



# SAWSTON PARISH COUNCIL

MINUTES of the EXTRA FULL COUNCIL MEETING HELD ON 22 SEPTEMBER 2020  
VIRTUAL - Meeting commenced at 7.15 pm

## PRESENT:

Parish Clerk Jo Keeler  
Assistant Parish Clerk Clare Speed

## Councillors

Kevin Cuffley  
Tony Orgee (arrived 8pm)  
Stephen Drew  
Brian Milnes  
Neil Reid  
Anand Pillai (left at 7.40pm)

David Bard  
Kieran Cooper  
Tony Fell  
Jayne Merrick  
Rajni Padia

+ 4 members of public

## 121 APOLOGIES FOR ABSENCE

Beck Laxton (Personal)  
Michael Mallows (Personal)  
Colin Groves (Personal)  
Ray Matthews (Personal)

## 122 DECLARATIONS OF INTEREST FOR THIS MEETING

Kieran Cooper – Planning item 20/03627/HFUL as it next to a JHC property and he is a trustee of JHC.

## 123 CONFIRM THE MINUTES OF THE EXTRA FULL PARISH MEETING HELD ON 21 JULY 2020

The minutes of the extra Full Parish Council Meeting held on 21 July 2020 were read, confirmed and signed.

It was **PROPOSED** by Councillor Jayne Merrick and **SECONDED** by Councillor Kieran Cooper to **ACCEPT** these minutes.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

## 124 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 08 SEPTEMBER 2020

The minutes of the Full Parish Council Meeting held on 8 September 2020 were read, confirmed and signed.

It was **PROPOSED** by Councillor Rajni Padia and **SECONDED** by Councillor Jayne Merrick to **ACCEPT** these minutes.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

## 125 MATTERS ARISING

None

<a href="#">20/03678/HFUL</a>	<p>First floor extension and replacement of existing flat roof with a green roof at 80 Babraham Road.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Brian Milnes to <b>support</b> this application.</p>	<p><b>Support/ No Objection</b></p> <p><b>Vote: 10 For Unanimous</b></p>
<a href="#">20/03628/LBC</a>	<p>Remove existing conservatory and infill existing courtyard to form library, add door case to existing front door, add porch and ramp to existing back door. Extend existing annexe at 61 High Street.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Brian Milnes to <b>support</b> this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 9 For 1 Abs</b></p> <p><b>PC Comment:</b> The Parish Council has no objection to this application in principle, provided that the Conservation Officer is satisfied that the proposal would not result in any permanent damage or alteration to the historic fabric of the listed building.</p>
<a href="#">20/03564/FUL</a>	<p>Conversion of farm shop to form one bedroom dwelling at Common Lane Farm Common Lane.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Brian Milnes to <b>support</b> this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 10 For Unanimous</b></p>
<a href="#">20/03522/FUL</a>	<p>Change of use of grain store into flexible D1(training centre), B1 (Light Industrial) and B8 (storage or distribution) use at Deal Farm Cambridge Road.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Rajni Padia to <b>support</b> this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 10 For Unanimous</b></p> <p><b>PC Comment:</b> The Parish Council has no objection to this application but recommends that the start of the 30mph speed restriction should be extended Northwards by approximately 300m to the brow of Huckeridge Hill. Reason: to improve highway safety. The Parish also recommends that the applicants be required to submit a sustainable travel plan in accordance with adopted Local Plan Policy TI/2.</p>

<a href="#">20/03575/HFUL</a>	<p>New side wall to garden at 5 Tannery Road.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Kevin Cuffley to <b>object</b> this application.</p>	<p><b>Objection/Do not support</b></p> <p><b>Vote: 5 For 4 Against 1 Abs</b></p> <p><b>PC Comment:</b> The Parish Council objects to this application on the grounds that it would have a detrimental effect on the street scene and remove an open green space. The Parish Council notes that a virtually identical application, S/2543/14/FL, was refused on these grounds in 2014.</p>
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The information only plans were noted.

