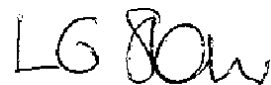


# COMBERTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on  
**Wednesday 8 October 2014 in the Village Hall at 7.30pm.**

*The Public and Press are cordially invited to be present.*

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.



Gail Stoehr, Clerk, 02/10/14

## AGENDA

- 1. Apologies for absence and declaration of interests**
  - 1.1 To receive written apologies for absence and reasons
  - 1.2 To receive declarations of interests from councillors on items on the agenda
  - 1.3 To receive written requests for dispensations for interests (if any)
  - 1.4 To grant any requests for dispensation as appropriate
- Comments & observations from members of the public & County and District Cllr reports**
- 2. To approve the minutes of the last meeting on 10 September 2014**
- 3. Matters arising or carried forward from the last meeting or a previous meeting for discussion or decision and to note the Clerk's report**
  - 3.1 (6.9) Balfour Beatty – street lighting designs for upgrade – to consider complaints received from residents and the proposed removal of a light in Hillfield Road
  - 3.2 (5.7) Hedge on the boundary of the land extension to the rear of the Meridian School – to consider the cost of works
  - 3.3 (6.4) Normandy Close landscaping – to consider a quote for maintenance work
- 4. Finance, procedure & risk assessment**
  - 4.1 To receive the finance report and to approve the payment of bills
- 5. To receive reports from committees, working groups and members for information only unless specified**
  - 5.1 Planning Committee report
  - 5.2 Recreation Ground Working Group (RWG)
    - 5.2.1 Agrostis report on land extension and maintenance requirements
    - 5.2.2 Agrostis fees
    - 5.2.3 Booking form and hire fees
    - 5.2.4 Request from Comberton United that it pays in installments for booking for last season
  - 5.3 Tree Group – to consider the recommendations contained in their report including the purchase of trees
  - 5.4 Transport Working Group
    - 5.4.1 Local Highway Initiative – Proposal that the Parish Council increase its contribution towards a Zebra Crossing to a maximum of £10,000 <sup>(SH)</sup>
  - 5.5 Employee Review Working group – to discuss and decide the arrangements for the annual review of employees
- 6. To consider matters arising out of correspondence/communications received**
  - 6.1 Awards for All grant offer for the Play Equipment Phase 3 – to consider the offer and the terms and conditions
  - 6.2 Comberton Playground Project Phase 3- request that the Parish Council underwrites a maximum of £5,600 shortfall in funding
  - 6.3 Comberton Playground Project liaison – to appoint a member with responsibility for liaising with the CPP and assisting with grant applications and project monitoring
  - 6.4 SCDC – Neighbourhood Planning Service Level Agreements consultation
- 7. Closure of meeting**

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*Initials in brackets adjacent to an item indicate the member who has tabled this item or is expected to report. Numbers in brackets before an item indicate the minute reference from the last or previous meeting when this matter was tabled.*

Mrs Gail Stoehr, Clerk to Comberton Parish Council, 30 West Drive, Highfields Caldecote, CB23 7NY

Tel: 01223 264553

Email: [parishclerk@comberton.org.uk](mailto:parishclerk@comberton.org.uk)

## **Clerk report to Comberton Parish Council meeting 8 October 2014**

3.1 (6.9) Balfour Beatty – street lighting designs for upgrade – to consider complaints received from residents and the proposed removal of a light in Hillfield Road

Balfour Beatty to Clerk “I thought I would keep you updated on the resident meeting:

### **COMBERTON**

WEST STREET we are removing CC16 (they wanted it noted that this a dedicated cycle path crossing so feel it should not be removed

BARTON ROAD - CC45 lights up a very busy area (Cost cutter and so on) I have said that this is an S4 lighting design so it is the optimum light for this road (Observations)

Green End – CC6 Should not be removed (again want it noted)”

Clerk to Balfour Beatty – “as you are aware at the meeting you attended the Council asked that Balfour Beatty should prioritise the retention of the streetlights on the main roads and by alleyways in neighbourhood (residential) areas.

The Parish Council has received a number of complaints from residents including one from xxx of Hillfield Road who I believe has contacted Balfour Beatty to object to the removal of the streetlight by the alleyway leading to the garages in that road.

The light provides security and also lights a footpath to the backs of 4 houses (37, 39, 41, 43 Hillfield).

The resident did not attend the residents meeting because he was not aware that it was on. It was the Council’s understanding that Balfour Beatty had already sent letters out to all the residents and that you would complete a leaflet drop to all residents affected by the proposed works. . The resident says he and many other residents did not receive one. *[Clerk’s note – other residents in other areas of the village hall also complained about this All complaints have been forwarded to Balfour Beatty and copies sent to Cllr Frost.]*

Cllr Higman did put some posters up in the village as you are aware.

Can you please confirm that this light in Hillfield Road will be retained as it appears to meet the Parish Council’s request that Balfour Beatty should prioritise the retention of the streetlights on the main roads and by alleyways in neighbourhood areas.”

Balfour Beatty to Clerk “My understanding from the Parish Meeting when all the plans were looked at the Parish Council agreed that all bases were indeed covered. We held the resident meeting and again this is not contractual we do it as we recognise that this is a difficult contract so we want to support the Towns and Villages hence the meetings.

We do leaflet and letter all residents advising them of the impending works and this happens within the 45 day consultation time, we do not advertise the resident meetings we rely heavily

on the Parish councils to support on this as it is for their village and generally there are more than 8 people involved in a Parish and there is only one of me.

If the Parish want to retain the light on the footpath another light will need to be chosen asap as the works have started, I have to stress that once we have held both the parish and resident meetings the plans do not change. The Parish can take the light on as is at a cost of £60 per year.

Please can you advise asap what you would like to do with this light as I will need to inform our operations and design teams.”

4.1 To receive the finance report and to approve the payment of bills - attached

5.2.1 Agrostis report on land extension and maintenance requirements - attached

5.2.2 Agrostis fees – Tim Lodge of Agrostis writes “Thank you for your payment of £1,320 for invoice 415.

*What I am unable to locate is any quotation for the procurement and supervision aspects of this project. Over the long course of the development of the project this appears to have been overlooked which leaves me in an embarrassing situation now that the work is virtually completed and we have been supervising and managing the contract all along!*

*Our original feasibility study on the site (also attached) contained an estimate of these costs but it was based on what at the time was going to be a much larger development, you may recall. The relevant figures in that document were for 0.5 % of the project value for procurement and 4.0 % for the supervision and contract management. The final value of the contract with Speedcut is for £79 003.35 plus VAT (not including contingencies) and the equivalent percentages indicate our fees should be £395.02 plus VAT for the procurement and £3160.13 plus VAT for the supervision and contract management. This latter element will become due in a few weeks when the final mowing operations are completed.*

*I would be pleased if you would confirm your agreement to this so that we can generate the appropriate invoices for the additional work.”*

5.2.4 Request from Comberton United that it pays in installments for booking for last season

Andy Marsh writes “an initial payment of £291.82 [*received*] and then request as in previous years if the PC would allow us to pay a minimum £100 pm until settled.

