

Minutes of the Swaffham Prior Parish Council meeting held on Thursday 11th June 2020 at 730pm via Zoom.

Present: Mr John Covill (Chair) (JC), Mr Andrew Camps (AC), Mr Alan Durrant (AD), Mr David Greenfield (DG), Mrs Sandra Gynn (SG), Mr Peter Hart (PH), Mr Paul Latchford (PL) and Mr Steve Kent-Phillips (SKP).

In attendance:

Mrs Jude Griffiths (Clerk)

Cllr Charlotte Cane (ECDC) (CC)

Rachel Earl (Clerk to Wicken Parish Council) (RE)

Liz Houghton (Chair of Wicken Parish Council) (LH)

Sheryl French (Cambridgeshire County Council) (SF)

Janet Hall (Swaffham Prior Community Land Trust Heating Scheme) (JH).

One member of the public was in attendance.

21/20-21 Apologies for absence;

None.

22/20-21 Members declaration of interest for items on the agenda and requests for dispensations

SKP declared a pecuniary interest in agenda item 30/20-21

23/20-21 Public participation for items on the agenda

None

24/20-21 Approve the minutes of the Parish Council meeting of 14th May 2020

SKP proposed that the minutes be accepted as a true account of the meeting; seconded PL, passed unanimously.

25/20-21 To hear the Swaffham Prior Parish Council Pre-planning Project Overview for the Heating Scheme, presented by Sheryl French and Janet Hall

Sheryl French (SF), Programme Director for Mobilising Action on Climate Change and Local Energy Investment at Cambridgeshire County Council (CCC), introduced herself and Janet Hall (JH), Community Engagement consultant for the Swaffham Prior Heating Scheme. A pre-planning project overview document had been circulated to the PC prior to the meeting. SF's presentation set out the background of the Government commitment to net 0 carbon by 2050 and the declaration of a climate crisis by CCC in 2019. SF gave examples of some of the current and future investments by CCC to reduce the carbon footprint of the area, including a solar farm on a closed landfill site and investments to make school more carbon neutral. The connection between CCC and Swaffham Prior Community Land Trust (SPCLT) in regard to the heating scheme is due to a number of causes – CCC own the land needed to build the scheme, the support of CCC is needed to apply for some of the funding and the 1976 Local Government Act, section 11 gives CCC powers to generate, distribute and sell heat to the community.

Financing and set up of the scheme.

The heating scheme will consist of ground source and air source heat pumps, a small solar farm and energy storage centre at Goodwin Farm. The heat network will run from here to the

village, taking heat to participants in the scheme. They are currently applying to the Government for funding; additionally, the customers will pay for their heat, SF anticipated attracting payments for carbon offsetting and payment being made for fibre optics sharing trenches. CCC have set up a pipe company to run the network. The development budget of £7 million is to be found through securing grants and applying for government loans. JH then reported on current and future work regarding the Heating Scheme.

- Planning application submission will be the first week of July. The application will be submitted to CCC but reviewed by ECDC.
- A public consultation with the village in the form of a leaflet should arrive at every house in the village in the next 2 days.
- Legal teams are working on the contracts.
- Air quality monitors – to be placed on lampposts in and around the village – had been delayed and should now arrive in the first week of July. These are to monitor air quality before and after the start of the heating scheme.
- The aim is to appoint contracts in October 2020, start construction in November 2020 and the scheme to be commissioned in March 2021.
- There will be a consultation period before the final signing of consumer agreements.
- There are a number of surveys taking place.
- The solar array and air source heat pump will be 100% renewable. The solar array will cover approximately 1 hectare and produce 0.75 kilowatts of energy – comparable to the array at Reach.
- The Energy Centre design is not yet finalised and needs to include natural screening to minimise the visual impact to the Dyke. The layout includes room for coaches turning to enable educational visits to the centre.
- The network design aims to make sure that every home could be connected to the scheme in the future. It is being designed with three principles in mind - achievability (taking into account local topography), supporting biodiversity and minimising disruption by using paths and roads where possible.
- Regarding household connection, the legal consumer and connection contracts are being developed. Works for the pipelines are hoped to start in October 2020. Internal access to the households will be needed for to install the heat interface unit, which is expected to be taking place in February and March 2021.
- Regarding the construction phase, JH wanted to engage with and liaise with the community, ensuring that local training and economic opportunities are supported.
- The next steps are:
 - To develop the network in a way to minimise disruption
 - Maintain communication with the village throughout construction
 - Appoint appropriate contractors for the different stages of construction
 - Produce a clear consumer contract
 - Promote household improvements e.g. insulation.
 - Discuss the potential impact on sign up and use of the scheme from the drop in oil prices.

The Chair invited questions.

