

Meeting on 5th August 2019

Clerk's report to councillors

2. Apologies for Absence – to receive apologies for absence.

4. To approve the minutes of the meeting on 1st July 2019 – copy previously provided.

6. Matters Arising: Councillors to provide reports as listed on the agenda.

7. Consultations:

(a) Local Transport Plan – email received from the combined authority:

We are writing to you to seek your input in developing the first ever Local Transport Plan for Cambridgeshire and Peterborough.

This consultation is an opportunity to have an exciting, powerful conversation with people, businesses and providers of public services about the key priorities and principles that will shape our transport network to 2050. It will address the key challenges and opportunities around transport in Cambridgeshire and Peterborough, both now and in the future.

The Cambridgeshire and Peterborough Devolution Deal, agreed with Government in 2017, gave the Mayor and the Combined Authority responsibility for certain transport functions. Among those responsibilities, the Combined Authority took over the role of Local Transport Authority from Cambridgeshire County Council and Peterborough City Council. One of the key responsibilities of the Local Transport Authority is the development of a new Local Transport Plan.

Our draft Local Transport Plan was published on June 17, marking the start of a fifteen-week consultation period which runs until September 27. It sets out an ambitious and challenging strategy for a world-class, integrated transport network, which addresses current and anticipated future pressures on infrastructure, while also supporting housing and economic growth. It aims to bring forward a step-change in how people and goods travel across the area.

It will provide the vision and strategy to meet the infrastructure challenges set out in Cambridgeshire and Peterborough Independent Economic Review (CPIER). It will also be a key strategic pillar in meeting the Combined Authority's commitment to doubling the size of the area's economy over 25 years, and meeting the vision set out in the Growth Ambition Statement.

The Local Transport Plan will set out the Combined Authority's plans and strategies for maintaining and improving all aspects of the local transport system. It describes:

- the vision and objectives for transport in the area alongside a programme for achieving them;
- the current and future transport needs of people and freight, across transport modes; and
- policies and delivery plans relating to transport, explaining how they contribute to the delivery of local strategic priorities.

You can access the full suite of Local Transport Plan documents on our [website](#), alongside details of our consultation events and ways in which you can respond to the consultation. Consultation events are taking place at a range of locations across Cambridgeshire and Peterborough in June, July and September.

We look forward to hearing your thoughts on the draft document and engaging with you further as we respond to feedback and finalise the Local Transport Plan later in 2019.

Kind regards,

The Cambridgeshire and Peterborough Combined Authority

(b) Grafham and Ellington Neighbourhood Area Designation – email received from HDC.

Grafham and Ellington Neighbourhood Area Designation will be available for you to view and comment between the following dates:

Start date: 08/07/19 13:05

End date: 23/08/19 17:00

Please select the following link to view this event:

<http://consult.huntingdonshire.gov.uk/portal/pp/nps/genp>

(c) Greater Cambridge Sustainable Design and Construction Supplementary Planning Document – email from South Cambridgeshire District Council.

The Greater Cambridge Shared Planning Service is seeking views on the draft Greater Cambridge Sustainable Design and Construction Supplementary Planning Document (SPD) during a ten-week period of consultation starting at **9am on 15 July 2019**. The purpose of the SPD is to assist with the implementation of policies related to climate change, sustainable design and construction and wider environmental policies contained within the adopted 2018 Cambridge and South Cambridgeshire Local Plans. The Draft Greater Cambridge Sustainable Design and Construction SPD sets out the information that should be submitted with planning applications to demonstrate how schemes meet the Councils requirements. In providing such guidance, the SPD will ensure that new development contributes to meeting the challenges posed by our changing climate including:

- Contributing to carbon reduction targets and reducing fuel poverty;
- Ensuring that new development is adaptable to our changing climate;
- Ensuring that new development makes efficient use of resources;
- Ensuring that new development contributes to the health and wellbeing of new and existing residents.

The focus of the SPD is on providing guidance on existing adopted policies. The SPD cannot set new policy requirements, and as such, the Councils aspirations for net zero carbon will be developed as part of work on the [Emerging Greater Cambridge Local Plan](#).

A number of technical documents accompany the SPD, including: a Sustainability Appraisal Screening Report, a draft Habitat Regulations Assessment Screening Report and Equalities Impact Assessments, on which we also seek comments. A final Habitats Regulations Assessment Screening Report will be produced when the adoption of the SPD is being considered, having regard to the response to consultation and all other relevant considerations as they may arise at that stage.