5.5 Employee Review Working Group – to discuss and decide the arrangements for the annual review of employees – the Council should also note that its litter picker has resigned as he has a place at University.

## **6. Correspondence**

6.1 Awards for All grant offer for the Play Equipment Phase 3 – to consider the offer and the terms and conditions – attached.

6.4 SCDC – Neighbourhood Planning Service Level Agreements consultation

We are inviting you to take part in a consultation about neighbourhood planning in South Cambridgeshire.

A report about neighbourhood planning was considered by the Planning Portfolio Holder on 9 September 2014 where a draft Service Level Agreement (SLA) was agreed that sets out how South Cambridgeshire proposes to work with parish councils that decide to prepare Neighbourhood Plans. The SLA provides guidance on the type and level of support South Cambridgeshire will offer to a parish council(s) on the preparation of a Neighbourhood Plan and also seeks agreement with the parish council about how it will progress its plan.

We would like to offer Parish Councils in the district the opportunity to comment on this draft SLA as they will be asked to sign up to this agreement if they decide to prepare a Neighbourhood Plan. The draft SLA is attached to this email.

The deadline for comments is 31 October 2014.

A note is attached explaining more about neighbourhood planning and what has been happening in South Cambridgeshire District Council.

We are in the process of organising a free training event about neighbourhood planning which will be run jointly by Locality, The Planning Advisory Service and Planning Aid here in our offices in Cambourne. The proposed date is 1 December 2014. We expect to be able to send out more details on this event soon.

**COMBERTON PARISH COUNCIL**  
**The minutes of the Parish Council meeting held on**  
**Wednesday 10 September 2014 in the Village Hall at 7.30pm**

Members present:	Miss A Bacon (Chairman) <sup>(AB)</sup>	Mr B Pemberton <sup>(BP)</sup>
Councillors:	Ms S Higman <sup>(SH)</sup>	Mrs J Preston <sup>(JP)</sup>
	Mr A Hollick <sup>(AH)</sup>	Mr T Scott <sup>(TS)</sup>
	Dr J McCabe <sup>(JM)</sup>	Mr N Taylor <sup>(NT)</sup>
	Mr S Moffat <sup>(SM)</sup>	Miss C Westgarth <sup>(CW)</sup>

In attendance: 2 members of the public including Ms D Hatherly (Comberton Playground Project), Andrea Clarke Cambridge Housing Society (CHS), Keeley Russell (Balfour Beatty) and Mrs Gail Stoehr (Clerk).

**1. Apologies for absence and declarations of interest**

Apologies for absence were received from Cllr Griffiths, Cllr Higman (possible lateness), and from Cllr Crossley, who had resigned from the Council. The Council expressed its thanks to Cllr Crossley for all his efforts.

**1.1 To receive declarations of interests from councillors on items on the agenda**

Cllrs Taylor and Pemberton declared a non-pecuniary interest in Item 5.2.1 as their children play for Comberton Crusaders. All members declared a non-pecuniary interest in Item 6.9 if there were any implications for the roads in which they lived.

**1.2 To receive written requests for dispensations for interests (if any)**

None.

**1.3 To grant any requests for dispensation as appropriate**

None.

**Comments & observations from members of the public and County and District Councillor reports**

A resident commented that the three tonne speed limit signs were still in place. This had been taken up with County Cllr Frost.

With regard to the suggestion of a sculpture on the communal grass at Normandy Close, the resident and CHS was looking into options for its proposed design and materials etc and will send more information to the Council in due course. The CHS felt that the swale around the public space should fall within the Parish Council's responsibility and the ownership of the area was being checked.

Ms Denise Hatherly reported on donations received. The playground opening was due to take place on Saturday 13 September, with a Mad Hatter's Tea Party. The view from the memorial bench had been obscured by the Fire and Rescue equipment, which was an oversight in the planning.

Cllr Higman arrived.

A grant application for £9000+ for play equipment had been made to Awards for All. It was also hoped to apply to UK Power Networks for £10,000. If the grants are awarded the project can be completed. Bodies such as Ridgeons are also being approached. Income will be augmented by fundraising events. The Parish Council was asked if it could meet any shortfall.

A village map for use by the Parish Council had been installed in the meeting room.

A resident reported that in Barton Road the old and new streetlights were both on at the same time. Keeley Russell of Balfour Beatty responded and explained the logistics and problems involved with UK Power Networks.

Ms Russell explained the street lighting proposals for Comberton, which would involve the removal of 56 lights.

- 6.9 Balfour Beatty – street lighting designs for upgrade  
 RESOLVED that a new light by the pond in Green End is to be located on the pavement and not on Parish Council land and that lighting should be retained on the main thoroughfare and also where it is near alleyways in residential areas.  
 RESOLVED to hold a residents’ meeting and cover the cost of room hire.  
 RESOLVED that information for the residents’ meeting is to be sent to Cllr Higman to arrange display.  
 Simpler maps for the residents’ meeting were requested.
2. To approve the minutes of the last meeting on 9 July 2014  
 RESOLVED that the minutes of the last meeting on 9 July be approved <sup>(Prop AH, 2nd JM)</sup> and signed by the Chairman.
3. Matters arising or carried forward from the meeting or a previous meeting for discussion or decision and to note the Clerk’s report  
 The Clerk’s report, which included background to items on the agenda and matters arising, was noted.
- 3.1 (3) Sport England grant update  
 RESOLVED regretfully to contract the Council’s Solicitor to provide the additional searches required by Sport England and to note the cash flow problems incurring as the Council has not as yet received its grant <sup>(Prop CW, 2nd AB)</sup>.
- 3.2 (3.4) To consider any quotes received for clearing the ditch on The Drift  
 RESOLVED to accept a quotation for £300 from G Rooke and Sons subject to receiving it in writing,  
 RESOLVED to accept a quotation from G Rooke and Sons for £300 for the clearance of the ditch adjacent to the land extension and the Spinney <sup>(Prop TS, 2nd CW)</sup>
- 3.3 (3.5) Comberton Playground Project additional items (Phase 2b)  
 RESOLVED to accept the quotation from Kompan for additional wet pour for Phase 2b, in the sum of £1105.00. <sup>(Prop AB, 2nd SM)</sup>
- 3.4 (3.6) It was noted that an employment contract had been agreed for the flower beds contract and that the Clerk had ordered waterproof trousers for the gardener using her delegated powers.
4. Finance, procedure & risk assessment
- 4.1 To receive the financial report and to approve the payment of bills  
 RESOLVED to receive the financial report and that this be checked against the invoices and statements before the cheques are signed at the end of the meeting.  
 RESOLVED <sup>(Prop AB, 2nd TS, carried with 2 abstentions)</sup> that the payments as listed in the financial report should be paid, plus EON (Electricity) £166.39, CGM (Pavilion Cleaning) £91.20 and CCC (Highway improvements) £4088.14.
- |                                  |          |
|----------------------------------|----------|
| CGM (Grass cutting)              | £602.20  |
| Geoff Wilson (Fence repairs)     | £698.13  |
| LGS Services (Admin support)     | £1616.44 |
| SLCC (VAT Training)              | £90.00   |
| Agrostis (Sports Pitches)        | £1320.00 |
| Cambridge Water (Pavilion water) | £107.81  |
| Salaries                         | £679.12  |
| CGM (Cleaning)                   | £45.60   |
| CGM (Grass cutting)              | £634.98  |
| HMRC (PAYE)                      | £6.60    |
| Land Registry (Copy title plan)  | £7.00    |
| Connections Bus (Youth bus)      | £3185.00 |
| CAPALC (Clerk meeting)           | £25.00   |

CGM (Cleaning)	£136.80
RPM (Skate park repair)	£228.00

Credits including pitch hire fees and the sports pitches grant of £20,000 were noted. RESOLVED to note the request of the Football Club that the south side of the hedge behind the goals be cut and that the Clerk had used her delegated powers to have it cut.

