

FC 14th July 2026 Item 33.14 Approve transfer to deposit account to cover reserves

Deposit Account balance as at 3/7/26 £39,729.94

Reserves total:

P3 Grant	£391
Parish Plan	£210
Peace Tree	£1422 - £250 = £1172
Bingo funds	£317
The Cade	£24304 - £6468.29 - £8681.71 = £9,154.00
Outdoor Gym Equipment	£822
Play Equipment maintenance	£1809
Formal Sports	£14247
LHI Bid	£0
General Reserve	£17700
Total:	£45,822

The Cade rethatch:

Total cost: £35150 +VAT

Payment made:

Grant £20,000.00

S106 £6468.29 (from Cade reserve)

Outstanding payment to be paid from Cade reserve: £8681.71

Recommend:

Transfer of £6092.06 to cover reserve amounts



Newton Primary School

Be Kind
Work Hard
Aim High

'Getting our best even better, every single day'

Newton Primary School
Caxton End, Eltisley
St Neots, Cambridgeshire
PE19 6TL

Date: 07 July 2026
Invoice No: 026/007
To: Eltisley Parish Council

Function: Hire of Hall for meeting

Date: Tuesday 8 September 2026

Time: 7pm to 9pm

Number of Hours:	2 HOUR @ £12.00 PER HOUR	£24.00
	TOTAL TO PAY	£24.00

BACs payment preferred or cheque payable to Newton Primary School

NatWest Bank Plc
Bank account: 25738143
Name of Account: CCC Newton Primary School
Sort code: 52-10-46

Thank you



Newton Primary School

Be Kind
Work Hard
Aim High

'Getting our best even better, every single day'

Newton Primary School
Caxton End, Eltisley
St Neots, Cambridgeshire
PE19 6TL

Date: 02 July 2026
Invoice No: 026/006
To: Eltisley Parish Council

Function: Hire of Hall for meeting

Date: Tuesday 14 July 2026

Time: 7pm to 9pm

Number of Hours:	2 HOUR @ £12.00 PER HOUR	£24.00
	TOTAL TO PAY	£24.00

BACs payment preferred or cheque payable to Newton Primary School

NatWest Bank Plc
Bank account: 25738143
Name of Account: CCC Newton Primary School
Sort code: 52-10-46

Thank you

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge CB23 6EA

www.scambs.gov.uk
e: sundry.debtors@scambs.gov.uk
t: 01954 713000

INVOICE



Eltisley Parish Council
C/O Ms Jane Bowd
Needingworth Village Hall
Overcote Lane
Needingworth
PE27 4TU

Customer No.	26000934
Invoice No.	80103464
Invoice Date	08-Jul-2026

DESCRIPTION	NET PRICE	VAT
Costs incurred in the administration of an uncontested Parish election at rate of £15 per seat 7.00 Unit(s) @ £15.00 Vat Rate: Outside Scope	105.00	0.00
DUE DATE 29-Jul-2026		
	NET TOTAL	£105.00
	VAT	£0.00
	INVOICE TOTAL	£105.00

VAT Registration No. GB 214 5282 86



PLEASE SEE OVERLEAF FOR PAYMENT DETAILS

9826 2127 4400 0080 1034 642

HOW TO PAY



By BACS or Internet Banking

If you wish to pay by internet banking or bank transfer our bank details are:

Sort Code: 20-17-68
Account Number: 10464341
Account Name: South Cambridgeshire District Council
Bank: Barclays Bank Plc, 9-11 St Andrews Street, Cambridge

Please ensure you quote the invoice number.



By secure online payment via our website

Payments can be made online using a debit or credit card at www.scambs.gov.uk and click on the 'Pay for it' button.



Debit Card Payments

To make a debit or credit card payment please call 01954 713 000 and choose option 4. This service is available 24 hours a day, seven days a week.



By Direct Debit

Regular invoices may be paid by direct debit.

To request a form please email sundry.debtors@scambs.gov.uk or call 01954 713 000



Post Office / Paypoint

Payments can be made at the Post Office or at PayPoint retailers using this barcoded invoice or a payment card.

To request a payment card please email sundry.debtors@scambs.gov.uk or call 01954 713 000.

We are required by law to protect the public funds we administer and we may share information provided to us with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

FC 14th July 2026 Item 33.18 ZCC Grant 2026

ZCC Grant 2026 now open!

Applications are open for the 2026 Zero Carbon Communities (ZCC) grant scheme, supporting community groups, charities, and parish/town councils across South Cambridgeshire to take action on climate change and nature through local projects.

The fund can support up to £19,500 per project for a wide range of initiatives, from energy efficiency improvements and renewable energy generation, to community growing and behaviour change projects.

When: Applications close 5pm Friday 24 July 2026.

Info: [Find out more and apply here](#)
ZCC@scambs.gov.uk.

FC 14th July 2026 Item 33.19 Bus Shelter Refurbishment

Council to consider the refurbishment of the bus shelter.

- Cleaning and painting – volunteers or to obtain quotes
- Replace public noticeboard inside the bus shelter

Noticeboard:



ESPO 1200MM X 900MM £26.00 + VAT

Spray with weather resistant spray.