#### 127 TO DISCUSS REMEMBRANCE DAY ROAD CLOSURE

This was discussed at the last full parish meeting and the Clerk received 8 requests to discuss this again.

The Clerk, Chair and Vice Chair recently had a meeting with the RBL to discuss this years remembrance day. It was agreed that due to the current pandemic, they would only have 6 people attend the war memorial and that they would stream the service online so people could still attend virtually. They agreed they would not need a road closure but would still have some 'marshalls' to ensure people do not congregate around the memorial.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Rajni Padia not to go ahead with the road closure due to the pandemic.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

Councillor Anand Pillai and Clare Speed left the meeting. 7.40pm

#### 128 TO DISCUSS SITE H/1:B – LAND NORTH OF BABRAHAM ROAD

The parish council received a letter of objection regarding this site which can be found at the end of these minutes. The parish council had a meeting with the site manager of this development who has confirmed the issues are now resolved. The Clerk to write to the resident asking them to confirm this.

#### 129 TO DISCUSS ZERO CARBON COMMUNITIES GRANT SCHEME

The zero carbon communities grant scheme round 2 is open for applications until 30<sup>th</sup> September with possible funding of up to £15,000 for projects to support communities to reduce their reliance on fossil fuels. Claire Lord and Yasmin Emerson of 2G3S (Green Groups in the Shelfords, Stapleford and Sawston) attended the meeting and offered to help complete the application for Sawston. This was discussed and agreed that we should apply for funding to have an energy survey on the parish council office and to apply for funding for trees.

Councillor Jayne Merrick asked to be involved with the tree application and it was agreed that Claire Lord would contact the Clerk to complete the application form.

Yasmin Emerson and Claire Lord left the meeting. 7.50pm

- 130 TO DISCUSS RESIDENT COMPLAINT REGARDING BRAMBLES AT ORCHARD PARK**  
A resident has written to the parish council regarding a mass of brambles on Orchard Park on the other side of their boundary fence. Our grounds keepers do cut them back but the roots left underground keep growing back and through their fence. They have asked if we can remove it. There are also 6 large ash trees along the west side of their boundary which drops leaves onto their path which is hazardous when wet as it becomes slippery and their gutters are always full of leaves, they have asked if something can be done with these trees too to prevent these problems. This was discussed and Councillor Jayne Merrick had been to look at the area and didn't think we could do much with the bramble bush apart from keeping it cut back as we cannot do anything about what has grown under their fence. The Clerk will ensure the grounds keepers keep this cut back from their fence. With regards to the trees she said there didn't appear to be much overhanging their property. Councillor Brian Milnes explained that they are within their right to cut back whatever is overhanging their property and asked the Clerk to write to the residents to let them know.

Councillor Tony Orgee arrived 8:00pm

- 131 TO DISCUSS PLANNING WHITE PAPER CONSULTATIONS**  
The Ministry of Housing, Communities and Local Government recently issued three consultations on reform of the planning system and planning for the future. This was discussed and agreed we would welcome attempts to speed up the local plan process and we would be concerned about affordable housing if it was committed to what is in the white paper.

Councillor Kevin Cuffley said that individuals should respond to this consultation too.

- 132 TO DISCUSS VILLAGE TREE QUERIES**  
The parish council has received three letters regarding trees within the village that residents have asked to have work on.  
The Clerk explained that the tree officer at SCDC will not come out to advise us on work that may need doing but felt we did need to get advice before we get quotes for work from tree surgeons. The Clerk explained that we do have a tree survey every couple of years and act on the advice given but some trees may deteriorate after. This was discussed at length.