RESOLVED to change the schedule for cutting the Recreation Ground hedge to September each year instead of February and that the north side of the hedge should be cut now as ground conditions are better in Autumn than in February and the hedge should be kept suitable for sport and recreation ground users.

4.2 To consider quotations for insurance cover

RESOLVED that of the three quotations considered to accept the proposal from Hiscox Underwriting for a premium of £1158.42 for a three year long term agreement. <sup>(Prop AB, 2nd JM).</sup>

RESOLVED to revalue the Pavilion and increase the insurance following receipt of the revaluation.

4.3 To consider the requirements of the Openness of Local Government Bodies Regulations 2014

RESOLVED that in accordance with Standing Orders all reports and papers should be submitted to the Clerk seven days prior to the meeting or the items will be deferred to the next meeting.

**5. To receive reports and recommendations from committees, working groups and members**

5.1 Planning Committee report

The Planning report as circulated was taken as read.

5.2 Recreation Ground Working Group (RWG) and Finance and Budget Working Group (FBWG)

The Clerk advised on the VAT implications for business supply including sports pitch bookings.

A quotation is to be obtained for cutting the recreation ground extension at the same frequency as the current cutting of the recreation ground.

No bookings are to be accepted on the new pitches for the time being.

The area where the leak had occurred had been dealt with.

The Connections Bus had not attended this evening.

RESOLVED that the FBWG should meet with the Clerk to discuss business supply and VAT and the implications for the Council's business.

RESOLVED that Cllr Griffiths and Bacon would meet with the Comberton United to discuss its overdue account, non-completion of the booking form and to encourage it to make block bookings as it had done in the past.

The review of the booking form and the fees is still outstanding and a recommendation is to be brought to the next meeting.

5.3 Tree Group

5.3.1 Resident's request to reduce height of trees and clear waste land behind Milner Road

RESOLVED to ask Peter Oakes to remove the offending branches of the tree. The waste land is SCDC land and the resident is to be informed.

5.4 Transport Working Group

5.4.1 (5.4.2) Permissive path agreement – to consider legal costs and the terms and conditions of the agreement and how this is to be funded

The draft agreement was considered. The St John's College legal fees of £750 are to be met by a private donor. A fee of £500 is payable for the work done by CCC. The

oil buying syndicate had given a donation of £675 towards the project. The permission of other landowners and the required agreements are also outstanding.

RESOLVED that the Parish Council should cover the CCC legal fees up to a limit of £500 and to appoint Irena Spence as the Council's solicitor to act on its behalf in this matter. (Prop CW, 2nd JM)

The Parish Council would like cycling reinstated on the permissive path agreement.

5.5 Offer of bench

An offer had been received from a resident to pay for a bench on the corner of Barrons Way near the rustic bin. RESOLVED to accept the donations towards three sleeper benches, with the other two being located at Watts Wood and in Green End. Cllr Taylor is to mark up the plan for the required permission from the Highways Department and to contact Barton Parish Council about the availability of the sleeper benches.

5.6 Request for new bin at the West Street/Kentings alley way

RESOLVED to ask SCDC to replace the bin with a Topsy model and also to replace the dog bin at the crossroads with a new green one. If that Authority is not willing to do so then the Council will purchase the new bins itself and have them installed.

5.7 Request to cut hedge around path at rear of Meridian

A quotation is to be obtained from CGM to cut the hedge.

**6. To consider matters arising out of correspondence/communications received**

6.1 SCDC – S106 agreement indemnity for 36 West Street

RESOLVED that the agreement be signed by Cllrs Bacon and Westgarth.

6.2 Cambridge YMCA request to use pitches and pavilion – to consider a fee for use for a season

RESOLVED that if the Club booked the pitches for the season then the fee should be at the same rate as for Comberton United.

6.3 Wiser Recycling report and request for collection date on 11 December

RESOLVED to receive the report and approve the proposed collection date of 11 December.

6.4 CHS Group re maintenance of Public Open Space at Normandy Close and request for funding

RESOLVED to ask Mr R Sewell whether he would be willing to carry out the maintenance of the landscaping in the swale at Normandy Close.

6.5 Resident suggestion of sculpture on the open space at Normandy Close

Deferred until full information on the design, materials etc has been received.

6.6 CCC Flooding questionnaire

RESOLVED that the FWG should complete the questionnaire.

6.7 Cambridge City Council consultation on the future of Park Street car park

RESOLVED to respond that the Parish Council favours Option 3 with residential accommodation included in the scheme.

6.8 SCDC notes from Planning Forum meeting on 21 July

Noted.

6.9 Balfour Beatty – street lighting designs for upgrade

Taken earlier.

**7. Closure of meeting**

There was no further business and the meeting was declared closed at 10.05 pm.



Signed .....Chairman .....date

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DRAFT

# COMBERTON PC FINANCIAL REPORT

Oct-14

## Summary of Month

Balance brought forward

£  
**101627.42**

## Adjusts/transfs/inc during period

### Additional payments approved at last/previous meeting

EON	ELECTRICITY	-166.39
CGM	CLEANING	-91.20
CCC	LHIS CONTRIBUTION	-4088.14
CONNECTIONS BUS	YOUTH BUS	-1225.00
CAME AND CO	INSURANCE	-1158.42
SCDC	TRADE WASTE	-17.00 DD
SCDC	TRADE WASTE	-4.98 DD
SCDC	RATES	-50.86 DD
SCDC	TRADE WASTE	-17.00 DD
SCDC	TRADE WASTE	-4.98 DD
SCDC	RATES	-52.00 DD
SCDC	TRADE WASTE	-17.00 DD
SCDC	TRADE WASTE	-4.98 DD

### Misc Credits

HMRC	VAT	13355.64
COMBERTON UTD	PITCH HIRE 2013/14	291.82
SCDC	LAND EXTENSION	2500.00
SCDC	PRECEPT	28500.00
AGRICOLE	COM-COT CYCLE PATH	675.00