Mount on batons inside the bus shelter

[Fabsil Universal Protector Water-Repellent Spray 400ml - Screwfix](#)



**FABSIL UNIVERSAL PROTECTOR WATER-REPELLENT
SPRAY 400ML (25815)**

£8.99 inc. VAT

For decision:

- Type of noticeboard - felt sprayed with water repellent spray
- Size of noticeboard
- To purchase batons to mount the noticeboard
- Whether to seek quotes for repainting the bus shelters

Eltisley Parish Council

MENOPAUSE POLICY

AIMS OF THE POLICY

Eltisley Parish Council is committed to providing an inclusive and supportive working environment for everyone who works here. The Council recognises that women experiencing the menopause, whether before, during or after this time of hormonal change and associated symptoms, may need additional consideration, support and adjustments.

The Council recognises that the menopausal symptoms can also affect transgender people and nonbinary people. The Council is committed to developing a workplace culture that supports workers experiencing the menopause in order for them to feel confident to raise issues about their symptoms and ask for reasonable adjustments at work.

The aim of the policy is to:

- Make Councillors aware of their responsibility to understand how the menopause can affect staff, and how they can support those experiencing the menopause at work;
- Foster an environment in which colleagues can openly and comfortably instigate conversations, or engage in discussions about the menopause in a respectful and supportive manner;
- Raise wider awareness and understanding among all employees about the menopause;
- Enable workers experiencing the menopause to continue to be effective in their jobs;
- Outline support and reasonable adjustments available;
- Help us recruit and retain employees experiencing the menopause.

This policy is part of the Council's commitment to ensuring the health and safety and wellbeing of all the workforce and will ensure the workplace does not make the menopausal symptoms of employees worse. This policy is part of the Council's commitment to equality and diversity. We are committed to creating a workplace that respects and values each other's differences, that promotes dignity and combats prejudice, discrimination and harassment. This policy seeks to benefit the welfare of individual members of staff; retain valued employees; improve morale and performance and enhance the reputation of the Council as an employer of choice. The Council recognises that many of the changes to workplace culture and adjustments offered here may not only be of benefit to workers experiencing the menopause, but to all staff.

SCOPE OF THE POLICY

This policy applies to all staff who are employed by the Council.

DEFINITION OF THE MENOPAUSE

The menopause is a natural transition stage in most women's lives. For some it will be medically induced. It is marked by changes in the hormones, and the woman stops having periods. Women may have a wide range of

physical and psychological symptoms whilst experiencing the menopause and perimenopause and may often encounter difficulties at work as a result of their symptoms.

Each woman will be affected in different ways and to different degrees over different periods of time, and menopausal symptoms can often indirectly affect their partners, families and colleagues as well.

Disabled women and those with pre-existing health conditions, may find that the menopause can aggravate their existing impairments and health conditions or even trigger new ones. Menopausal symptoms can in turn also be made worse by the disabled woman's impairment or health condition.

The Council recognises that for many reasons, peoples' individual experiences of the menopause may differ greatly. Menopausal symptoms may include:

- hot flushes – a very common symptom that can start in the face, neck or chest, before spreading upwards and downward, may include sweating, the skin becoming red and patchy, and a quicker or stronger heart rate;
- heavy and painful periods and clots, leaving those affected exhausted, as well as practically needing to change sanitary wear more frequently. Some affected may become anaemic;
- night sweats, restless leg syndrome and sleep disturbance;
- low mood, irritability, increased anxiety, panic attacks, fatigue, poor concentration, loss of confidence and memory problems;
- urinary problems - more frequent urinary incontinence and urinary tract infections such as cystitis. It is common to have an urgent need to pass urine or a need to pass it more often than normal;
- irritated skin – including dry and itchy skin or formication, and dry eyes. Also, vaginal symptoms of dryness, itching and discomfort;
- joint and muscle aches and stiffness;
- weight gain;
- headaches and migraines;
- menopausal hair loss;
- osteoporosis – the strength and density of bones are affected by the loss of oestrogen, increasing the risk of the bone-thinning disease osteoporosis;
- side effects from hormones replacement therapy (HRT), a form of treatment for menopausal symptoms for some people (although not suitable or appropriate for all).

Menopausal symptoms may also exacerbate existing impairments and conditions that those affected may already be finding difficult to manage at work.

SUPPORT FOR EMPLOYEES

The Council is committed to a programme of action to make this policy effective and will to take positive action to support staff experiencing the menopause.

All staff will be provided with appropriate information so that they are able to better understand the effects of the menopause and be comfortable about discussing and addressing the impact that it can have on employees in carrying out their roles. Where applicable, policies and procedures should take account of the effects of the menopausal symptoms to ensure that employees experiencing the menopause are not disadvantaged as a result of their symptoms.

The Council recognises that some employees experiencing the menopause may find that related symptoms may impact on their health and wellbeing, and we aim to provide as much support as is reasonably practicable for individuals. The Council recognises that the menopause is a very personal experience and therefore different levels, and types of support and adjustments may be needed.

Employees experiencing the menopause are encouraged to let their line manager or an alternative contact know if they experience symptoms that may impact on their work, so that appropriate support is provided. Such information will be treated confidentially and in accordance with the Council's data protection policy. If employees experiencing the menopause are not comfortable discussing their problems with their line manager, they can discuss it with another person.

Absence will be recorded as related to menopausal symptoms and managers will consider such absence as an ongoing condition requiring the consideration of reasonable adjustments and flexibility in absence procedure triggers.

The Council recognises the potential impact of menopausal symptoms on performance by employees experiencing the menopause. Managers will seek to support staff sympathetically rather than moving directly to capability or disciplinary procedures.

