

Minutes of the Meeting held on Monday 4th February 2019

Present – Simon Buggey, Jane Trevanion, Andrew Brown, Caroline Ilott, Peter Howell, Geoffrey Barnes, Dean Howe, Peter Tye, Louise Lord, District Councillor Deborah Roberts and County Councillor Peter Topping.

There were 3 members of the public present who left mid-way during the meeting. Mike Cornell attended for the This Land presentation.

The Chairman acknowledged the death of Brian Hockley who served as a Foxton Parish Councillor for many years and expressed the Parish Council's condolences to his wife and family.

1. **Apologies for Absence** – None
2. **Laurentian Reporting** – Peter Howell will report to the Laurentian this month.

Presentation from Mike Cornell from This Land re development of Trinity School site (*Design Statement can be found on the Foxton Parish Council Website*)

Mike Cornell presented the plans for the development of 7 properties on the old Trinity School site to the Parish Council and members of the public. He advised that This Land Ltd is a Cambridgeshire County Council owned development company, and as such the development of the site is not wholly profit driven. He advised that, in his view, this enables the developer to build what the village want and be customer driven. The plans have not been submitted yet and this meeting was an opportunity to discuss any serious concerns or amendments.

Geoff Barnes arrived at the meeting.

The architect employed by This Land is looking to build good quality, 'forever places'. This will allow residents to extend or re-plan their homes in the future; 2-bedroom houses will have convertible lofts, patios will have footings to support an extension and walls will be strengthened so that they could be removed without major structural work.

Louise Lord arrived at the meeting.

The chapel will be converted into one 2-bedroom house and one 3-bedroom house. The adjoining extension to the chapel will have a contemporary design so that the chapel stands out. The remaining houses will look like barns, with wooden boarding, to fit in with current village housing designs.

Concern was raised by a Parish Council member that no provision had been made for social housing or smaller starter homes and questioned how the development would benefit the village.

A member of the public advised that there was a covenant on the land that stated the land had to be used for education. A previous developer had withdrawn from purchasing the site once the covenant had been considered.

A Parish Councillor clarified that the covenant related to a strip of land to the left of the property which was put in place to allow people to learn gardening.

This Land were unaware of any such covenant and this had not been raised by their solicitors.

A member of the public advised that a Neighbourhood Plan public consultation had recently taken place in Foxton to gather information on the village's needs in terms of housing. There was a strong desire for 1 or 2-bedroom homes in particular for the elderly who want to downsize and be centrally located in the village. The Trinity site would be ideal for this. There was also a strong demand for smaller, affordable homes for younger people. Most houses in Foxton have 3 to 4 bedrooms and there are very few bungalows. If the elderly were able to downsize this would free up larger houses for families to move within the village. Homes should be built to lifetime home standards.

Mike Cornell advised that the chapel would be converted into two 2-storey houses. The remainder of the development would be made up of 2-storey and 3-storey houses. Houses will be built with a level threshold and wide doors as standard.

A member of the Parish Council requested that the site be tidied up. This Land confirmed this could be done and that any tree work would be submitted alongside the planning application.

There will be 2 parking spaces for each house and some visitors parking available.

A Parish Councillor welcomed the contemporary extension to the chapel and asked why the remainder of the design was a pastiche of various historical periods. There is a range of period housing in Foxton because houses are contemporary to the period in which they are built. Any new builds should be the best possible contemporary design, exemplifying sustainable design principles and complementing materials used in the village where appropriate but should not attempt to mimic the past.

Mike Cornell confirmed that no pre-application discussions had taken place with SCDC.

District Councillor Deborah Roberts encouraged This Land to talk to SCDC considering the sensitivity of the site and conservation area requirements and to include Parish Council members in any pre-application discussions.

The time scale for submitting the planning application was not clear as an investigation into an existing bat roost, in one of the buildings, had to be undertaken first in the summer.

Simon Buggy thanked Mike Cornell for attending the Parish Council meeting. He urged him to take on board the comments and concerns raised and to discuss these with SCDC and keep the Parish Council appraised.

3. Open Forum for Public Participation

No representations made.

4. Members Declarations of Interest for items on the Agenda – None

5. To approve and sign the minutes of the Meeting on 7th January 2019 – Proposed Caroline Ilott, seconded Louise Lord. All agreed.

6. Matters arising from these minutes:

The overhanging tree on the corner of Station Road was pruned by Balfour Beatty to the correct height. The residents have been asked to carry out their own pruning around the lamp post to allow light to shine through to the pavement.