### Total Adjustments

38424.51

### Balance revised after adjustments

**140051.93**

### Bank Reconciliation

Account	Funds	Statement	Outstanding
National Savings D&M Fund	82735.45	82735.45	
Santander	57316.48	71319.82	-14003.34
<b>Total</b>	<b>140051.93</b>	<b>154055.27</b>	<b>-14003.34</b>

### Expenditure for approval

	£	chq no.
SALARY	266.87	498
SALARY	16.00	499
SALARY	54.69	500
CGM	GRASSCUTTING	941.71
CGM	GRASSCUTTING	139.40
SPEEDCUT	REC EXTENSION WORKS	4166.88
LGS SERVICES	ADMIN SUPPORT	1493.38
CGM	GRASSCUTTING	91.20

### Total Expenditure

7170.13

### Balance C/F

**132881.80**

Gail Stoehr  
Responsible Financial Officer

### Notes:

*Late invoices will be brought to the meeting*

*THE ANNUAL RETURN HAS BEEN COMPLETED BY LITTLEJOHN.*

A REPLACEMENT CHEQUE BOOK HAS NOT YET BEEN RECEIVED (2/10/14)

# Minutes of the meeting of the Planning Committee of Comberton Parish Council

Planning meeting held on Wednesday 10th September 2014 at 7pm in the Village Hall,  
Comberton

**Present:** Janet McCabe, Andrew Hollick, Simon Moffat, Tim Scott, Nick Taylor and Chris Westgarth

**Comments and observations from members of the public:** None

**1. Apologies for absence and declarations of interest:** Apologies from Amanda Bacon

**2. Minutes of the last meeting:**

On a proposal by Andrew Hollick seconded by Janet McCabe the minutes of the last meeting were approved.

**3. Planning Applications considered:**

**Proposal:** Proposed demolition of existing single storey extension and erection of part single storey part two storey rear extension and internal re-modelling to dwelling

**Location:** 2 Foxs Way, Comberton, Cambridge, Cambridgeshire, CB23 7DL

**Applicant:** Mr & Mrs Kennard

**Recommendation: Approve**

4. Other Planning items to be considered:

5. To circulate any applications received since publishing the agenda and deal with any matters arising.  
None

6, Correspondence and notifications of approval or refusal by SCDC:

7. Date of the next meeting TBA

Signed..... (Chair) Date.....

## Comberton Parish Council Tree Group

The Group met on 27 September 2014 primarily to discuss the area at the junction of Harbour Avenue and Long Road.

### Recommendations

#### North side of the junction

- Clear vegetation growing over the path back to the path edge;
- Remove the self sown cherries growing in the grass behind the path;
- Trim the weeping cherry to clear the pathway;
- Remove the elder and ivy;
- Clear the street sign;
- There is a self sown cherry growing in the hedge of the house in Long Road bordering Harbour Avenue. We advise this could be removed, but it may be prudent to check with the householder first;
- Keep grass mown once the site is cleared;
- The remaining almond (tree 199) will be removed this autumn.
- Two replacement trees for tree 199 and one already removed (Cost from Barcham's approx £80 /tree - Tree Group could plant)

#### South side of Junction

- Clear growth from the footway;
- Cut regularly a strip 1 m wide adjacent to the path round the corner from Long Road into Harbour Avenue;
- Coppice the hazel and clear the bramble growth to allow light penetration – for budgetary reasons this may need to be delayed – say next year.

#### Street lights and tree growth

It was agreed the PC should monitor the location of street lights with reference to overhanging trees and liaise with the contractor and the County Council as appropriate to reduce the nuisance.

#### Green End

Three replacement cherry trees are needed. Another tree has died during the year and will be removed and replaced during the next few months.

#### Jubilee Wood

It was agreed to ask the College for voluntary help to spread wood chippings around the base of trees by next spring. Our next meeting will be held in the wood on either 22<sup>nd</sup> or 29<sup>th</sup> November to consider the next steps for management.

Robert Cook 28 September 2014

## **Note about Neighbourhood Planning and South Cambridgeshire**

The link to our website about neighbourhood planning  
<https://www.scambs.gov.uk/neighbourhood-planning>

### **What is neighbourhood planning?**

Neighbourhood Plans were introduced by the Localism Act 2011 to provide a planning tool for local people to use to guide the future development, regeneration and conservation of an area. Government policy and practice guidance for neighbourhood planning is set out in the National Planning Policy Framework (NPPF) and in National Planning Practice Guidance (NPPG). The preparation of all such plans must follow specific legal regulations set out in the Neighbourhood Planning (General) Regulations 2012 and the Neighbourhood Planning (Referendums) Regulations 2012.

### **What can a neighbourhood plan do?**

A Neighbourhood Plan (NP) must be in general conformity with the strategic policies of the district Local Plan. Neighbourhood Plans should reflect these policies and neighbourhoods should plan positively to support them.

Neighbourhood Plans should not promote less development than set out in the Local Plan or undermine its strategic policies. (South Cambridgeshire District Council is proposing to bring a report to the November Planning Portfolio Holder meeting to recommend those Local Plan policies that are strategic policies for NP purposes.)

### **What legal status does a neighbourhood plan have?**

Neighbourhood planning is optional, but, if a NP is prepared and adopted by the Council, it has legal force and becomes part of the statutory planning framework for the area (the development plan), and planning decisions must be taken in accordance with the development plan unless material considerations indicate otherwise. Once a NP has demonstrated its general conformity with the strategic policies of the Local Plan and is brought into force, the policies it contains take precedence over existing non-strategic policies in the Local Plan for that neighbourhood, where they are in conflict.

### **What has been happening in South Cambridgeshire?**

Since the introduction of neighbourhood planning there has until recently been limited interest shown by Parish Councils in preparing a NP. South Cambridgeshire District Council (SCDC) has offered Parish Councils the opportunity to put forward proposals within their area through the local plan process as an alternative to the preparation of NPs. Some Parish Council Proposals have as a result been included in the Submission Local Plan, or recommended as Major Modifications to it, but only where there has been clear local support.

Some Parish Councils are now starting to show an interest in neighbourhood planning in South Cambridgeshire. Before a NP can be prepared a neighbourhood area must be designated. There is currently two designated neighbourhood area in South Cambridgeshire –

- Linton and Hildersham - two parishes that have joined together to form a single neighbourhood area and

- Histon & Impington Parish Council which covers the area of the two parishes which is north of the A14.

There are also two applications from parish councils applying to us to designate new neighbourhood areas – these are Gamlingay Parish Council and Whittlesford Parish Council. Consultation on these two areas will start shortly. We have also had initial general discussions with a small number of other parish councils about neighbourhood planning and whether a NP would be the right tool for them to achieve the aspirations they have for the future in their villages.

### **What role does a Local Planning Authority like South Cambridgeshire District Council have in neighbourhood planning?**

A Local Planning Authority (LPA) must take decisions at key stages in the neighbourhood planning process - these stages are set out in the NPPG. The LPA must provide advice or assistance to a parish council that is producing a NP as required by paragraph 3 of Schedule 4B to the Town and Country Planning Act 1990 (as amended).