The Council will ensure that gender sensitive risk assessments are undertaken to consider the specific needs of employees experiencing the menopause and to ensure that the working environment will not make their symptoms worse.

The risk assessment will assist with the identification of any potential adjustments that may be required.

Common areas in particular to consider are:

- workplace temperature and ventilation;
- access to adequate toilet and washing facilities;
- access to drinking water;
- uniforms and personal protective equipment (PPE);
- working times and break times;
- workplace stress and workload;
- bullying and harassment.

Employees who are experiencing the menopause can apply for the following adjustments to support them at work:

- control over environmental factors – with provision of desk fans on request, review of office seating plans so that affected employees can be near the window or open doors, or away from direct sources of heat such as radiators, fitting blinds to windows, greater access to chilled drinking water, and to toilets and washing facilities;
- where uniforms are provided, to use natural fibres wherever possible;
- flexibility over uniform and dress codes should they exacerbate symptoms such as hot flushes and sweating, and provision of additional spare uniforms;
- changing/washing facilities for staff to change clothes during the working day;
- for employees who are required to drive as part of their usual work pattern, duration of travel to be reduced and increased rest breaks provided;
- flexible working arrangements including options for flexitime (to work around symptoms or adjusting start and finish times for example), shift-swapping, and homeworking where appropriate;
- flexibility around the taking of breaks, or increased breaks during the working day, and if required providing cover as necessary for these breaks;
- flexibility around attending relevant medical appointments;
- temporary changes to the employee's duties, such as undertaking fewer high-visibility work like formal presentations or meetings or on reception because it can be difficult to cope with symptoms such as hot flushes or assessing how work is allocated or whether the employee is affected at particular points of the day;

- provision of private spaces for women to rest temporarily, to talk with a colleague or to phone for personal or professional support.

This is not a definitive list of adjustments. The Council will consider additional suggestions put forward by members of staff.

RESPONSIBILITIES OF MANAGERS

Councillors should ensure that all employees are aware of this policy and understand their own and the employer's responsibilities. Councillors should encourage employees to discuss the impact of their menopausal symptoms on their work-life and encourage them to access the support and adjustments offered. They should promote a positive attitude to discussions around women's health issues.

Councillors should be ready and willing to have open discussions about the menopause, appreciating the personal nature of the conversation, and treat the discussion sensitively, confidentially and professionally.

Councillors will consider all requests for support and adjustments sympathetically and will not discriminate against those employees who are experiencing the menopause and put in place the required support or adjustments in a timely manner.

All employees must be treated fairly and consistently. Employees need to be confident that they will not be treated less favourably if they take up any support available to employees experiencing the menopause. The Council will take seriously and investigate any complaints of discrimination, harassment or victimisation, using the agreed procedures and respecting confidentiality.

All requests for support or adjustments must be dealt with confidentially and in accordance with the data protection policy. Managers will support employees in informing their colleagues about the situation if appropriate.

RESPONSIBILITIES OF EMPLOYEES

All staff should take a personal responsibility to look after their health.

Employees are encouraged to inform their line manager if they are experiencing menopausal symptoms that may impact on their work and need any support, so that they can continue to be effective in their jobs.

Employees experiencing the menopause are encouraged to seek support through their GP, and other external organisations.

All staff have a responsibility to contribute to a respectful and productive working environment, be willing to help and support their colleagues, and understand any necessary adjustments their colleagues are receiving as a result of their menopausal symptoms.

Employees should report any instances of harassment, victimisation or discrimination experienced because of issues related to the menopause. If an employee is found to have harassed, victimised or discriminated against another employee in relation to the menopause, then they will be seen as having committed a disciplinary offence.

GLOSSARY

Menopause – a natural transition stage in most women's lives lasting from four to eight years, although for some women it can be much longer. Most women experience the menopause between the ages of 45 and 55. It is marked by changes in the hormones and the woman stops having periods. Women may also experience a wide range of physical and psychological symptoms as a result of the menopause.

Premature menopause – for some women, it can be experienced at a much younger age, in their 30s or even younger. This is sometimes called premature ovarian insufficiency. The NHS estimates that 1 in every 100 women will experience premature menopause.

Medical or surgical menopause – there are some medical circumstances that will create an immediate menopause, whatever the woman's age, such as a medically induced menopause to shrink fibroids or when the ovaries are damaged by specific interventions such as treatment for cancer, or when a woman's ovaries are removed as part of a hysterectomy.

Perimenopause – a period of time before the menopause, in the years leading up to the menopause where there can be significant changes for women, including irregular and heavy menstrual bleeding and many of the classic symptoms associated with menopause.

Post-menopause – a term used when a woman's periods have stopped for 12 consecutive months. However other menopausal symptoms may not have ended so soon. Some significant symptoms that can impact on work may continue for years.

Disabled person – under the Equality Act, a disabled person has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. In some cases, menopausal symptoms may meet the definition of 'impairment'. The menopause is a workplace issue: guidance and model policy

SELF-MANAGEMENT FOR PEOPLE EXPERIENCING THE MENOPAUSE

Employees experiencing the menopause are encouraged not to suffer in silence.