Further to concern raised at the previous Parish Council meeting about dangerous parking on the High Street, near the green, Geoff Barnes had contacted the police. They advised that they were unable to help due to limited capacity. Caroline Ilott spoke to County Council Highways for their advice. They advised that this section of the road is not a layby but a bell mouth entrance. Vehicles have the right to park there but not to cause obstruction. County Council Highways have advised that only the police can deal with traffic obstructions as there are no longer any traffic enforcement officers employed by the County Council. It was proposed to write to the owner of the vehicle obstructing the road.

Action AW

At a school governor meeting in January, Geoff Barnes was advised that the school was not directly affected by works on the recreation ground. Notice of works should be given to users of the recreation ground including parents and children crossing the recreation ground to get to school.

The Parish Clerk submitted the Asset of Community Value (ACV) nomination form for the White Horse pub in January. A response is expected by 13 March 2019.

Further to comments received from Parish Councillors, Caroline Ilott submitted a response on behalf of the Parish Council to the Greater Cambridge Draft Housing Consultation survey. *A copy of the response can be found on the Parish Council website.*

The Cambridgeshire and Peterborough Economic Review Report had been circulated to Parish Councillors.

A notice was placed in the February 2019 Laurentian and on the Facebook page to remind residents to cut back their hedges before spring.

The historic village signs will shortly be removed and taken for restoration. Notice in the Laurentian and on the website was requested.

Action PT/ PH/AW

Notice will be put in the March edition of the Laurentian that the phone box library is for books only. A notice will also be added about responsible use of the recreation ground along with advice on avoiding parking near junctions.

The replacement bulbs for the training lights are a Parish Council responsibility and included in the Parish Council budget. Jane Trevanion to find out from Foxton Dynamos who monitors these lights.

Action JT

Longer term consideration should be given to making a stretch of the recreation ground along Illingworth Way a managed natural area. It was proposed that the ecology officer at SCDC may be able to offer advice.

Action JT

A report on the remedial work required following the playground inspection will be provided at the next meeting.

Action JT

The Financial software has been updated with accounting information for this financial year to date. The Parish Clerk will start to use this for reporting at the next Parish Council meeting.

Bikeability funding was discussed at the school governors meeting. The school were contacted directly by the County Council and are looking into funding options.

A precept of £35,000 was submitted to SCDC in January and confirmation received.

The Parish Clerk is preparing documents for the internal auditor and should submit these in the next few weeks.

Action AW

Metro online banking is now set up to review accounts only.

A box of winter health packs was requested from the County Council to be delivered to a member of the Help Group for distribution at the Help Group soup lunch.

The Community Plan prepared in 2011 was circulated to the Parish Council for consideration. Louise Lord will carry out an initial review.

Action LL

7. County Councillor's Report

Peter Topping advised that he had provided contact details for the police to the Parish Clerk and advised that any parking issues should be reported to the police to raise their awareness of the issues.

He will set up a meeting with Peter Blake about the Foxton Level Crossing and the East West rail link should be included as a matter for discussion. He encouraged the community to provide feedback to the public consultation as one of the proposed rail routes will come close to Foxton.

No progress has been made with the County Council in securing a street light at the entrance to Chalk Hill but Peter continues to explore options.

He will make enquiries with Cambridgeshire and Hertfordshire County Councils to find out whether there is any current consideration of duelling the A505.

The Combined Authority are considering franchising bus services; however, this will take years to implement. Meanwhile, the County Council will continue to support and subsidise bus routes.

8. District Councillor's Report

Cllr Deborah Roberts advised County Councilor Peter Topping that she would be happy to give District Council support in finding a solution to the street light for the entrance to Chalk Hill. There may be planning considerations that could be looked at.

Deborah noted the importance of Parish Council input to the East West rail route consultation. The route may provide more transport possibilities but with that further housing requirements in the area.

The ACV nomination for the White Horse pub had been received by SCDC.

There will be a one-day hearing for the Grain Store Appeal. The reason for refusal of the application was due to its location on green belt land. It was hard to see what exceptional circumstances could be provided in appeal. A planning meeting will be held in March with Fowlmere Parish Council. Legal advice will be provided at the meeting in a closed session and Fowlmere Parish Council will contribute to the cost of legal representation.

9. Feedback from meetings and events - None

10. Planning Committee Report, applications and decisions by Caroline Ilott (Planning minutes under Appendix 1)

A planning report had been circulated to the Parish Council.

Planning meetings were held on 9 and 14 January 2019 at the Parish Office.

County Cllr. Peter Topping left the meeting

3 appeals

The grain store had its site inspection before Christmas 2018 but there is no news on the other appeals.

The grain store appeal has been changed from written representation to a hearing on Tuesday 2 April at Cambourne. A planning meeting will be held with Fowlmere Parish Council in March to discuss the appeal and to seek legal advice in a closed session.