Make your views known either by filling in the online form on the Council's website (<http://cambridge.jdi-consult.net/localplan/>), or alternatively by email or in writing using the Response Form, available to download on the Councils websites or from the Councils offices. The Councils preferred way of receiving representations is in electronic form as it helps reduce use of resources and speeds up the management of the process. **All comments must be received by 5pm on Monday 23 September 2019.**

When the final adoption of the SPD is being considered, regard will be given to the responses to the consultation and all other relevant considerations. When the SPD is adopted it will be a material consideration when planning decisions are made.

8. Cemetery Trees and Hedges – report from Jeff Gorton:

9. Sportsfield – risk of encampment – report from Nick Ginn.

10. Street Light Energy – email from Cambridgeshire County Council advising on the decision to end current street light energy arrangements:

Earlier in May we contacted all parishes to let them know about a decision to end current street lighting energy arrangements. These involved us, Cambridgeshire County Council, buying energy on your behalf and then recharging you at the end of every year. Going forward, parishes will need to set up new arrangements for procuring and paying for street lighting energy themselves and this information will help you to do this.

UK Power Networks (UKPN) own and maintain the electricity cables in our area and manage supply. To take responsibility for your parish owned lighting energy supply, you will need to provide UKPN with three pieces of information:

- a) An up to date copy of your Street Lighting Inventory (format as attached)
- b) Confirmation of your preferred energy supplier
- c) Contact details for correspondence/billing purposes.

We have attached a copy of the latest detailed inventory we hold for your parish. We have agreed the format of this spreadsheet in advance with UKPN, so it should contain everything that they are looking for. You will need to check that this inventory is an accurate record of your parish owned street lights or update it if not. If you have had your street lights upgraded, the contractor that carried out the work should be able to help provide information if they have not already done so. We have also attached an information pack describing how charge codes are calculated, but this should hopefully not be necessary.

You will also need to select a preferred energy supplier. Whilst they won't be able to set you up as a fully paying customer initially (due to needing information from UKPN), they should be able to provide you with enough information to allow you to make a decision. Your preferred supplier will need to be able to deal with an unmetered supply and will require your inventory details to provide a quote.

You can find a list of potential energy suppliers from Ofgem (<https://www.ofgem.gov.uk/consumers/energy-supplier-comparison-data>).

When you make contact with an energy supplier, they will ask if you want a half hourly billing or non half hourly billing arrangement for your unmetered supply. We recommend non half hourly billing. If you choose half hourly billing you will need a separate meter administrator which will be an additional cost and generally greater than any saving you make, unless you are managing a large inventory (generally greater than 1000 units).

Once you have all three of these pieces of information, please send them through to UKPN via umso@ukpowernetworks.co.uk.

Setting up new customers and managing these inventories will take time and we are aiming for this process to take place between now and October 2019. Whilst there may be reasons why you may need to contact UKPN more quickly or take longer in selecting your preferred energy supplier, we would be grateful if you could aim to contact UKPN within this timescale, who may adopt a phased approach.

11. Clerk's Financial Statement – will be available before the meeting.

12. Cheques for Approval – will be available before the meeting.

14. Correspondence. Relevant available information is reported below:

14.1. Waste Minimisation – email from HDC:

I just wanted to take this opportunity to introduce myself. I have just started in my new post as Waste Minimisation Support Officer, and in this role, I would like to work with community groups and organisations to help tackle the waste within the district, maximising the amount we can recycle and minimising the waste that gets sent to landfill. I hope that we can work together to improve the recycling rates of the district and support our residents to recycle wherever possible.

I have a couple of projects which my team would like me to work on, which I will be in touch about if it is in your area. However, if you have any projects in mind, or I can support you in anyway regarding waste, please do get in touch and I will do my best.

With kind regards,

Waste Minimisation Support Officer

Huntingdonshire District Council

14.2. Loss of bus service 28 – email from District Councillor, Richard West:

I understand Cambridgeshire County Council have withdrawn bus service 28, will not be supporting the cost of the service,

I had yesterday three phone calls from residents concerned about the lost of the service to the village.

I explained HACT supported community transport but it was important it was used which was understood.

I am asking are HACT able to provide the service taking over from Cambridgeshire County Council ?

I am going to request this is item on August parish council meeting looking to increase membership of HACT to prove there are customers who will use the service which makes it viable.

I am seeking the service to be maintained after Cambridgeshire a County Council withdraw

Regards

Richard

14.3. Gliding Club charitable donation – email from the Cambridge Gliding Club:

Good afternoon – you will recall that when CGC announced the Neighbours Open Day for 30th June we said that we would donate 25% of the funds generated to three locally based charities to be nominated by the Parish Council delegate to the Cambridge Gliding Club Consultative Council.

The total income came to £722 – and we have rounded that up 25% to £200.

The largest number of participants came from Waresley, then Little Gransden followed by Great Gransden – so it seems appropriate to split the £200 between these three as 50%/25%/25% respectively.