Consider:

- seeking medical advice from your GP;
- discussing symptoms with your manager or with the alternative contact (see above) and with your trade union rep and requesting appropriate workplace adjustments;

Employees are also encouraged to make healthier lifestyle choices to help with some of the symptoms such as:

- eating healthily and regularly – research has shown that a balanced diet can help in alleviating some symptoms, in keeping bones healthy and in not gaining weight;
- drinking plenty of water;
- exercising regularly – to reduce hot flushes, improve sleep, boost mood and maintain aerobic fitness levels;
- not smoking – to help reduce hot flushes and the risk of developing serious conditions such as cancer, heart disease and stroke;
- ensuring alcohol intake is within recommended levels and cutting down on caffeine and spicy food – all of which can trigger hot flushes;
- having access to natural light;

- staying cool at night – wearing loose clothes in a cool and well-ventilated room to help with hot flushes and night sweats;
- ensuring adequate rest and relaxation – to reduce stress levels and improve mood (through, for example, activities such as mindfulness, yoga and tai chi);
- trying vaginal lubricant or moisturiser – available from shops and pharmacies for anyone experiencing vaginal dryness.

Adopted at meeting of Eltisley Parish Council held on 14th July 2026.

Signed.....

Mrs A Jackson

Parish Clerk

DRAFT

Eltisley Parish Council

DEATH OF A SENIOR STATESMAN PROTOCOL

What's included in this Protocol:

- What will happen?
- Books of condolence
- Parish Council website
- Meetings and Events
- Flag Protocol
- Floral tributes
- Other Parish Organisations and what they're doing
- Staff and Councillor Dress Code

What Will Happen

National Mourning Time Table

- D Day = Date of Death
- D+1 = * Proclamation Day (London)
- D+2 = * Proclamation Day
- D+? = Middle Sunday - Civic Services
- D4-6 to D9 = Lying in State
- D10 = Date of Funeral
- * Sovereign only

Books of Condolence

- Condolence book will be provided at The Church. Available times for signing to be agreed and put on the website.
- Book to be made available from D2
- Book to be collected the day after the funeral and stored in the Archive room at the Cade.
- Letter to the Private Secretary notifying them of the book location.

Parish Council website

- The temporary webpage will be put up once official notification has been received of the death.
- This will include a picture of the deceased, message from the Chairman and additional tabs signposting residents to services, condolence book, flowers etc.
- Temporary website to be taken down the day after the funeral.

Meetings and Events

A decision will be made by the Chair & Parish Clerk at the earliest convenience as to whether any meeting or events either organised by the Council or held on Council property will go ahead during the mourning period.

The Parish Council will consider appropriate insurance cover for the cancellation of events.

Flags

- Union Flags on vertical flag pole at Half Mast or flown with cravat on angled flag pole
- Returning to Full Fly for Proclamation

Flags & Proclamation

- D Day = Flags at Half Mast
- D+1 = Flags at Half Mast until 11am
- D+1 = At 11am Flags flown at Full Mast for the Proclamation
- D+2 = At 1pm Flags return to Half Mast- unless Local Proclamation
- D+2 = Local Proclamation then Flags return to Half Mast
- D+3 until D+11 = At 8.00am day following Funeral Flags return to Full Mast or are removed.

Floral Tributes

- A notice will be added to the website, Facebook page and noticeboards informing parishioners of where and when they can lay floral tributes (including notice of when they will be removed).
- These will be permitted at the Peace Tree.
- All tributes must have plastics and cellophane removed (for ease of composting)
- All Tributes will be removed the day after the funeral and deposited in the recycling bin at the Mill Way cemetery.
- The Parish Council will order a wreath to the value of £50.00 to be placed on behalf of the Parish

Other Parish Organisations and what they're doing

Church Services

Primary School

Staff and Councillor Dress Code

Staff and Councillors will be requested to wear a black ribbon when performing Council business. These will be stored in the Council office.

Chain of Office if used during period of mourning will be placed in a black bag.

Adopted at meeting of Eltisley Parish Council held on 14th January 2020. Last reviewed 14th July 2026

Next review: July 2027

Signed.....

Mrs A Jackson

Parish Clerk

Eltisley Parish Council

Communications Policy

Introduction

Eltisley Parish Council (the Council) is committed to regular and open communications. The Council welcomes opportunities to engage with the local community and the wider public via the press and online platforms. This document covers the Council's approach to communications and defines the roles and responsibilities within the Council for:

- Communications – channels and principles
- Press
- Website
- Social Media
- Filming and recording of meetings
- Emails
- Correspondence
- Document management

Policies in this paper have been drawn from national guidelines and best practice examples from other parish councils¹.

Communications – channels and principles

1. The Council's communications will be open, honest and accessible.
2. The first point of contact for letters and emails to the Council is the Parish Clerk
3. Publicity generated by the Council will be appropriate, lawful, cost effective, objective, and even-handed. All communications will have regard to equality and diversity and be issued with care during periods of heightened sensitivity.
4. The Council notice board will be used for the publication of agendas, minutes and other Council information. In addition the Council will use other channels of communication available to it whenever possible. This includes use of the Council website (~~www.eltisleyvillage.co.uk/parish-council/~~) www.eltisley-pc.gov.uk)and Council newsletters in The Villager and local newspapers.
5. Councillors will have their own opinions on issues and may be *predisposed* to particular viewpoints. Whilst they can express those views and play an active part in local discussions, it is essential they do not *predetermine* a position or decision in advance of hearing all the relevant information or prior to relevant Council resolutions being made. Councillors must not