In relation to Station Road reserved matters, it was questioned whether the separate planned play area may discourage residents to use the community play area and whether funds could be used elsewhere in the village. It was noted that the deadline for Parish Council comments had passed and the Parish Council would not be responsible for maintaining this play equipment.

Planning Applications

S/4272/18/FL - Hoffers Brook Farm lodged a fresh application which altered a flat roof to a pitched roof – no further comment.

S/4683/18/FL - An application for a first-floor extension in Illingworth Way was recommended for refusal – see planning meeting minutes of 9 January 2019.

S/2583/18/RM –Reserved matters for application for land granted outline planning permission (S/2148/16/OL) for 7-37 Station Road, Foxton

The Parish Council have responded- see planning minutes of 14 January 2019. Caroline Ilott contacted County Council Highways over S278 which grants developers the right to build adopted roadways and infrastructure according to Highways rules. Only the entrance from Station Road into the new development site will be public adopted highway. All internal roadways will be the responsibility of the private management company, which the developer will set up. Neither the developer or the Parish Council can condition any road markings- only Highways can. Regarding parking opposite the entrance on Station Road, the Parish Council can request a Traffic Regulation Order (TRO) for road marking in the future depending on the parking situation. There are no traffic enforcement officers at the County Council now. The police can enforce parking obstruction penalties but not yellow line violations.

The 9 affordable houses built will be for social rent, with 6 rent and 3 half owned/half rent. The SCDC housing company is expected to take this on but confirmation is still awaited. The first 8 of these properties will be given first refusal to Foxton residents or those with a Foxton connection as per the S106 terms. The housing ratio should generate £22755 under the S106 agreement and £5000 exclusively for maintenance of the Dovecote field under the S106 agreement.

Burlington Park boundary wall –No further response had been received from Mr Ridgeon.

The 7 units proposed for the old Trinity School site on Station Road will not trigger the affordable housing formula.

A query had been raised by Barrington Parish Council on the siting of a barn near the equestrian centre on Barrington Road, asking whether it was being built in the right place. This site is within the Foxton parish boundary. Advice has been sought from the SCDC enforcement officer who will organize a site visit to check the positioning of the barn. There is possibly not much that can be done as planning permission was not required for this development.

Various discharge of conditions planning applications have been received for the development of 220 houses at the former cement works at Barrington – the Parish Council have no comment. Unless there is a material impact on Foxton or its environs, the Planning Committee will make no comment on these applications which will be recorded in the Planning Meeting minutes.

District Cllr. Deborah Roberts advised that the review of the next Local Plan will start with a call for sites to landowners this Spring. The current Local Plan runs to 2031. Deborah will keep the Parish Council updated.

Under the Neighbourhood Plan Call for Sites, SCDC have confirmed that for the term of the existing Local Plan (up to 2031) Foxton is only obliged to provide 9 new properties.

11. Infrastructure Report by Caroline Ilott, LHI report by Simon Buggey

LHI Report

Simon Buggey and Caroline Ilott attended a panel hearing at County Council Highways to present Foxton's case for a 40mph zone on Fowlmere Road beyond the entrance to the village. The panel comprised 4 county councillors, a project manager and administrative assistant. 3 minutes were given to present the case and the panel were shown photo evidence. They have a long list of applications which will now go through a grading and sorting process. A response is due in April.

County Council Highways Works

County Council Highways have cleared the storm drains on Fowlmere Road and other areas.

More potholes (including some on Mortimers Lane) were repaired in the first week of January.

County Council Highways will have reported the uncapped telecoms line sticking up through the repaired pavement outside 51 High Street and get the company to cap this off and make good.

County Council Highways are unable to improve or widen the footpath from opposite Hillfield to Chardle Field. Caroline Ilott has provided photos to show the safety issues. Enquiries are being made about the safety of children crossing the school car park when accessing the area from the Dovecote meadow footpath.

Action CI/ LL

Pavement outside 77 High Street will be repaired in the new financial year. This section of the pavement and road flood badly.

Fowlmere Road will be closed on 15 March to patch repair the road between Barons Lane and Illingworth Way. Notice to be added to website and Facebook.

Action AW

The High Street resurfacing will be added to the County Council Highways Transport Development Plan. It could take a few years for this to be done but in the meantime the road will be patched.

Caroline Ilott will ask County Council Highways about ways to address issues raised by residents about parking and speeding in the village.

Action CI

Two whitebeam trees in Rowlands Close have been inspected by County Council Highways and will be removed. Highways no longer plant trees in pavements but will provide two replacement trees to the Parish Council to be planted in a location of their choice.

Hillfield works

Maintenance work at the entrance to Hillfield and repair to a chain link fence has been completed. Work to change a roadway in Hillfield from pedestrian to vehicular access is out to tender. SCDC is to provide a dropped curb and garden hardstand for a registered disabled Hillfield tenant.

