Monday 16th April, which is a week before the meeting on the 23rd.

Action: CC

- Catherine and Caroline will circulate feedback from the meeting on 23rd April to all working party members.

Action: CC / CI

- After the meeting with SCDC on the 23rd April, we may need to go back to Locality for a grant to cover the work that Aecom will need to do on a call for sites i.e. objectively analysing any sites that come forward against the criteria we decide (see AOB). Catherine and Caroline will discuss the process for the call for sites at the SCDC meeting.
- A draft plan will need to be produced for the new Parish Council, but it was agreed to defer this until a call for sites has been done and the draft is basically finished. However, it was agreed that we should meet twice with the new Parish Council – once as an introduction and explanation of the NP, and another to actually discuss the draft plan with them.

6. Grant update

Peter Sutton submitted the grant claim on behalf of the Parish Council by 31st March.

7. Membership of the NP working group moving forward.

Liam and Malcolm agreed to stay on the working party for continuity, despite standing down from the Parish Council. It was agreed to ask one of the new members-elect to join the working party.

8. AOB

Call for sites: The criteria for a call for sites must be strong. Such sites must:

- Adhere to the current and emerging Local Plans, i.e. be consistent with Foxton's status as a Group Village (up to 8 houses inside the Village Development Framework, or up to 15 outside it on a rural exception site).
- Be within walking distance of the village's amenities
- Follow the guidance in the Landscape Character Assessment and Conservation Area Appraisal documents, respecting existing views and boundaries
- Retain the village's rural character

Catherine will put together a full list for confirmation at the next meeting. It was suggested that Rachel E add to this list from the questionnaire analysis, and James provide his methodology for obtaining the possible sites he has previously outlined.

Action: CC / RE / JL

9. Date of next meeting

Tuesday 12th June at 7:30pm, in the Village Hall Lounge if possible. This meeting will be an introduction meeting for members of the new Parish Council. Caroline will check availability of the Village Hall. **DATE CONFIRMED. CC to email new councillors elect.**

Action: CI