PL asked if the scheme would become compulsory in the future at any stage (construction, operation, maintenance or future development). SF answered that the aim was to join all new buildings in to the scheme, but it would not be compulsory for existing property owners (residents) to join

PL asked if at any stage in the future (construction, operation, maintenance or future development), there would be a common additional charge per Swaffham Prior household to finance the scheme, regardless of whether they had joined? SF replied that she couldn't see why this would happen.

PL asked if a household could leave the scheme once it had joined? SF said yes, the contract was not on the house itself. There would be a cost of leaving connected to the cost of connection (removal of oil tank, installation of heat interface units) that was not set yet, but would decrease over time. PL asked if there would be a service charge in addition to charges for consumption? SF said yes.

PL asked what happened if no-one/not enough people joined the scheme? SF replied that so much had been learnt so far that CCC would consider this worth the investment but that if no-one signed up, the scheme couldn't happen. However SF stated that she had met villagers who seemed keen, even if no-one could yet sign up.

PL asked about the capital carbon costs of development, building, operation and maintenance of the scheme, plus the proposed educational visits by coach; did the carbon savings calculated take all these into account and would it be possible to see these figures as at present only the operational carbon emissions are given? SF noted that the embodied carbon emissions had not been taken into account. PL noted that fuller carbon emission calculations would have been more informative. SF said that these figures had not been assessed yet as the whole scheme was new and that CCC would have to think how to do this in the future.

SKP asked if the scheme does not happen in Swaffham Prior, will it be built elsewhere? SF said yes, although not all villages had conveniently placed CCC land like Swaffham Prior.

SKP asked if ECDC CIL money had been applied for and how much? SF said yes, estimating it to be between £50,000 and £100,000. SKP noted that all of East Cambs would be paying for the scheme with the majority not benefitting from it. SF said yes, although the same is true when a bypass is built for one community and that there would be benefits from reduced air pollution.

SKP questioned whether the solar array would be able to supply enough power, especially in the winter months. SF conceded that when there was not enough, power would have to be drawn from the Grid and that the scheme would not therefore be 100% renewable, although there were options to buy renewable energy from suppliers. SKP noted that at present, literature regarding the scheme claimed 100% renewable energy and that this would have to be changed.

SKP asked what the consequences would be if the net 0 target of 2050 were not met? SF said this was a significant challenge and that the presumption was that technology would develop to enable the target to be met, but she did not know the consequences if the target was not hit. SKP said that the digging of a 1m trench in every road in the village to install the network would be highly disruptive; in deadend roads like Greenhead Road and Fairview Grove access for residents and emergency services would be severely compromised and on the B1102, where SID monitored 1000 cars per hour twice a day, the disruption to surrounding villages would also be severe. SF said there would have to be consultations to find the best routes, managing and mitigating the disruption as much as possible. JH noted that the aim was to only have single lane closure of roads; SKP questioned if this was possible due to road width.

JH noted that respondents to a recent survey thought the proposed network 'OK to really good' (90% of 22 responses). PL noted this was 20 respondents. SF noted that people who are unhappy with the proposed network can contact CCC. PL and SKP questioned how much notice is taken of survey responses. SF said that the village had approached CCC regarding the scheme, a survey of residents indicated interest in the reduction of oil dependence, there had been lots of events, pop-ups and communication with the village and there has been support for the scheme.

AC noted that he had not received the latest consultation. JH said that it was in the post and would arrive in the next day or two and that the previous one had been available to collect from the bus stop, pub and outside 50 High Street. AC noted that the 2 day installation of the heat interface was scheduled to take place in the winter, disrupting people's heating at a cold time of year.

There was discussion of green sources of energy available.

PL expressed concerns that ground source heat pumps will become outdated technology soon and that tying consumers into the service charges for it will be expensive. SF said that not

everyone has the funds or understanding to buy into the latest green technologies and that the scheme will have had its first life cycle by the time new technologies become available.

JC asked if there were chemical additions to the water pumped around the network and what effect these would have if a pipe burst. SF confirmed that chemicals were added to the water in the network but these were included in the risk assessment and assessed as low risk – she offered to forward the relevant risk assessments to JC.

JC asked what help was available for parishioners who lived too far out of the village to join the scheme? SF said there would be a government grant scheme for air source heat pumps in 2022.

JC asked why not build a big enough solar array to supply all the required power? SF said that due to the weather variable aspect of solar, it could not supply enough power in the winter.

SKP stated that the technical data supplied about the heating scheme said that when temperatures got below 5°C the gas back up would be needed. DG said that the latest design would only need gas in the case of the ground source heat pump breaking down – it was purely as back up.

It was agreed to move agenda item 32/20-21 forward so that the representatives of Wicken Parish Council could conclude their business with Swaffham Prior PC.