Overgrown boundaries

Owners that need to maintain their boundaries in the village have been notified by County Council Highways. Notice was added to the Laurentian and website and some hedging has been cut back.

Historic village signs

Costs agreed at December meeting. Peter Tye to arrange removal and transport to restoration company.

Other matters

a. Cambridge-Oxford Rail Link Consultation

This will be considered at a Planning Committee meeting on 26 February 2019 to formulate a response from the Parish Council. The Parish Council was asked to consider the consultation documents previously circulated and provide comment. A response needs to be submitted by 11 March 2019.

Action All/ Planning Committee

A list of key dates has been provided which will be added to the website and Facebook.

Action AW

13. Working Party Reports:

a. Neighbourhood Planning by Caroline Ilott

There is a meeting on Wednesday 6 February 2019. Call for sites applications will be considered and it is hoped that a draft of the plan will be brought to the Parish Council meeting in the next few months.

b. Recreation and Amenities by Jane Trevanion

Overgrowing Trees, Hedges and Undergrowth

Tree works (including hedge trimming and general tidying up of green areas) which was initiated early January has now been completed. The hedge on the verge of Hardman Road was included in these works. It has been identified that this hedge belongs to the bordering property and going forward the resident will take responsibility for maintenance of the hedge.

Further quotes have been received for future tree work which need to be reviewed. The intention is to go ahead with some or all of the work in the next budget year. Additional quotes will be sought.

Action JT

Play Ground and Skate Park Inspection

Remedial work following the play area and skate park inspection still needs to be agreed. This will be reported on at the March meeting.

Action JT

Ground maintenance and grass cutting

More information about grounds maintenance and grass cutting requirements was gathered at a recent meeting with the sports clubs. It is now likely that there will be a grass cutting tender for all of the recreation ground and a second one for the rest of the village, which will include strimming and weed spraying along borders and lanes. The specifications discussed in late 2018 will be realigned and quotes will be sought as soon as possible through advertising and/or approaching contractors directly.

Action R&A

There is a potential need for an agreement with the sports clubs for the additional work they carry out on the recreation ground, which is typically free of charge or low cost. This would include a proposed schedule of works and requirements for health and safety, insurance liability, correct working processes and risk assessments.

Action R&A

A-boards and notice requirements

This was discussed at the sports clubs meeting. The sports clubs are putting up notices when required. A-boards to be considered at a later date.

Action R&A

Fences

The fence between the vicarage and the sports field has been repaired. Peter is now training ivy along it to enhance its appearance.

Quotes are being obtained for the repair of the fence between Hardman Road and the recreation ground. The Sports Clubs have requested a second double gate to be put on the fence at the pavilion side. This is being investigated along with the impact this would have on parking and the need for a drop kerb. If this is a viable plan the working party will need to reassess the work required to repair the remainder of the fence.

Action R&A

Padlock/Access to the Recreation Ground

Jane Trevanion to create keys inventory and get additional keys cut where required.

Action JT

Meeting with Sports Clubs

A meeting with the sports clubs took place on 28 January 2019. Minutes will be issued and circulated in the next few weeks. Insurance documents have been requested from the sports clubs. There was also a discussion about risk assessments and maintenance procedures.

Action R&A

Future needs were also discussed. The Football and cricket clubs would like another playing area. The cricket club would like a location for static nets and the tennis club may require resurfacing in 5 years' time. The bowls club require ongoing support for an additional rink. The Tennis and Bowls Clubs initiated discussion on whether a joint club house could be a future option. Dog poo on the recreation ground was raised as an issue.

c. Village Hall**i. Appointment of second Parish Council representative for the Village Hall Committee**

The Parish Council currently has one representative on the Village Hall Committee; Peter Howell. The Parish Council considered the appointment of a second Parish Council representative. Peter Tye agreed to take on the position subject to discussions with the village hall management committee and resigning as a village representative.

Action PT

d. MAYD by Louise Lord (Report under Appendix 2)

i. Approval of MAYD Parish Council Agreement and Financial Service Level Agreement and funding

A report had been circulated to the Parish Council.

District Cllr. Deborah Roberts left the meeting

Louise Lord explained that the MAYD committee had developed a Parish Council Agreement and Financial Service Level Agreement for consideration and approval by participating Parish Councils. The Parish Council Agreement will run for a term of 3 years and sets out the relationship between participating Parish Councils. The Financial Service Level Agreement sets out the contribution required from Parish Councils based on previous attendance. The contribution for Foxton Parish Council this year is £564.

It was proposed to agree the proposed funding of MAYD of £564 and to sign the Parish Council and Financial Service Level Agreements.