• ¹ *Sources for this policy paper:* The code of Recommended Practice on Local Authority Publicity; NALC model standing orders; Governance Toolkit for Parishes and Town Councils; Welsh Local Government Association; Policy documents from diverse parish councils, including Fletching, Billingshurst, Burwash, Stapeley & Croft; Oxfordshire Rural Community Council Toolkit (Facebook); Society of Local Council Clerks Advice note on Social Media May 2014; the 'Nolan Principles' of public life

to make up their minds until they have heard any contrary views. It is important that Councillors can demonstrate that, whatever their individual views, they remain open for discussion and persuasion when the Council meets to consider matters and vote on resolutions.²

Press

6. Press releases and resulting media coverage increase public awareness of the Council's activities.
7. Press releases to promote a decision or the work of the Council will be prepared and issued by the Parish Clerk or the Chair.
8. All enquiries from journalists should be directed to the Parish Clerk or the Chair.
9. Reactive press releases can be prepared and issued in response to a specific question or as a rebuttal to a published article. Such statements should be dealt with in a timely fashion.
10. The Clerk or Chair will base media responses on:
 - a. Adopted minutes and resolutions of the Council
 - b. Statements and/or media lines agreed/resolved by the Council
11. Statements and media responses must reflect the Council's opinion and any agreed '*tone of voice*' for communications.
12. Statements, written quotes and press releases issued on behalf of the Council must be circulated promptly to all Council members and the Clerk, with a brief update on the context of the press enquiry.
13. Individual members of the Council can contact the press, give interviews, write letters-to-editors or produce articles *as individuals*. However unless they have authority from the Council they should not use the *Councillor* prefix with their names and should make it clear at all times that the views they express are their own and do not represent the Council in any way. Individual members should consider the implications and context of media enquiries and the potential impact of publicity on the Council's legal responsibilities or activities.
14. Members must comply with the Council's Code of Conduct when dealing with the media.
15. The Council acknowledges the right of the media to obtain information under the Freedom of Information Act and will comply with requests for information.
16. Journalists are welcome and are encouraged to attend Council meetings (including committee meetings) and are entitled to receive agendas, reports and minutes on request.

• ² "The Localism Act (2011) makes it clear that it is proper for councillors to play an active part in local discussions, and that they should not be liable to legal challenge as a result. This will help them better represent their constituents and enrich local democratic debate. People can elect their councillor confident in the knowledge that they will be able to act on the issues they care about and have campaigned on."

• *Communities and Local Government Plain English Guide to the Localism Act (Department for Communities and Local Government)*

17. The Council will not quote any Councillor in a news release or involve them in proactive publicity events during an election period.

Digital Communications

We understand that not all residents will have access to digital and social media channels such as the website and emails, whether by choice, cost, competence or accessibility. Traditional methods of communication – noticeboards and newsletters in The Villager will form the backbone of our communications.

Website

18. We will aim to update the Council's website regularly. The site will include:
- a. Agendas and minutes of all meetings
 - b. Forthcoming events, local news and useful information
 - c. Council's policies and procedures
 - d. Useful links
 - e. Information and contact details of Councillors and the Clerk.
19. Online content should be objective, balanced, informative, respectful and accurate.

Social media

Parish Councillors will not engage in public communication via websites/twitter etc on behalf of the Parish Council or in connection with Parish Council business.

The Parish Council will not respond to enquiries or comments made via social media. If residents wish to raise an issue with the Parish Council, they should communicate directly through the Parish Clerk as outlined under Correspondence below.

20. When using Social media it must be made clear that Councillors are posting as individuals.
21. Social media content should be objective, balanced, informative, respectful and accurate.

Emails

22. The status of emails:
- a. Email is regularly used for the management and administration of the business of the Council.
 - b. Emails should be regarded as having the same legal status as hard-copy written documents for the purposes of production, use, retention and disclosure. They are not to be treated as different from paper documents.
 - c. In common with printed forms of communication, email messages cannot be guaranteed to be private and secure: do not print or send confidential, sensitive or personal data unless approved by Council
23. Production and use of emails:
- a. Councillors should use personal and professional courtesy and consideration in emails, respecting others and complying with Standing Orders and the Code of Conduct
 - b. Emails should be open and straightforward – for instance, writers should make it clear when the contents of an email should be treated as confidential

- c. It is sometimes helpful for the Chairman/Vice Chairman to be copied in to emails to the Clerk. They may always be approached for guidance by phone or email.
- d. If offended by the content or tone of an incoming message get a second opinion to check out their interpretation and make sure the response is objective.
- e. Always respect the privacy of others, remembering that e-mail can be just as intrusive as unsolicited 'phone calls or letters.
- f. Respect the confidentiality of information encountered inadvertently in e-mail or other records.
- g. Check with the sender if there is any doubt about the authenticity of a message.
- h. Avoid the use of jargon which might be misunderstood or unknown to the receiver.
- i. Members should take care not to give the impression in emails that they represent the Council (unless authorised to do so).

Filming and Recording of Meetings

- 24.** The Local Audit and Accountability Act 2014 makes provision for the filming of council meetings (including committees and sub-committees)³. Where filming or recording occurs, Councillors should be mindful of the Code of Conduct, Standing Orders, any potential infringements of copyright and, in the case of members of the public attending or invited to speak at meetings, individual rights to privacy.