It was **PROPOSED** by Councillor Brian Milnes and **SECONDED** by Councillor Kevin Cuffley for the Clerk to get three quotes for an arboriculturist to visit Sawston up to 4 times a year to advice on tree queries we get from residents if needed. The Clerk will also write to the residents that have sent in requests to inform them what we are doing.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

- 133 TO DISCUSS REPLANTING MORE TREES ON TEVERSHAM WAY GREEN**  
The parish council has been asked if they would consider planting some more trees on the humped green area in Teversham Way. Councillor Jayne Merrick explained she is still working on the tree planting scheme and will add the area to the list. The Clerk to let the resident know.

- 134 TO DISCUSS DRAFT NORTH EAST CAMBRIDGE AREA ACTION PLAN**  
[www.greatercambridgeplanning.org/nec](http://www.greatercambridgeplanning.org/nec)  
The consultation on the draft North East Cambridge Area Action Plan will close on 5<sup>th</sup> October and the parish council has been asked to comment. Councillor Brian Milnes explained that the water treatment works has been given £200m fund grant to move the water treatment works so housing can be developed on the site. This was discussed and the main comment to respond is the state of the transport. It can take 1 hour and 20 minutes on a bus to get from Sawston to north Cambridge business parks.

It was **PROPOSED** by Councillor David Bard and **SECONDED** by Councillor Neil Reid for the Clerk to respond with this comment.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

**135 TO DISCUSS BABRAHAM ROAD PARK AND RIDE EXTENSION**

The Greater Cambridge Partnership and consultants Matt McDonald are proposing to enhance Babraham Road parks and ride by adding:

- Over 150 new car parking spaces, an addition to the existing 1458 spaces to help reduce the number of car journeys into Cambridge
- A new footpath from the park and ride site to the A1307
- Solar canopies over the new and existing parking spaces
- A landscaping scheme that supports biodiversity

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor David Bard to respond to say we are very positive about the solar panels and support this proposal.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

**136 TO DISCUSS SAWSTON GIRLS BRIGADE USING ORCHARD PARK**

The parish council has been asked by the Sawston Girls Brigade if they could use Orchard Park for some outside activities because of the current pandemic and not being able to use their current premises. It would be between 6.30-7.30pm on Tuesday evenings and they would follow the government guidelines to stay Covid safe.

It was **PROPOSED** by Councillor Stephen Drew and **SECONDED** by Councillor Jayne Merrick to allow them to use Orchard Park.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

**137 TO DISCUSS THE APPLICATION TO HAVE A CORPORATE GOVERNANCE REVIEW**

This was discussed and agreed to ask the District Council to commence the Corporate Governance Review (CGR) in relation to the Parish Boundary around the two developments known as H:1/b and H:1/c.

Councillor Brian Milnes will make enquiries as to the offering to Babraham of “naming rights” of the new development, given that this CGR was imminent, and agreed in principle.

It was **PROPOSED** by Councillor Brian Milnes and **SECONDED** by Councillor David Bard for the Clerk to contact SCDC.

**VOTE: 9 FOR : 1 NO VOTE**

**138 TO AGREE RISK ASSESSMENTS FOR THE PAVILIONS**

The councillors all received a copy of the risk assessments for the pavilions and also a new Covid 19 risk assessment that the Clerk put together to be discussed. All councillors had read these before the meeting.

Councillor Kevin Cuffley explained that he felt the changing rooms at all the pavilions should be closed because of the pandemic and asked for comments.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Rajni Padia to close all the changing rooms.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Jayne Merrick to accept the COVID-19 risk assessment with the additions:

- All changing rooms are closed.
- Face masks/coverings must be worn when inside the buildings

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

It was **PROPOSED** by Councillor Brian Milnes and **SECONDED** by Councillor Kevin Cuffley to accept the pavilion risk assessments.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

**139 TO DISCUSS THE LOCAL PLAN**

Councillor Brian Milnes suggested the parish council holds a surgery for residents to attend who have concerns about local sites for development. Councillor Kevin Cuffley suggested this is discussed as part of the Masterplan. The Clerk will make this an agenda item for the next Masterplan meeting.