Proposed Louise Lord, seconded Dean Howe, all agreed.

MAYD updates will be shared on the village Facebook site. Awareness will be encouraged using posters around the village and an article will be added to the Laurentian for parents.

Louise Lord will explore the possibility of setting up a cross-village young people's parish council.

Action LL

e. S106 by Simon Bugey

There will be a working party meeting in the next few weeks. Ideas for using S106 money were considered prior to Christmas and following the sports clubs meeting, the working party now know the sports club needs and wishes. The working party will consider all proposals and present these to a future Parish Council meeting. Once the information has been collated, feedback will be sought from the community.

Action SB

f. IT

i. Consideration of separate gov.uk emails for parish councillors

The Parish Clerk has been asked to research separate email accounts for Parish Councillors in order to conduct Parish Council business. To comply with general data protection regulations, it is recommended that Councillors have separate email addresses.

The Parish Clerk is awaiting advice from the Parish Council's website provider about practicality and cost.

Action AW

g. Finance Report by RFO

i. Royston & District Community Transport - request for funding

A request for funding of £100 had been received from the Royston & District Community Trust who provide community transport to Foxton. A letter and accounts have been circulated. Volunteer drivers cannot always meet the demand for the service and a funding contribution is required towards the cost of two additional part-time drivers. Proposed Simon Bugey, seconded Dean Howe. All agreed.

The Parish Clerk will inform Royston & District Community Transport.

Action AW

ii. Approval of payments in schedule

A Finance Report had been circulated to the Parish Councillors and the statements and accounts reviewed by the Vice Chairman.

It was noted that the Parish Council had previously approved a direct debit of £22 to npower for street lighting. A direct debit of £28 had been taken on 20 January and the Parish Clerk had queried this. The direct debit had been recalculated based on the last estimated reading and not notified to the Parish Council. As the Parish Council have an electricity meter installed, npower should receive actual meter readings each month. The direct debit was recalculated based on this month's actual meter reading and will be £24 from next month. Notice of this should be received shortly and will be brought to the next Parish Council meeting for approval.

Action AW

An invoice has been received from Charlie Vince for tree and maintenance work. The invoice included amounts previously approved by the Parish Council for the tennis court hedge and tree works. Further work had been undertaken by Charlie Vince amounting to £414 inc. VAT. This work had been approved by the Parish Council to be undertaken by Eastern Tree Surgery however Charlie Vince had undertaken the work instead. This payment is included in the list of payments below.

The following payments were approved. Proposed Peter Tye, seconded Dean Howe. All agreed.

Payments made:

Payee	Item	Payment by	Gross (£)	VAT (£)	Legislation
npower	Street lighting	Direct Debit	28.00	0.00	Parish Councils Act 1957, s3; Highways Act 1980 s301
Village Hall	Office hire (£93.50) and annual refuse disposal (£206.27)	BACS	315.97	0.00	*LGA 1972 s111 Litter Act 1983, ss 5-6

Payments outstanding:

Payee	Item	Payment by	Gross (£)	VAT (£)	Legislation
Parish Clerk	Salary	BACS	1050.20		*LGA 1972 s112
Inland Revenue	NI (No payment required due to credit on account – credit balance £234.55)		0.00		*LGA 1972 s112
Parish Clerk	Expenses (subsistence allowance £20, travel £11.52 and phone £27.50)	BACS	59.02		*LGA 1972 s174/ LGA 1972 s111
Parish Clerk	Admin expenses (printer ink)	BACS	39.99		*LGA 1972 s174/ LGA 1972 s111
Foxton Village Hall	Recharge of street lights electricity	BACS	79.69		*LGA 1972 s111 Parish Councils Act 1957, s3; Highways Act 1980 s301
Charlie Vince Tree Surgery Ltd	Tree and shrub maintenance	BACS	3078.00	513.00	Open Spaces Act 1906 ss9
Medisave	Adult and child replacement defibrillator pads	BACS	126.34	21.06	Public Health Act 1936, s234

*LGA: Local Government Act

14. Police Liaison Report by Geoff Barnes

An information meeting with the Cambridgeshire Police was held in Melbourn on 22 January 2019. The police force is undergoing some restructuring with cover split into two areas. Foxton will come under the control of Sawston. They advised there were another 110 officers in specialist functions such as knife crime and fraud.

There was no reported crime in Foxton this month. Any incidents should be reported to the police using 999 or 101.

The use of parking bollards was considered as a solution to the parking issues during major matches. It was noted that the school playground could be used for excess parking with prior notice. To be raised with sports clubs.