### **What is the Service Level Agreement?**

There is a need to establish the South Cambridgeshire approach to neighbourhood planning so that Parish Councils are clear about what support the Council will give and what that the Council may expect from them. A Service Level Agreement has been prepared which is the method that has been used by other local planning authorities regarding neighbourhood planning. Such an agreement can provide a clear document that sets out for both parties how the Council will undertake its statutory duties, the level and extent of the technical advice and guidance that the Council will provide and how the parish council will aim to progress the NP. A draft SLA for use in our district was approved for consultation with Parish Councils at the Planning Portfolio Holder meeting on 9 September 2014.

The Planning Advisory Service (PAS) which provides national on-line guidance to planners has an example template which is a combination of best practice used by other local authorities. This template has been used to as the basis for preparing the South Cambs SLA. Our template is designed so that it can be amended to meet local circumstances depending on the nature and scale of the NP proposed by a parish or group of parish councils. It has been adapted to provide clearer guidance on the stages of NP preparation, giving an indication about the timescales for completion of a NP and the level of support that will be provided by the Council at each stage. The SLA would provide a signed commitment between the parish council and the district council. It is the Council's intension that all parish councils in the district that intend to or are currently preparing neighbourhood plans would sign up to the agreement.

### **Why consult the Parish Councils in the district?**

As a parish council preparing a neighbourhood plan will be asked to sign up to the SLA, it is considered appropriate to provide parish councils with an opportunity to give their views on the draft template. It was agreed at the September Planning Portfolio Holder meeting to consult with all the parish councils in the district to invite their comments on the draft SLA and to report back to the next Planning Portfolio Holder Meeting on 18 November and to agree any subsequent amendments to the SLA.

**How to make comments**

The deadline for comments is 31 October. You can send your comments by email to [neighbourhood.planning@scamb.gov.uk](mailto:neighbourhood.planning@scamb.gov.uk). Alternatively you can put your comments in writing to the Planning Policy Team at South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA.

**Further help**

If you have any further questions about neighbourhood planning in South Cambridgeshire please contact either

Alison Talkington - Planning Policy Team 01954 713182 or

Kathryn Hawkes - Sustainable Communities and Partnerships Team 01954 713290

## **Model Template for Service Level Agreement between South Cambridgeshire District Council and a parish council for the purposes of producing a Neighbourhood Plan**

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### **Service Level Agreement between South Cambridgeshire District Council and XXXX Parish Council(s) for the purpose of producing a Neighbourhood Plan**

#### **The Agreement**

This **Agreement** is between:-

- a) **South Cambridgeshire District Council, and**
- b) ..... **Parish Council**
- c) [Additional lines to be added if more than one parish council]

#### **Introduction and Purpose**

##### **Introduction**

The Localism Act 2011 introduced the following provisions into the planning process:-

- Neighbourhood Development Plans
- Neighbourhood Development Orders
- Community Right to Build Orders

In South Cambridgeshire Neighbourhood Plans and Neighbourhood Development Orders can only be undertaken by a Parish Council.

Under the provisions of the Localism Act 2011 South Cambridgeshire District Council is responsible

- a. fulfilling certain statutory requirements and
- b. the provision of advice and assistance to Parish Councils<sup>1</sup>

##### **Purpose**

The purpose of this agreement is to establish the working relationship between the Parish Council and South Cambridgeshire District Council.

This agreement confirms:

- a. How South Cambridgeshire District Council will undertake its statutory duties
- b. The level and extent of the technical advice and assistance that South Cambridgeshire District Council will provide
- c. How the Parish Council will aim to progress the Neighbourhood Plan
- d. How the Parish Council will engage with South Cambridgeshire District Council.

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<sup>1</sup> Parish Council refers to a parish council or group of parish councils that decide to prepare a Neighbourhood Plan.



## **The Memorandum of Agreement:**

This Agreement is between:-

South Cambridgeshire District Council

Signature of Director of Planning and New  
Communities

date

and

xxxxx Parish Council

Signature of chairman of the parish council

date

[Additional lines to be added if more than one parish council]

## **Date and duration of Agreement**

This Agreement will commence once the document has been signed and dated by the selected representatives of both parties. It will come into affect once a neighbourhood area has been designated following submission to South Cambridgeshire District Council (SCDC).

Once an application for a neighbourhood area has been submitted to South Cambridgeshire District Council a 6 week consultation period will be undertaken by the Council regarding the appropriateness of the area. A decision about the area will be made by the Planning Portfolio Holder as soon as possible after the end of the consultation.

It is expected that this Agreement will run until the neighbourhood plan is either made or abandoned with a review after 12 months by both parties with respect to its continuation or both parties agree to its abandonment.

## **Working Relationships**

The parties to this agreement seek:

- a. an open and constructive working relationship
- b. to respect each other's views, and where different, after discussion to ensure proper understanding of the reasons for such differences
- c. to have a 'no surprises' policy, based on notifying each other well in advance, where possible, of significant announcements and developments in policy
- d. to minimise duplication of activity wherever possible
- e. to inform other stakeholders about our relationship so as to reduce uncertainty.

## **Roles and Responsibilities**

### **Background**

Neighbourhood Planning was introduced by the Localism Act 2011. The associated Regulations (The Neighbourhood Planning (General) Regulations 2012) require South Cambridgeshire District Council to undertake certain provisions. In addition the Council is also required to provide technical advice and support.

This Agreement sets out how the Council will meet its statutory obligations and the level of assistance it will offer to parish councils.

## The Neighbourhood Plan Flow Chart

The statutory obligations for a local planning authority and for a parish council carrying out a neighbourhood plan are set out within the [Neighbourhood Planning \(General\) Regulations 2012](#) and within the Town and Country Planning Act 1990 as amended by the Localism Act 2011.

The following chart sets out the different stages in the preparation of a neighbourhood plan and clearly shows what tasks are the responsibility of SCDC and what tasks are the responsibility of the parish council preparing a neighbourhood plan.

The chart shows what support will be offered by SCDC to parish councils and how the Council will meet its statutory obligations. It also indicates what will be expected from parish councils to enable SCDC to fulfil its obligations. The non statutory stages have a shaded background and the statutory stages are unshaded.