32/20-21 To discuss the request of Wicken Parish Council to put a gate outside Upware on Swaffham Prior Parish land.

Chair of Wicken Parish Council, Liz Houghton explained that Wicken PC were putting in a Local Highways Initiative (LHI) bid to install gates at either end of Upware, next to the road entrance to the village and marking the boundary of the 30mph zone of the village. As the land at the end of Upware nearest Swaffham Prior is in the parish of Swaffham Prior, Wicken PC were requesting permission to put a gate on Swaffham Prior parish land. SKP asked if Wicken PC would be willing to provide a written undertaking that all maintenance of the gates would be carried out by Wicken PC and Liz Houghton agreed.

SKP proposed that the clerk send an email of support on behalf of Swaffham Prior PC after the receipt of an email undertaking that all maintenance of the gates would be carried out by Wicken PC; seconded PL, passed unanimously.

26/20-21 Reports

- a) Cambridgeshire County Council representative.
None received.
- b) East Cambridgeshire District Council (ECDC) representative – Cllr Charlotte Cane reporting.
A report was circulated prior to the meeting. The Annual Council meeting took place by Zoom on 21st May 2020 – the only change of officer was Cllr Alan Sharp became Vice Chair. It was agreed to set up a working party to help East Cambridgeshire recover from Covid 19, aiming to work with businesses, Parish Councils and community groups. Surgeries and ‘Meet your Councillors’ sessions are to be held via Zoom.
CC noted that ECDC were looking at potentially widening the cycle path between Burwell and Swaffham Prior to 3m and installing solar lights to it, as well as traffic calming in Swaffham Prior and Burwell. CC asked to hear the views of the PC regarding this and suggested the PC write to the relevant committee. PL stated that historically there had been village opposition to the installation of speed bumps/traffic calming, which could give rise to stationary traffic and increased air pollution; instead the desire was for a slower flow of traffic through the village along the B1102. SKP noted that twice a day there are 1000 cars per hour passing through the village as recorded by SID, making it too busy for traffic calming. DG summarized the viewpoint as there would be support for reducing or slowing traffic on the B1102, but not at the cost of standing traffic. Regarding cycling, the PC noted its opposition

to the closing of the slip road at the Swaffham Bulbeck end of the village to motorized traffic, stating that it would make turning into the village more dangerous for motorized traffic as it would potentially have to become stationary on the B1102 before turning down into the village and also cause problems for long vehicles turning down Station Road – as had been previously explained the ECDC in a letter from the PC.

Action: PL to forward a copy of the slip road letter to CC.

931pm AD left the meeting due to loss of internet connection..

Additionally, the PC discussed concerns that cyclists using the highway and/or leaving the cycleway to use the highway could potentially increase the danger to both cyclists and other road users. CC suggested the PC write to the committee with these concerns.

937pm AD rejoined the meeting.

27/20-21 Matters arising from previous minutes (for information only)

Min. ref. 6/20-21 DG noted that following PL's concerns regarding monitoring of the number of grass cuts taking place and the Clerk being emailed repeatedly over the timing of payments to CGM, DG had been in contact with CGM who had agreed to return to the system of payment for the number of cuts carried out per month and have noted to stop repeatedly emailing the Clerk over payments when unnecessary.

Min. ref. 18/20-21 d) PL noted that he had yet to contact the individual concerned and that he wished to speak with the before further discussion.

Min. ref. 15 SKP noted that the swing seats had been replaced. It was noted that the playground remains closed due to the inability to maintain cleanliness levels necessary to prevent COVID 19 spread.

Action: Clerk to replace sign and re-tape gates to the playground.

28/20-21 Correspondence for consideration/circulation:

- a) Emails from S Asbee and P Fuller praising the care of the cemetery
Noted
- b) Emails from J Cook and R Ainscough re speeding on the B1102.
These requested the PC revisit the issue of speeding through the village and also noted that the hedgerow on the east side of the B1102 next to the driveway for the Smock Mill was becoming overgrown and obscuring the view of oncoming traffic from the drive. It was suggested that the hedge had been cut back recently.
Action: Clerk to check.
SKP said that he had put SID up to monitor the traffic speed, but the lens in front of the camera had been scratched and now required sending away to be fixed
- c) Emails from CAPALC and SLCC regarding the need for the Annual Village Assembly to be held.
Noted and discussed under agenda item 31/20-21.