Action GB/JT

15. Parish Council land registration

The Parish Clerk had been asked to research whether all Parish Council owned land had been registered with the land registry. Having looked at Parish Council files and documents, the Parish Clerk had prepared a list of Parish Council owned land with title information and circulated this along with a plan of the village to the Parish Councillors. It was considered by the Parish Council that this information represented all the Parish Council owned land and noted that the Parish Council had copies of the title deeds.

The title deeds will be kept on file in the Parish Office and scanned copies will be kept by the Parish Clerk.

16. Recreation Ground Trust Report

There will be an RGT meeting later this month.

17. Correspondence

The Parish Clerk noted that residents had raised concerns about traffic obstruction in the village due to parked cars and one resident was concerned about speeding on Barrington Road. The Parish Council is aware of these concerns and looking at ways to resolve the parking issues and calm traffic in the village.

Motion to exclude Public and Press: Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 where publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted on the following agenda items 17, 18 and 19.

Proposed Simon Buggey, Seconded Caroline Ilott. All agreed.

There were no members of the public left at the meeting.

18. Consideration of village warden tenders and approval of village warden contract

The Parish Council financial regulations state that contracts over £3000 require 3 quotes. Although the position was advertised only one tender for the village warden role had been received. CAPALC advise that although the Parish Council are required to seek 3 quotes, it is not always possible to receive 3 quotes and this is acceptable.

It was proposed by the Parish Council not to seek further quotes and to accept David Salmon's tender for the position of village warden. Proposed Jane Trevanion, seconded Peter Tye. All Agreed.

A draft contract for the village warden role had been circulated to the Parish Council.

It was proposed to approve the draft contract subject to the following changes:

- The location of Vicarage Corner be added.
- Reviews with the village warden will be held at least quarterly.
- The number of hours be revised to state that at busier times up to 4 hours per week or 20 hours per month may be required for routine tasks which will be kept under review by the Parish Council.

Proposed Simon Bugey, seconded Dean Howe. All agreed.

It was proposed to approve the cost of routine tasks, as specified in the village warden contract, up to 4 hours per week or 20 hours per month to provide flexibility to the village warden. The hours required will be carefully monitored against budget.

Proposed Jane Trevanion, seconded Caroline Ilott. All agreed.

Dean Howe and Caroline Ilott will have responsibility for the day to day management of the village warden.

19. Parish Clerk holiday cover

The Parish Clerk had looked into holiday cover possibilities. It was proposed to use LGS Services to provide holiday cover at a cost of £20 + VAT per hour plus travel time/mileage. Proposed Simon Bugey, seconded Dean Howe. All agreed.

20. Any Other Business

It was suggested that the layout of the Parish Council website could be improved with more information about Parish Councillors and the Parish Clerk.

21. Date and time of the next Meeting: Monday 4th March 2019 at 7.45pm in the Village Hall

Any business and payments, to be considered at a Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

The meeting closed at 10.20 pm.

Annabel Wright
Foston Parish Clerk
12 February 2019

Appendix 1 Planning Minutes

Foxton Parish Council Planning Committee Minutes Wednesday 9th January 2019 at 7.00pm at the Parish Council Office.

Present: Caroline Ilott, Andy Brown, and Peter Howell

Apologies: Simon Buggey

The meeting was quorate.

No members of the public present.

Declarations of interest

No declarations of interest.

Minutes of the previous meeting

The minutes of the meeting held on 12th November 2018 and the planning notes forming part of the minutes of the full council meeting on 3rd December 2018 were accepted as a true record of the meeting with no matters arising.

1. Application S/4683/18/FL 36 Illingworth Way, Foxton. Mr James Storer. First floor extension.

The Parish Council objects to this application on the grounds of its inappropriateness in scale, mass, form, design and proportion to the surrounding area.

The extension is out of keeping with the 4 properties –numbers 32 to 38 Illingworth Way – which have been designed and built as a cohesive block with mirror copies and a balanced design. This application would seriously affect and disrupt the streetscape as well as blocking a view to the tree line from the street.

The design of the south elevation shows a blank wall at first floor height which will stand out along with a changed roofscape which goes against the interrelationship of the houses. The whole design will unbalance, detract and dominate the existing house to the cost of the symmetry of the 4 buildings.

The west elevation could cause a problem of reducing light to the window on the east elevation of number 38 plus there could be access and maintenance problems for the roof, eaves and gutters of both 36 and 38.

The application seems to go against both the District Design Guide SPD and Policy DP/2 in terms of not enhancing the character of the local area.

- 2. Application S/3485/18/RM Barrington Cement Plant, Haslingfield Road, Barrington. Application for approval of reserved matters for appearance, landscaping, layout and scale under planning permission S/0057/17/VC for development of 220 residential units.**

The Parish Council has no objection to this application but would ask that planning officers are satisfied as to the proposed systems' capacity for the disposal of surface water and foul sewage so that there is no threat to Foxton and its environs.