Council Correspondence

- 25.** All correspondence for the Council should be addressed to the Clerk, who is the first point of contact for the Council. Communication ideally should be in written form, either by email or letter.
- 26.** The Clerk should deal with all correspondence following a meeting.
- 27.** All official Council correspondence should be sent by the Clerk on council headed paper.
- 28.** All correspondence to the Parish Clerk will be acknowledged within seven days of receipt, unless the clerk is on annual leave. If email is used then an acknowledgment will be sent by email.
- 29.** If a parishioner wishes a subject to be raised, and it is appropriate for discussion at a Parish Council meeting, then the Parish Clerk will have to be notified seven days before the publication of the agenda. All correspondence and communication/documents must be received by the Parish Clerk a minimum of 36 hours prior to a meeting.
- 30.** The Parish Council will determine the response, if any is required, to correspondence received. The Parish Council reserves the right to not respond to any correspondents that are taking up a disproportionate amount of the Parish Clerk's time. Correspondents will be informed that the matter will not be pursued and the reason given why.

• ³ In line with our Standing Orders 31 photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.

- 31.** The Clerk sends out the Council’s correspondence to other bodies. Should it become appropriate or necessary for a Councillor to issue correspondence in his/or her own name, this must be authorised by the Council and the correspondence must make it clear that it is being written in an official capacity and has been authorised by the Council.
- 32.** No individual councillors should communicate with companies/individuals with which the council has a contractual relationship. All enquiries should go through the Clerk.

Adopted at meeting of Eltisley Parish Council held on 9th January 2018.

Last reviewed 14th July 2026

Next review: July 2027

Signed.....

Mrs A Jackson

Parish Clerk

Our Ref: 26/02309/FUL
Your Ref: DC/GCSP/TH6GHMDX0DA00

25 June 2026



Alison Jackson
Eltisley Parish Council
Needingworth Village Hall
Overcote Lane
Needingworth
St Ives
PE27 4TU

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

www.scambs.gov.uk | www.cambridge.gov.uk

Dear Ms Jackson

**South Cambridgeshire District Council
Consultation on application for Planning Permission**

Reference: 26/02309/FUL

Proposal: Change of use of part of an agricultural building to Use Class B8 (Storage) and associated siting of an existing shipping container (retrospective).

Site address: Papley Grove Farm St Ives Road Eltisley Cambridgeshire

Applicant: M T Lines & Partners .

Reason(s) for notification and other notes

Category: Changes of Use
UPRN 100091204877
Grid Ref: E527591 N261318

Viewing the details of the application and making comments

Please go to: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/02309/FUL> to view plans and documents associated with this application.

We welcome any comments your Parish Council wishes to make. Please ensure any comments you wish to make are submitted before **16 July 2026**. After the expiry of this period, the Council may determine the application without receipt of your comments. Should you wish to discuss this application beforehand please contact me. If you have no comments to make, I would be grateful if you could inform me as this may help speed up the determination of this application.

Should the Parish Council wish to request that the application be considered by the District Council's Planning Committee, **please indicate this clearly and provide the material planning reasons for the request**. Examples of material considerations can be found below. The Strategic Sites Delivery Manager/Development Management Delivery Manager, in consultation with the Chair and Vice-Chair of the District Council Planning Committee, will respond to all reasonable requests. Please note that where the Parish Council makes no reference to a request for referral to

the planning committee, this will be interpreted as the Parish Council not wishing to make such a request and the determination may therefore be delegated to officers. Additionally, unless specifically stated in the Parish Council's response, the District Council reserves the right for this application to be determined by officers if the Case Officer's recommendation concurs with that of the Parish Council.

How we handle your personal data

The Greater Cambridge Shared Planning Service comprises the Local Planning Authorities of Cambridge City Council and South Cambridgeshire District Council. The Data Controller will be the relevant authority under which the planning application falls.

You can view our Privacy Notices at <https://www.scambs.gov.uk/the-council/access-to-information/customer-privacy-notice> which provides information on how we collect, store and process your data within the different functions of the council. If you require a hard copy please contact us using the details provided at the top of the letter.

We publish many documents as part of the planning process. If you think we've got something wrong or are concerned with the way we are handling your data please contact us using the details provided at the top of the letter noting the application reference and document details and we will do our best to resolve the matter.

Yours sincerely

Charlotte Peet (She/Her)
Senior Planning Officer

Email: charlotte.peet@greatercambridgeplanning.org
Direct dial: 07704018421

The Parish Council: - (Please delete appropriately)

Supports

Objects

Has no recommendation

Comments:

The Parish Council *does/does not request that the application be referred to the District Council Planning Committee *(please delete)**

Planning reasons:

Note: Where a Parish Council requests that an application is determined by Planning Committee there is real value and importance in Parish Council representatives attending Planning Committee to support their comments. Please note that the Parish Council can be represented at Planning Committee by any of its Councillors or the Parish Clerk (with the approval of their Parish Council).

Signed.....Date.....

Clerk to the Parish Council or Chairman of the Parish Meeting

Guidance:

What are Material Considerations - A material consideration is a matter that should be taken into account in deciding a planning application or appeal against a planning decision.

Examples of material considerations can include (but are not limited to).

- Overlooking / loss of privacy
- Loss of light/overshadowing
- Highway Safety
- Traffic
- Parking
- Noise
- Layout and density
- Design, appearance and materials
- Effect on listed Building and Conservation Areas
- Nature Conservation and or impact on protected trees or the landscape.
- Disabled Person's access
- Government Policy
- Compliance with the Local Plan.