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
<b>Making a decision to prepare a neighbourhood plan.</b>	<p><b>Initial meeting</b> Held once a Parish Council advises SCDC that it has decided to prepare a neighbourhood plan.</p> <p><u>SCDC help and advice</u> SCDC is willing to meet with any Parish Council considering preparing a neighbourhood plan to discuss the requirements of preparing a plan and any other options that might also be available to meet local objectives to ensure the parish council has the necessary information to decide what approach would be best for them.</p>	<p><b>Initial meeting</b> Once a Parish Council decides to prepare a neighbourhood plan it requests an initial meeting with SCDC to discuss whether a neighbourhood plan is the right option for delivering the Parish Council's vision for their area and then .... If the decision is taken to start a neighbourhood plan -</p> <p><u>Parish Council commitment</u> To provide SCDC with contact details of local consultees (e.g. local businesses, residents groups, and community organisations) ready for the consultation on the designation of the neighbourhood area.</p>
<b>General neighbourhood planning advice</b>	<p>Provide advice on the SCDC website as first port of call for enquiries about neighbourhood planning - <a href="http://www.scams.gov.uk/neighbourhood.planning">www.scams.gov.uk/neighbourhood.planning</a></p>	

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p>Providing links to on-line resources about neighbourhood planning such as:</p> <ul style="list-style-type: none"> <li>• Government legislation/regulations</li> <li>• PAS (Planning Advisory Service)</li> <li>• Community Led organisations e.g. Locality CPRE</li> <li>• Planning professionals - RTPI; Planning Aid</li> </ul> <p>A 'live' Frequently Asked Questions resource based on the Council's up to date experience of preparing neighbourhood plans with other parish councils.</p> <p>Basic templates for posters, and documents – signpost to good examples from other councils.</p>	
<b>Designation of neighbourhood area</b>		<p><b>Application for designation of neighbourhood area</b>            Submission of proposed neighbourhood area to SCDC with map of area and reason for boundary.  <i>Regulation 5</i></p>
	<p><b>Publicising area application</b>            SCDC must put the proposed neighbourhood area on its website for not less than six weeks so local people who live and work in area are aware of application and can comment  <i>Regulation 6</i></p>	
	<p><b>Determining the application for neighbourhood area</b>            SCDC decides whether to agree area  <i>In accordance with Section 61G and H of the TCPA 1990</i></p> <p><u>SCDC's commitment</u>            A decision about the area will be made by the Planning Portfolio Holder as soon as possible after the end of the consultation.</p>	
	<p><b>Publicising designation of neighbourhood area</b>            Publish on SCDC website  <i>Regulation 7</i></p>	

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p><u>SCDC's commitment</u>                      SCDC will notify the results of the designation to all the consultees that were involved in the consultation.</p>	
<p><b>After the neighbourhood area is designated</b></p>	<p>SCDC and the Parish Council sign up to a Service Level Agreement</p> <p><u>SCDC support and advice</u>                      Professional advice will be provided to the Parish Council as they prepare their neighbourhood plan</p> <ul style="list-style-type: none"> <li>• For advice and technical support on neighbourhood planning contact the Planning Policy Team on Tel: 01954 713183</li> <li>• For advice on community engagement and grants contact the Partnership Team on Tel 01954 713290</li> </ul> <p>Email – <a href="mailto:neighbourhood.planning@scambs.gov.uk">neighbourhood.planning@scambs.gov.uk</a></p>	<p><u>Parish Council Commitment</u>                      The Parish Council will establish a <b>Steering Group</b> to develop the Neighbourhood Plan. This group should</p> <ol style="list-style-type: none"> <li>a. Consider including a range of people from the local parish area (not just the Parish Council) to ensure the wider community is involved and that the best use is made of all the skills available in the local community</li> <li>b. Have a clear terms of reference with a clear reporting link to the Parish Council</li> <li>c. Convene as a group on a regular basis throughout the period of preparation of the Neighbourhood Plan and its examination.</li> </ol> <p>From the start the Steering Group will need to commit adequate resources to the task.</p>
<p><b>First Planning Meeting between SCDC and Parish Council</b></p>	<p><u>SCDC support and advice</u>                      SCDC will attend and provide an overview on the procedures and issues and answering any questions that the Parish Council may have on neighbourhood planning The advice will be appropriate to the nature of the proposed neighbourhood plan This could include:</p> <ul style="list-style-type: none"> <li>• The scope of a neighbourhood plan</li> <li>• Relationship with the South Cambridgeshire Local Plan</li> <li>• The legal procedures to be followed</li> <li>• Managing the neighbourhood plan project</li> <li>• Methods of consultation and engagement</li> </ul>	<p><u>Parish Council commitment</u>                      Arrange an initial meeting between SCDC and the Steering Group. An opportunity to ask questions about neighbourhood planning and to understand the SCDC approach.</p>

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<ul style="list-style-type: none"> <li>• Consultation with the 'Consultation Bodies'</li> <li>• The requirements of other legislation such as Human Rights Act, the Habitats Regulations, Sustainability Appraisals and Environmental Assessments</li> <li>• Update on funding and grants available</li> </ul>	
<p><b>Preparing a neighbourhood plan</b></p>	<p>SCDC has a duty to provide advice and assistance to a Parish Council preparing a neighbourhood plan.</p> <p><u>SCDC advice and support</u>            SCDC will advice on the following :</p> <ul style="list-style-type: none"> <li>• Assist with methods of community engagement and consultation. Contacts for statutory undertakers or other key consultees.</li> <li>• Provide conformity advice and up to date information on the South Cambridgeshire Local Plan</li> <li>• Provide advice on potential delivery issues</li> <li>• Up to date information on any grant funding available</li> <li>• Advice on any requirement for Environmental Assessment; Sustainability Appraisals and Habitats Regulation Assessment</li> <li>• Provide comments on emerging drafts of the plan</li> <li>• Assist in digitising the final proposals/policy maps</li> <li>• Provide advice in getting the best from any paid support from contracted consultants</li> </ul> <p>South Cambridgeshire District Council will <b>not</b>:</p> <ul style="list-style-type: none"> <li>• Write documents</li> <li>• Draft policies</li> <li>• Design and print documents, graphics etc.</li> <li>• Undertake or pay for community survey work</li> <li>• Carry out or pay for statutory and non statutory</li> </ul>	<p>Tasks that a Parish Council needs to do to prepare a neighbourhood plan</p> <ul style="list-style-type: none"> <li>• Build an evidence base.</li> <li>• Community engagement</li> <li>• Decide on vision and objectives</li> <li>• Write the plan</li> <li>• Scope for need for environmental assessment</li> <li>• Carry out sustainability appraisal if appropriate.</li> </ul> <p><u>Parish Council commitment</u>            Prepare a <b>Project Plan</b> for the preparation of the Neighbourhood Plan. This should include -</p> <ul style="list-style-type: none"> <li>• A indicative timetable for completion of the Neighbourhood Plan</li> <li>• The provision of regular updates on progress to the Council with SCDC</li> <li>• Budget planning</li> </ul> <p>PAS neighbourhood plan project management tool link  <a href="http://www.pas.gov.uk/neighbourhood-planning/-/journal_content/56/332612/4079048/ARTICLE">http://www.pas.gov.uk/neighbourhood-planning/-/journal_content/56/332612/4079048/ARTICLE</a></p>