AOB No matters of AOB.

The meeting closed at 7.30pm

**Minutes of the Planning Committee meeting of Foxtton Parish Council on Monday 14th
January 2019 at 6.45pm at the Parish Council Office**

Present: Caroline Ilott, Simon Buggey and Peter Howell

Apologies from Andy Brown

The meeting was quorate.

2 members of the public were present.

Declarations of interest

Simon Buggey declared an interest in application S/4683/18/FL 36 Illingworth Way, Foxtton for a first-floor extension, and took no part in the discussion of this item.

Minutes of the previous meeting

The minutes of the meeting held on 9th January 2019 were accepted as a true record of the meeting.

Matters arising

The applicants of S/4683/18/FL asked the planning committee why they had recommended refusal for this application. They voiced disappointment at the comments made by the Parish Council in the light of other extensions being approved in the village and stated that there were no objections from neighbours. The committee explained that it must view each application on planning grounds only, guided by any documentation published on the SCDC Planning portal or sent to the parish council in hard copy. No verbal opinions can be considered and the committee is not allowed to canvass any opinions from residents about any applications. The SCDC planning officers will make the decision to pass or refuse the application –Foxtton Parish Council only offers opinions. The committee advised that the applicants' architect should contact the case officer to discuss the application further.

Planning Applications to be considered

Application S/2583/18/RM –Approval of Reserved matters for application for land granted outline planning permission (S/2148/16/OL) for 7-37 Station Road, Foxtton

The Parish Council makes the following observations and comments:

1. Housing

Although the type and number of the private housing has altered slightly, the affordable housing stock remains the same. The Parish Council understand that of the

9 affordable properties, 70% will be affordable rental and 30% will be shared ownership. The social housing company is to be confirmed. Please ensure that as per the S106 statement, the first 8 of these properties are offered to people with connections to Foxton.

2. *Layout*

The appearance and layout is now acceptable. Landscaping has been altered according to officers requests for more native species to be used, but it could still be made even better with attention payed to how the whole development will look through the seasons. Will the tree plan restore the site to what is stated in the plans within a time frame ie within possibly 4 month of the last property being sold? Will there be a demonstration of compliance within a time frame to prove that the correct numbers of bird and bat boxes have been installed?

Can it be conditioned that each property must be able to park 2 vehicles?

3. *LAP*

There are only 4 items of play equipment detailed when the S106 agreement call for a minimum of 5 pieces.

4. *Boundary treatments*

Can there be further clarification on the details of the boundary treatment of the north (Villiers Park) and east boundaries. The west is post and rail and south is close boarded fence.

5. *Roadways*

There is now clear indication on the plans where the adopted road of the entrance of the site to Station Road starts and finishes. All internal roads and the site will be under a management company paid for by residents. Will there be road markings to prevent parking on the entrance road to allow ingress of service and emergency vehicles? Will lighting on the private roadways be the same and of the same quality as the lighting on the adopted section? Can all the internal site street lighting be conditioned to be dark sky friendly?

6. *PVAA*

The entrance road to the site will cut through the grass bank on Station Road. This is a Protected Village Amenity Area (PVAA) designated under the Local Plan and in the ownership of SCDC. Please can great care be made in any works near this area and

can the 'making good' be of the highest standard. This PVAA is also in the village Conservation Area.

7. *Traffic*

The site construction traffic is already conditioned to access the site via the A10 and Station Road and the entrance to the Burlington Press site on Station Road, with no site vehicle parking on Station Road at any time. Please can a condition be added to prevent any site traffic accessing the site via Fowlmere Road and Foxton High Street?

AOB

The appeal for the Thriplow Farms grainstore on Fowlmere Road (S/3566/17/FL) which was written representations only, has now been changed by the Planning Inspectorate to a hearing. Date is yet to be set.

The meeting ended at 7.45pm

Appendix 2

MAYD Report

Update Report on MAYD for Foxtton Parish Council February 2019

Louise Lord

This report is to update you on:

1. New governance, financial and service delivery documents
2. Current costs of service delivery
3. Attendance for the 2018/2019 school year
4. Changes to service delivery from April 2019

Offer recommendations and seek input on

5. Signing MAYD Parish Councils Agreement and MAYD Parish Councils Financial Service Level Agreement
6. Promoting the Service
7. Exploring how MAYD might better meet the needs of the young people of Foxtton.
8. Feedback to councillors

1. New financial, governance and service delivery documents

To make more transparent the governance, financial and service delivery arrangements of MAYD the following documents have been developed by members of the MAYD committee with input from Amanda Silvester (Youth and Community Coordinator, CCC). FPC are invited to sign the first two documents.