The following are **not normally** issues that can be taken into account:

- Loss of property value
- Issues of market competition
- Loss of a view
- The applicant's motive, character or personal circumstances
- Matters covered by other legislation including restrictive covenants
- Issues relating to landownership/property boundaries.
- Moral or religious Issue

Email received: 5th June 2026

Good afternoon,

Thank you for the email below, however I do not believe it answers the issues I raised.

I am not debating the process on the 27th January, I am debating the decision made previous to this to not allow the road to re-open in both directions prior to seeking villager views.

The FOI information from both Highways England and the PC states that the decision was made based on 'emails from residents' but there were only 2 emails in the FOI pack sent. My question here is, who made the decision not to re-open the road in both directions based on these two emails prior to the 27th January meeting when views of villagers were not sought.

Highways England FOI response states 'the PC advised that villagers requested the road not be reopened in both directions' and the PC FOI request states that this decision was based on 'emails' of which there are only 2.

Therefore 2 emails does not justify for the road to remain closed, despite the vote which was put to villagers in January begrudgingly by the PC. My point is that the road should never have only opened in one direction, based on 2 emails.

Many thanks

FC 14th July 2026 Item 37.1 - Telephone Mast update

Atlas Group have some concerns over the visual impact (see attached mockups) and the coverage to the new motorway from this location. They know it would work for the village, but their concern is that the mobile operators would prefer a location that can provide good coverage to the new roads and junctions as well. They have not been able to get a response from the potential landowner just to the west of the village. They have referred the allotment location to one of the mobile operators but have not received a response. They will chase this up.

Suggested holding off instructing solicitors to review the HOTs at this time.

Actions taken:

- Solicitor has been put on hold to review the Heads of Terms contract. Awaiting confirmation regarding any fees incurred to date
- Surveyor not appointed to value the site yet



MEMBERS' NEWSLETTER



UPDATE FROM THE MAYOR PAUL BRISTOW

I've recently marked what has been a busy first year in office and the last few weeks have been no different.

We've reached agreement with Peterborough City Council to bring free parking to the high street. The trial, funded by the Combined Authority, will test if free parking can attract more visitors, and support high street businesses and tourism in the city. Free parking in Peterborough was one of my manifesto pledges and it will soon be here.

In April, I helped to open the new Green Skills Academy in Wisbech, after the Combined Authority invested £2 million to help train the next generation of skilled workers in environmental technology and green trades in Fenland.

I was part of Team Cambridgeshire and Peterborough at UKREiF in May, championing our region and our Local Growth Plan aim to triple our economy. We put the fantastic growth opportunities of our region in front of major investors and

Government, while also pushing projects that unlock our potential, like sorting Ely Junction and mass rapid transit for Cambridge.

The Combined Authority secured £5m to fund the pioneering Youth Guarantee Trailblazer initiative for a second year. The first year saw 1,000 young people supported through practical training, life coaching, internships, and apprenticeship and now this additional funding will reach even more young people and help boost the local economy.

Earlier this month the Cambridgeshire and Peterborough Combined Authority was awarded Local Visitor Economy Partnership status by VisitEngland, allowing me to work with local partners to unlock further growth in a sector that already contributes £2 billion annually.

A review by experienced transport leader Leon Daniels into how best to deliver bus franchising in Cambridgeshire and Peterborough has concluded. We will be implementing the recommendation of a phased approach, starting in 2027, allowing the Combined Authority time to introduce franchising in a sensible, measured way which reduces risk.

I am now focused on continuing this momentum into my second year and I look forward to working with you all.



UPDATE FROM THE CEO ROB BRIDGE

Since our last Members' Newsletter, there has been significant activity across the Combined Authority as we continue to deliver the ambitions set out in our Corporate Plan and Local Growth Plan.

Thank you to all of you who were able to attend the Member Information session on the 8th June which I hope you all found useful in finding out more about what the Combined Authority does and is focussed on, as well as hear from the Mayor.

One of the most important developments since the last newsletter has been our progress to becoming an Established Mayoral Strategic Authority. With the support of the Board, the Mayor has written to Government setting out our readiness to take this next step in our devolution journey. Achieving Established Status would expand our powers and funding flexibility, unlocking investment to deliver in transport, infrastructure, skills and housing. The Board will consider the application next month for submission.

We have received positive news following our recent Gateway Review, Government has confirmed that we have successfully passed the review. This is a

significant milestone and recognition of the progress made across the organisation in recent years. The review highlighted improvements in our partnership working, governance and delivery, while recognising our ambition to take forward larger projects that will support long-term growth across the region.

In April, we hosted our staff conference, bringing colleagues together to reflect on our priorities, delivering the Local Growth Plan, preparations for Established Mayoral Strategic Authority status, while also providing an opportunity for colleagues to connect and share ideas as our attention is increasingly focussed on planning for taking on new powers and responsibilities in the English Devolution & Community Empowerment Act.

In May, we returned to Leeds for UKREiiF, the UK's largest real estate, investment and infrastructure forum. Alongside our constituent councils and partners, we showcased the opportunities across the region and the ambitions of our Local Growth Plan and the 'Opportunity Zones' and key proposals within them. Over three days, we welcomed hundreds of visitors to our pavilion and hosted discussions on investment, infrastructure, innovation and growth. We are now continuing those conversations to help secure future investment and opportunities for the region.

Together, these developments demonstrate the progress we are making and the strong foundations we are building for the future. Thank you for your continued support as we take this work forward.