**140 TO DISCUSS LHI (RAILINGS OUTSIDE POST OFFICE)**

Councillor Kevin Cuffley explained he did want to discuss having railings outside the post office to prevent people parking there but has since spoken with Councillor Brian Milnes who has suggested we apply for a mini roundabout at the junction. This would not only slow traffic down but you cannot park on a roundabout. The deadline is 25<sup>th</sup> September and Councillor Kevin Cuffley agreed to complete the application.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Brian Milnes to apply for an LHI for a mini roundabout.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

**141 CORRESPONDANCE**

- Letter to resident regarding land at Church Lane – Councillor David Bard wrote a letter for the council to approve in response to the resident's request to remove the area of land from greenbelt so they could build on it.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Kieran Cooper to send the letter.

**VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)**

**142 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING**

**Meeting closed 9.26pm**

**Letter of objection – item 128**

I have recently been made aware of this planning application.

I OBJECT to this application for the following reasons.

On drawing reference 2071 04 reference is made to 'PRoW track retained as existing'. That is not sufficiently clear and must be changed to state that the Restricted Byway 12/10 Babraham is to be retained to provide a minimum of three metres useable space. The reason for this objection is to protect the amenity of the byway for its users. In some places the useable width of the byway already appears to have been reduced to approximately 2.4 metres which needs to be rectified.

I understand there are no plans for a barrier between the byway and the site. When using the parking bays, vehicles will turn directly towards the byway and its users. From a recent site visit, it was ascertained the kerb of the parking bays are tight up against the byway allowing potential for the bonnet of a car to hang over part of the byway. There is nothing to stop a vehicle overshooting a parking bay and ploughing into a byway user. A vehicle reversing into the parking bay would engulf byway users in exhaust fumes and potentially, noise.

Any horse would be frightened to have a vehicle driving directly towards its side. A vehicle parking in this location would stop only a very short distance from the horse which could cause an extreme reaction on a relatively narrow path. The byway is very well used by walkers, cyclists and horse riders. It is understood that on a previous plan, a barrier / hedge / fence was proposed for this area. Why has it been removed? We would suggest that there is a need on the grounds of safety and amenity for some sort of barrier to be erected along the parking bays.

The reason for this objection is to protect the users of the byway from potential harm caused by lack of a physical barrier. Any physical barrier should not reduce the RB minimum three metres useable space.

It is noted that some trees are proposed along the RB site boundary. A maintenance programme needs to be put in place to ensure that overhanging branches do not become a hazard to horse riders using the byway.

Currently, the hedge is quite well trimmed back. Over the years this has not always been the case. Prior to the development, it is likely that the maintenance was carried out by a tractor with a flail. This is no longer possible. There needs to be a maintenance plan in place including identification of responsibility, to ensure that the hedge is kept well trimmed back to avoid reduction of the minimum three metres useable width of the Restricted Byway.

Summarised my Objection is:

- The width of RB 12/10 has not been clearly stated on the application and an attempt has been made to remove the need to retain the minimum 3 metres useable width through the planning process.
- The useable width of RB 12/10 has been encroached by the development site on the ground.
- There is no protection for the byway users from parking vehicles.
- Maintenance plan needs to be in place to prevent trees and hedge encroaching on the RB and becoming a hazard to horse riders.

I was unaware of this Planning Application until very recently. Why was the British Horse Society not consulted on such a significant change to the Restricted Byway?

I note that there are currently no comments from the Statutory Consultees on this application. I am concerned that the potential impact of this application on a public amenity has not been recognised by LA Officers, Parish Councillors and other affected RoW users. I am therefore copying this response to Stapleford Parish Council, Sawston Parish Council, Babraham Parish Council, Roger Payne, Definitive Map Officer, Camilla Rhodes, Asset Information CCC and Councillor Brian Milnes. No decision should be made on this application until comments have been received from these consultees.