29/20-21 Consideration of planning applications received:

- 1) **20/00269/VAR 6 Cage Hill Swaffham Prior Cambridge CB25 0JS**
Variation of condition 1 (Approved plans) of previously approved 19/00622/VAR To Vary Condition 1 (Approved plans) of previously approved 18/00850/FUL for 2 Storey Side and Rear Extension and alterations – approved.
Noted.
- 2) **20/00432/FUL 26 High Street, Swaffham Prior, Cambridge CB25 0LD**
Conversion of an outbuilding barn into a dwelling with a porch extension and associated works.
DG noted that the original application for this building work had been discussed at the PC meeting of April 2020, when the PC had responded agreeing with the concerns of two parishioners that the building work needed to take account of the nearby presence of a 16th

century inglenook fireplace and potential damage to mature tree roots along the edge of the property. This new application did not reflect those concerns and no documentation regarding these concerns could be found in association with the application. It was proposed that the Clerk should respond to the application reiterating the concerns and expressing the PC's extreme concern that their earlier comments appeared to have been ignored; *proposed SKP, seconded PL, agreed unanimously.*

Action: Clerk to respond to the planning application as above.

3) **20/00310/FUL 4 Cage Hill, Swaffham Prior, Cambridge, CB25 0JS**

First floor side extension – approved.

Noted.

30/20-21 Accounts for payment including:

a) Clerk's salary and taxes	£330.00
b) Society of Local Council Clerks membership renewal	£109.00
Total	£439.00

Receipts:

GAP rent - £25.00

It was proposed that the accounts be accepted and paid; *proposed PL, seconded DG, passed (SKP abstained).*

31/20-21 To set a date for the Annual Village Assembly

It was proposed that the Annual Village Assembly be held on Tuesday 24th November 2020 in the Village Hall, whether face-to-face or online; *proposed SKP, seconded PL, passed unanimously.*

Action: Clerk to book the Village Hall.

33/20-21 To discuss the restoration and repair needed to graves in the cemetery

AD reported that several headstones in the cemetery had fallen over and that some looked as if they may fall soon. He suggested that the stones be subjected to a safety check and if any are unsafe, the owners contacted to repair or the PC undertake the repairs themselves as outlined in sections 63 and 64 of the cemetery regulations. SKP asked how much it would cost to repair unsafe stones? The Clerk did not have a figure, but said that having undertaken the ICCM cemetery management course, she could undertake the checks on the graves and report back the number needing work. AD offered to assist.

Action: Clerk and AD to check for unsafe grave markers and report back.

34/20-21 To review the Standing Orders and Financial Regulations

SKP noted that he had reviewed these, circulated the changed copies by email and made further changes where requested. The new documents had been circulated for further review before the meeting. The reviews were read out and SKP proposed that the changed versions were adopted as the Financial Regulations and Standing Orders of Swaffham Prior Parish Council; *proposed SKP, seconded PH, passed unanimously.*

35/20-21 Clerk's Report

- a) The fly tipping at the Burwell Tigers' field had been reported and cleared.

Action: Clerk to report second load of fly-tipping in the ditch by the Burwell Tigers' field entrance.

- b) Kevin Drane had confirmed that the self-set ash tree in the cemetery can be removed. The PC confirmed there were no objections to it's removal.
Action: Clerk to contact Mr Stocks to confirm the tree can be removed.
- c) The clerk confirmed that there are 5 unpurchased grave spaces still available in the cemetery, and possibly a few more amongst the older graves – to be confirmed by checking through the records. There is room for three more rows of graves plots on the other side of the path, once the area has been cleared, levelled and marked out. The cremation plots between the current final row and the fence at the end of the cemetery also need marking out.
- d) The clerk confirmed that the requests for Garden Allotment Plots must wait until the current review of the rules is complete.
- e) Eastern Tree Surgery have confirmed that they will remove trees in cemetery as agreed previously, starting on 30th June 2020.
- f) The clerk asked for a list of village groups to be asked for reports prior to the Annual Village Assembly.
Action: SKP to provide the clerk with a list as above.

36/20-21 Parish Councillors' Reports

- a) PL enquired if any more had been heard regarding the pre-planning proposal of building a number of houses in the area of Laundry Cottage and the Scout Field? He had observed considerable surveying work being undertaken along Cooper's Lane and assumed a link. DG had been told of the surveying and commented that a contact of his was looking into the ownership of Cooper's Lane through the Land Registry. Nothing definite had been heard by any other members of the PC.
- b) JC noted that the Highways Agency had patched several roads in the Fen.
- c) JC thanked DG for arranging the meeting by Zoom and SKP for his work on reviewing the Standing orders and replacing the playground swing seats.

The meeting closed at 10.17pm

37/20-21 Open Question Time

Michael Limb noted that although he was glad some of the fly-tipping at the Burwell Tigers' field had been removed, more remained, potentially blocking the drainage ditch.

Action: JC to report the remaining fly-tipping again.

Business concluded at 10.20pm

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