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p>assessments.</p> <ul style="list-style-type: none"> <li>• Carry out Sustainability Appraisals or Environmental Assessments</li> <li>• Attend every meeting</li> <li>• Attend every consultation event</li> <li>• Provide direct financial support</li> </ul>	
<b>Prior to starting the pre-submission consultation.</b>	<p><u>SCDC support and advice</u>            Before the Parish Council starts its pre-submission consultation SCDC will provide advice and support about:</p> <ul style="list-style-type: none"> <li>• Conformity of the plan and whether in their view it meets the basic conditions</li> <li>• Suitability of the Consultation Statement</li> <li>• Suitability of any Environmental Assessment; Sustainability Appraisal or Habitats Regulations Assessments undertaken</li> <li>• Conformity with other legislative requirements eg Equality Assessments</li> <li>• Conformity with the OS mapping requirements (including copyright issues)</li> </ul>	<p><u>Parish Council commitment</u>            The Parish Council will seek the views of SCDC on the documents that the Parish Council intend to use for the pre-submission consultation. This should be done in a timely manner so no surprises to delay the pre-submission consultation.</p>
<b>Pre-Submission Stage</b>		<p><b>Consultation by the Parish Council</b>            Before submitting the Plan to SCDC there must be a six week period of consultation  <i>Regulation 14</i></p> <p><u>Parish Council commitment</u>            The Parish Council will provide SCDC with the following:</p> <ul style="list-style-type: none"> <li>• The Pre- Submission Plan in electronic format.</li> <li>• Copies of any Environmental Assessment / Sustainability Appraisals undertaken to date</li> <li>• Consultation Statement highlighting list of statutory bodies consulted</li> </ul>

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
<p><b>Submission Stage</b></p>		<p><b>Submission of Plan to SCDC</b>                      A Parish Council submits a plan proposal to SCDC. It must include</p> <ul style="list-style-type: none"> <li>• Map or statement identifying the neighbourhood area</li> <li>• Consultation Statement stating who was consulted; how consulted; main issues and how these were addressed</li> <li>• Proposed Neighbourhood Plan</li> <li>• Statement explaining how the NP meets the basic conditions</li> <li>• Where appropriate – information to enable appropriate environmental assessment if required eg Habitat Reg or Environmental Assessment</li> </ul> <p><i>Regulation 15                      The Conservation of Habitats and Species Regulations 2010 as amended by Schedule 2 of the Neighbourhood Planning (General Regulations) 2012. i.e Regs 102 and 102A</i></p> <p><u>Parish Council commitment</u>                      The Parish Council will provide SCDC with the following:</p> <ul style="list-style-type: none"> <li>• An electronic version of the Submission Plan A consultation statement</li> <li>• List of consultees used during pre-submission with contact details</li> <li>• Final copies of any Environmental Statements or Assessments and any Sustainability Appraisals undertaken</li> <li>• Copy of ‘basic condition’ statement</li> <li>• Evidence documents used to inform the Submission Plan</li> </ul>



Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p><b>Receipt and assessment of submission Plan by SCDC – Decision statement 1</b></p> <p>SCDC will assess the neighbourhood plan to consider -</p> <ol style="list-style-type: none"> <li>1. Whether the parish council is authorised to act</li> <li>2. Whether the proposal and accompanying documents               <ol style="list-style-type: none"> <li>a. Comply with the rules for submission to the Council (Regulation 15'), and</li> <li>b. Meet the 'definition of an NP'  <i>"A plan which sets out policies (however expressed) in relation to the development use and of land in the whole or any part of a particular neighbourhood area specified in the plan"</i> </li> </ol> </li> </ol> <p>and</p> <ol style="list-style-type: none"> <li>c. Meet the 'scope of NP provisions' which are -               <ol style="list-style-type: none"> <li>1. <i>The NP must specify the period for which it is to have effect</i></li> <li>2. <i>It cannot include provision about development that is 'excluded development'</i></li> <li>3. <i>It cannot relate to more than one neighbourhood area or repeat an existing planning permission</i></li> </ol> </li> </ol> <p>and</p> <ol style="list-style-type: none"> <li>3. Whether the parish council has undertaken the correct procedures in relation to consultation and publicity.</li> </ol> <p>SCDC can refuse to take forward a plan if it does not meet all the requirements.  <i>TCPA 1990 Act Schedule 4B para 6 38 A and B;</i>  <i>Definition of NP - 2004 P &amp; CP Act as amended by</i>  <i>Localism Act Section 38 A (2); Scope of NP provisions 2004 Act s 38B (1 &amp; 2) (4)</i></p> <p>SCDC will notify Parish Council of decision and will issue a decision statement.</p>	

<b>Stages</b>	<b>By South Cambridgeshire District Council (SCDC)</b>	<b>By Parish Council</b>
	<p><i>TCPA 1990 Act Schedule 4B para 6 (4)</i> <i>Regulation 19.</i></p> <p><u>SCDC's commitment</u> The Planning Portfolio Holder (PPH) will make a decision as to whether the Council is satisfied that the plan meets the necessary requirements – as this is a key decision there will need to be a minimum of 28 days from the day the Plan is submitted to the Council and then to find the first available PPH meeting after this period for the decision to be made.</p> <p>The decision statement will be sent to the Parish Council within two weeks of the Portfolio Holder decision being made to allow for call in period on the decision.</p>	
	<p><b>Publicising/ Consultation of the Plan</b> If SCDC accepts the Plan it will publicise the submitted Plan and notify bodies referred to in the submitted consultation document for six week period during which formal representations can be made. <i>Regulation 16</i></p> <p><u>SCDC commitment</u> The Council will start the consultation within four weeks of the Planning Portfolio Holder confirming the submission documents meet the requirements.</p>	
<b>Examination</b>	<p><b>Arrangements for examination</b> SCDC is responsible for making arrangements for the examination. Once satisfied with Plan SCDC will appoint examiner with consent of parish council. <i>TCPA 1990 Act Schedule 4B para 6</i></p> <p>SCDC will submit the Plan and all supporting documents to the</p>	<p>Parish Council to work with SCDC to agree the appointment of an examiner.</p> <p>Parish Council should keep their local community up to date with the progress of the Plan through the examination process.</p>

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p>examiner including representations from the consultation.  <i>Regulation 17</i>  <i>Regulation 102A Conservation of Habitats and Species Regulations 2010.</i></p> <p><u>SCDC commitment</u>                      SCDC will appoint an examiner within four weeks of the end of the consultation. Once the examiner is appointed the representations will be sent to the independent examiner.</p>	
<p><b>Considering the examiner's report</b></p>	<p><b>Examiner's report</b>                      The examiner must make a report with recommendations, the reasons for them and a summary of findings. The examiner's report can recommend that either -</p> <ul style="list-style-type: none"> <li>• the draft NP is submitted for referendum or</li> <li>• modifications specified in the examiner's report are made and the revised draft Plan is submitted to referendum.</li> </ul> <p>When SCDC has received the report it will arrange publication of the report as soon as possible.</p> <p>SCDC will consider each recommendation and decide what action to take to respond.</p> <p><u>SCDC commitment</u>                      Within 1 week of receiving the examiner's report the Council will publish the report on its website.                      The Council will consult with the Parish Council for its views on the examiner's recommendations before a decision is made by the Planning Portfolio Holder.</p>	