As the Parish's elected representative on the CGC Consultative Council if you could let me have the contact details for the charity in your village to which you would like us to send the £100, £50 and £50 I will arrange for that to be paid to them.

14.5. Polling Schedule – email from Electoral Services, HDC:

Polling District and Polling Places Review 2019

Every Council is required to regularly undertake and complete a review of all polling districts and polling places within its administrative boundary at least once every four years. The last full review was completed in October 2013 and an interim review undertaken in 2016 following changes to the electoral arrangements for Cambridgeshire County Council and Huntingdonshire District Council.

Definitions

- A **polling district** is a geographical sub-division of an electoral area. All wards within Huntingdonshire are divided into polling districts, which form the basis upon which the register of electors is produced. Most are defined by parish boundaries, but there are exceptions. The Council is responsible for dividing its area into polling districts for UK Parliamentary elections and for keeping the polling districts under review. Although there is no requirement to sub-divide local government electoral wards into polling districts, it is recognised good practice to do so. In addition, and unless there are special circumstances that lead the Council to determine otherwise, each parish must be in a separate polling district.
- A **polling place** is the geographical area within which a polling station is located. In the absence of any legal definition, this can be regarded as widely as the entire polling district or as narrowly as the actual building used as a polling station.
- A **polling station** is the premises where voting takes place and must be located within the polling place designated for the particular polling district.

Although the review is of polling districts and polling places it is accepted that polling stations are inexorably linked to the review and comments are invited regarding those stations currently used and/or any suggested alternatives ensuring that:

1. Electors have such reasonable facilities for voting as are practicable in the circumstances; and
2. As far as is reasonable and practicable, that polling places are accessible to all electors, including those who are disabled, and when designating a polling place, have regard to the accessibility needs of disabled persons.

As a result, we are now looking for your thoughts and views about our existing arrangements to help us decide what, if any, changes should be made in this review.

Attached is the Polling District Schedule showing the existing polling districts, polling places and polling stations for the entire District. This gives the location of our current polling stations that we plan on using at all forthcoming elections.

Scope of the Review

As there was an interim review in 2016 that reflected changes to the new electoral arrangements, there are currently no changes proposed to polling district boundaries, however if you have any thoughts or concerns please feedback through this review.

It should also be noted that polling stations are not a formal part of the review, it is essential that the Council and Returning Officer have regard to the adequacy and suitability of premises used, particularly in relation to accessibility by disabled electors. The Polling District Schedule identifies areas where there are currently issues with the polling station, or else the polling station is located outside of the polling district. The Returning Officer is also always interested in hearing from residents about how polling in Huntingdonshire can be improved. Please let us know if you have any thoughts on your local polling station that you would like to share.

Review Timetable

Consultation on proposed changes	3 July 2019 – 14 August 2019
Proposed changes taken to Corporate Governance Committee	2 October 2019
Recommendations to Council	9 October 2019
Republish register	1 December 2019

How to respond

It is important that we consult as widely as possible on future arrangements and any comments on the existing structure or proposed changes would be most welcome. Representations should be sent to Electoral Services, at the

address below or emailed to elections@huntingdonshire.gov.uk. Please make the subject of your email POLLING DISTRICT REVIEW.

You can also write to –

Electoral Services

Huntingdonshire District Council

Pathfinder House

St Mary's Street

Huntingdon

Cambs

PE29 3TN

Or you can contact us on (01480) 388129

Please ensure responses are received by **14 August 2019**.

15. Planning:

15.3. Strawberry Grove, Sand Road. Information received from HDC's planning enforcement and Environmental Health:

RE: Planning Enforcement Case 19/00161/ENOTH- Strawberry Grove, Sand Road, Great Gransden

Thank you for your email in relation to this matter, we have now conducted site visit to establish what is going on at the site.

I went round the site and viewed all the structures, all of these are linked to the agricultural work on the site therefore do not need planning permission. There are no new structures since the last enforcement officer attended only additional a turkey pen.

As per General Permitted Development Rights the events would fall under Schedule 2, Part 4, Class B, therefore do not need planning permission. The organiser has also applied for the event licenses with the relevant department therefore there is no enforcement case to answer.

Again thank you for your report and I will now close the case.

Regards

Planning Enforcement Officer

Development Services

Huntingdonshire District Council

I have received your email from (REDACTED) regarding Strawberry Grove Growers in Sand Lane.

The events held so far have been with a Temporary Event Notice; which means that someone may hold events for a limited number of times each year if they have no premises licence.

Although Env Health may object to the notices I would need some very good evidence to justify this.

It may well be that the owners should take some advice from planning if they intend to make these events part of their business plan.

Regards

Environmental Health Officer