MAYD Parish Councils Agreement – 3 years duration (January 2019 to January 2022) – Agreement with Melbourn, Meldreth, Foxtton and Shepreth Councils. Sets out the relationship between MAYD and participating Parish Councils including governance arrangements and service delivery. In essence, this is a commitment from FPC to resource MAYD for three years. *See Appendix 1*

MAYD Parish Councils Financial Service Level Agreement – 1 year April 2019 to March 2020 – Agreement with MAYD Melbourn, Meldreth, Foxtton and Shepreth Parish Councils. Sets out the financial contributions for FPC and other participating Parish Councils based on previous years attendances (number of sessions attended) *See Appendix 2.*

Authority to proceed – 1 year April 2019 to March 2020 - Groundwork and Melbourn Parish Council on behalf of MAYD – acceptance of service delivery by Groundwork for the current year. *See Appendix 3a. Also provided is Annexe 3b which sets out provision for 2019/2020 and Annex 3c Groundworks Report on Service Delivery Oct-Dec 2018.*

2. Current costs of service delivery

As advised in my previous report, the costs of service delivery are apportioned to participating parish councils according to number of sessions attended by young people of their parish. As agreed, MPC have now started charging for venue hire. Young people who are not from participating parishes also attend - the costs of their attendance and the cost of venue hire is spread proportionately across participating parish councils. Current cost per session per person is £21.88. We are advised by Amanda Silvester that £20.00 is good value so perhaps this cost is a little high but much less than anticipated cost should we provide a Foxtton specific service. FPC are asked to contribute £564.00 for 2019/2020 which is based on attendance figure from last year. Attendance is counted according to the school year and

financial contributions are calculated by financial year so there will be some lag in costs. *See Appendix 4 for further details.*

3. Attendance for the 2018/2019 school year

Below are attendance figures provided by Groundworks who deliver the service, attendance is a little lower than last year. 6 young people who attended Foxton Primary last year went on to attend MVC – I don't have comparison data for the previous year. We are advised that young people who attend MVC are the primary users of the service and that attendance is influenced by friendship group. Other than that we don't have information on why young people attend or do not attend the service.

October (3 sessions)

	Young people	Sessions
Barrington	1	1
Fowlmere	1	2
Foxton	1	2
Melbourn	33	59
Meldreth	6	10
Royston	6	13
TOTAL	48	87

November (4 session)

	Young people	Sessions
Barrington	3	3
Fowlmere	2	6
Melbourn	23	51
Meldreth	5	8
Royston	6	12
TOTAL	39	80

December (3 sessions)

	Young people	Sessions
Barrington	2	4
Fowlmere	1	2
Foxton	1	1
Melbourn	23	43
Meldreth	3	4
Royston	6	12
TOTAL	36	66

4. Changes to service delivery from April 2019

The MAYD Committee has agreed to Groundworks proposal to run two sessions back to back the first from 6pm - 7.30pm for Years 7 & 8 and a later session from 7.30pm - 9pm for

Years 9 – 11. The proposal was made following requests from Years 9-11 to have a space separate from the younger children. The service has been run successfully using this structure in previous years and there is no increased cost.

Recommendations and Input

5. Signing MAYD Parish Councils Agreement and MAYD Parish Councils Financial Service Level Agreement

The service is less than ideal because it not easily accessible from Foxton and young people not attending MVC are unlikely to attend, access is likely to be a particular challenge for vulnerable young people who are most in need of assistance. However, given that neither CCC nor SC provide a generic/ universal youth service, I recommend that we sign both of these documents both to ensure that we have some provision for young people and to support cross parish innovation.

6. Promoting the Service

I welcome your input on how to promote the service. There is a new banner promoting the service to be displayed at the venue. I did ask Groundworks to visit the Foxton Primary last August but they were unable to find a mutually convenient time. Groundworks are reluctant to offer this as they attend assemblies at MVC which captures their main target audience. I will/have put posters up around the village. I have asked Groundworks to post weekly on their FB page so I can share on the village FB page (or is this better via the FPC FB page?). I also attach/ will send an article for the March Laurentian aimed at parents for your comment.

7. Exploring how MAYD might better meet the needs of the young people of Foxton.

As per previous discussions, we have little information about the needs of young people in Foxton. I suggest exploring with the MAYD committee whether there may be some method of gaining further insight into the lives of young people or whether a 'Cross Parish Young Persons Parish Council' might be possible in the future.

8. Feedback to councillors

To date, I have tended to provide verbal reports at meetings. Is this sufficient or would you like more frequent/ additional information such as minutes from MAYD meetings, financial reports and service delivery reports from Groundworks?