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p><b>When SCDC proposes to make a decision that differs from the examiner’s recommendation</b>                      ....and the reason for the difference is (wholly or partly) as a result of new evidence or a new fact or a different view taken by SCDC as to a particular fact</p> <ol style="list-style-type: none"> <li>1. notifies all those identified on the consultation statement of the parish council and invites representations</li> <li>2. may refer the issue to an independent examination if they think it appropriate.</li> </ol> <p>SCDC cannot make a decision that differs from the examiners’ recommendations about the referendum area.  <i>TCPA 1990 Act schedule 4B para13</i></p> <p><u>SCDC commitment</u>                      If SCDC decides to propose changes to the NP that are different from the examiner they will consult with the Parish Council before the Planning Portfolio Holder formally makes a decision.</p>	
<p><b>Decision to take Plan forward for referendum</b></p>	<p><b>Decision Statement 2</b>                      SCDC must make formal decision about whether Plan meets the basic conditions, is compatible with the Convention of rights and meets legal and procedural requirements.</p> <p>SCDC decides whether Plan ready for referendum or needs modifications. It will publish its decision and reasons in a decision statement. If modifications are different from those recommended by the examiner further consultation is required before a referendum can take place.</p> <p>SCDC to send copy of decision statement to the Parish Council.</p>	

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p><i>TCPA 1990 Act schedule 4B para 12 (11 &amp; 12)</i> <i>Regulations 18 &amp; 19</i></p> <p><u>SCDC commitment</u> Within 8 weeks of receipt of the examiner's report the Planning Portfolio Holder will decide whether the plan is ready for referendum or if modifications are needed. This is a key decision.</p> <p>The decision statement will be sent to the Parish Council within two weeks of the Portfolio Holder decision being made to allow for call in period on the decision.</p>	
<b>Referendum</b>	<p><b>Arrangements and publicity of referendum</b> SCDC is responsible for making arrangements for the referendum to take place.</p> <p><i>Regulation 17+4 of the Neighbourhood Planning (Referendums) Regulations 2012- and as amended by the Neighbourhood Planning (Referendums) (Amendment) Regulations 2013</i></p> <p><u>SCDC commitment</u> The referendum to take place within 60 days of the 'Decision Statement 2' upon the Examiner's Report being published. SCDC will publish detailed information about the referendum on its website 28 days before the referendum is to take place</p>	
	<p><b>Results of referendum – Decision Statement 3</b> If a referendum results in more than half those voting (i.e. 50% plus 1), voting in favour of the proposal SCDC must 'make' i.e. formally adopt, the Plan as soon as reasonably practical. <i>2004 Act s38A (4) (6)</i></p>	<p>If the referendum results in a 'no' vote for the NP the Parish Council will have to repeat the plan-making process. It cannot simply resubmit the same NP for examination.</p>

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p>SCDC must publish a decision statement about the referendum  <i>2004 Act s 38A (9)(10) Regulation 19</i></p> <p><u>SCDC Commitment</u>                      As this is a key decision there will need to be at least a 28 day period before the Plan can be considered and then it will be at the first available meeting of Cabinet/ Council following a positive referendum vote where SCDC will 'make' the Plan.</p>	
<p><b>Making of Plan</b></p>	<p><b>Publicising the Plan</b>                      As soon as possible after SCDC has decided to make the Plan it will be published, and people notified that it has been made.</p> <p>Also any environmental statements to be published and consultation bodies notified of relevant matters including how significant effects will be monitored.</p> <p>Monitoring results should be published in the Councils monitoring report.  <i>Regulation 20 Regulation 16 and 17 of Environmental Assessment of Plans and Programmes Regulations 2004.</i></p> <p><u>SCDC commitment</u>                      Within two weeks of the Cabinet / Planning Portfolio Holder meeting the Council will publish the neighbourhood plan on its website.</p>	<p><u>Parish Council commitment</u>                      Following successful examination the Parish Council will provide SCDC with the results of any primary source data which would be helpful to the Local Plan Team.</p>

## **Progress and Review Process**

The progress on the Neighbourhood Plan and success of the support from South Cambridgeshire District Council will be reviewed every 6 months, against this agreement and in a face to face meeting between the Council and the Parish Steering Group.

## **Dispute settlement**

In the unlikely event of a dispute it is expected that these will be resolved at the working level at which they arise. If this is not possible then the relevant signatories to this agreement will discuss the matter and decide on the action to take.

Received  
8/10/14  
LG

## Report to Comberton Parish Council October 2014 meeting

1) CPP has been successful in our most recent grant application being awarded a £9,900 grant from Awards for All. This money was granted for the express purpose of reinstating the sandpit. Gail has the information for this next proposed stage for the PC to approve. However, in the last week the Kompan rep informed us of a range of new equipment suitable for the sandpit that may improve upon what we had applied for to A4A. We are therefore proposing, with the PC's support, to make a quick revisit to the proposed sandpit equipment design (which includes a digger and rotating sand table) to see if for the same cost we can improve upon the design. If, following feedback from Kompan, we feel that better options are potentially available then CPP propose to consult with the wider community (by visiting the playgroup/toddler groups and KS1 parents at Meridian School) during October. Then based on feedback firm up a proposal for the November PC meeting. If we go this route then we can, as requested by the parish clerk, request further quotes from alternative suppliers.

2) It has come to the attention of Comberton Playground Project that a group of local people who raised the money for what is known as "Amanda's bench" are unhappy with the sighting of the Fire and Rescue unit. The Comberton Playground Project fully consulted the local community and plans were available in the Village Hall for a considerable time for viewing during which time we received no feedback/comment. The scope of CPP has been to raise funds for the equipment, liaise with the community and gain agreement from the PC with regards to what equipment should be installed and where and we believe that is what we have done with regards to this and other equipment. We have at every stage gained approval from the PC to make the necessary installations at the park. The only restrictions we were aware of in terms of siting equipment was with regards to fire access to the bowls club. We were not aware of any other restrictions and discussed our plans and any proposed changes with our PC rep at the first opportunity to get feedback.

CPP believe that the recreation ground is an evolving communal location - that area of the recreation ground is first and foremost a park and change was inevitable. Without improvements the park and bench would continue to be underutilized and our children and families would not now have what we believe to be a valuable asset to the community. We accept that everyone has an opinion on how the rec should be used, about what equipment they'd like to see and where etc and we also accept that it isn't possible to build a park that suits everyone's opinions. However CPP, in partnership with the PC, have tried to make the best decisions based on feedback given from those people who have attended our meetings, our consultations, given feedback via our website and from input given by Kompan etc. Taking into account a variety of factors and based on feedback we believe that the current location is the best place for the Home/Fire Rescue unit.

Comberton Playground Project do not have funds that can be used for moving the bench or the Fire & Rescue unit and are unlikely to be granted any for such a purpose. As mentioned above the funds awarded by A4A are specifically to be used for the sandpit and this organisation would not allow their funds to be used for moving equipment/benches. We believe that the Parish Council are the only group who can resolve this issue and we ask that they liaise with local residents regarding this issue.