£5 MILLION YOUTH TRAILBLAZER FUNDING EXTENSION SECURED AFTER YEAR-ONE SUCCESS



More young people will be supported into jobs, training or education after the Combined Authority secured £5m to fund its Youth Guarantee Trailblazer initiative for a second year.

The extension follows a successful first year that saw over 1,000 young people supported through practical training, life coaching, internships and apprenticeships. The fresh funding injection will build on these achievements by expanding opportunities for young people, introducing an exclusive apprenticeship pathway and opening another new Youth Hub within the region.

This additional funding comes at a critical time for the region. Recent figures show that 14.2% of 16-to-24-year-olds across Cambridgeshire and Peterborough, roughly 15,400 young people are currently Not in Education, Employment, or Training (NEET).

Since last year, the Trailblazer project has delivered measurable economic and social benefits across the region:

- Supported over 1,000 young people, with a significant number progressing into full-time or part-time work, tailored training, and ongoing mentorship.
- Launched 30 local projects, successfully delivering custom interventions in partnership with leading regional providers including Constructed Pathways, Salvation Army, Inspire 2 Ignite and Noise Solution.
- Engaged with over 200 local businesses to support the recruitment of local young talent.
- Supported over 200 young adults through the Peterborough Youth Hub, based at Peterborough United FC, providing practical interview preparation, CV workshops, career coaching and wraparound support to help them progress into employment.
- Connected young people aged 18–25 with mental health and wellbeing support through the Qwell online platform.

The £5 million investment will reach even more young people and help boost the local economy. Key plans include a dedicated apprenticeship service that will help 16-to-18-year-olds move smoothly from school straight into roles with local businesses.

Additionally, the funding brings back a £1.5 million pot for local providers to develop innovative programmes that are tailored to support NEET young people into employment.

TEAM CAMBRIDGESHIRE & PETERBOROUGH SHOWCASES £97 BILLION GROWTH AMBITION AND INVESTMENT OPPORTUNITIES AT UKREiIF



Team Cambridgeshire and Peterborough attended UKREiIF last month to showcase the scale of opportunity across our region.

Over three days, more than 700 investors, developers, business leaders and public sector partners from 500+ organisations visited our pavilion to learn about the opportunities driving growth across Cambridgeshire and Peterborough. Discussions focused on major priorities including transport and infrastructure, life sciences, advanced manufacturing, defence, regeneration and clean energy.

A major milestone during the event was the launch of our new [Investment Prospectus](#), which supports the ambition set out in our [Local Growth Plan](#) to build a £97.1 billion economy by 2050. The prospectus highlights investment-ready opportunities across the region, including globally significant innovation clusters, major regeneration programmes and strategic employment sites.

UKREiIF also provided an important platform to highlight key projects already being progressed, including Project FAIRFAX at Wyton and the ongoing case for the Ely Junction upgrade, both of which will play a vital role in unlocking future growth.

The strong level of engagement at the event reflects growing confidence in the region's long-term vision and the strength of the partnerships helping to deliver it.

A huge thank you to everyone across the Combined Authority and our partner organisations who contributed to making UKREiIF a success.



FREE PARKING FUNDING AGREEMENT REACHED FOR PETERBOROUGH CITY CENTRE

Free parking is set for Peterborough city centre after a funding agreement was reached with the City Council.

Mayor of Cambridgeshire and Peterborough Paul Bristow's manifesto pledge was to bring in free parking to boost our high streets.

From later this year, and subject to final approvals from the Combined Authority and Peterborough City Council, free parking will be on offer after 3pm, Monday to Friday, in four City Council-owned car parks in Peterborough city centre: Bishop's Road, Car Haven, Riverside and Pleasure Fair Meadow. The scheme will be funded by the Combined Authority as part of a time-limited trial.

The trial will test how free parking can attract more visitors, supporting high street businesses and other attractions in the city centre. It aims to help local shops and businesses compete with out-of-town retail and online shopping, as well as boost the evening economy.

The agreement follows £1.5 million committed by the Mayor in his 2026/27 budget to bring free parking to Peterborough and Huntingdonshire.

The free parking trial is part of the Mayor's wider ambition to regenerate Peterborough city centre, including work to set up a Mayoral Development Corporation, and main construction work soon to start at Peterborough Station Quarter.

The Combined Authority is also working on a free parking scheme in Huntingdonshire.

TOP-TIER BUSINESS LEADERS APPOINTED TO A NEW BUSINESS BOARD

Some of the most influential and respected business figures from across Cambridgeshire and Peterborough have been appointed to a new Business Board to support the region's Local Growth Plan (LGP) ambition to triple the size of its economy by 2050.

Shaun Grady, Chair of AstraZeneca UK, will chair the Business Board.

The Board will bring together leaders from the region's six priority sectors set out in the LGP: life sciences, digital technologies, advanced manufacturing and materials, defence, energy and clean-tech, and agri-food and tech. These sectors represent the foundations of the UK's future economic strength and are Cambridgeshire and Peterborough's most powerful strategic assets.

Members bring experience from working across the region, including all four of the LGP's opportunity zones: Global City Cambridge, Fens Growth Triangle, North Hunts Growth Cluster, and Peterborough Fast Growth City.

The appointments were approved by the Combined Authority Board this month following nominations by Mayor Paul Bristow.

The Business Board will provide strategic advice on emerging trends, barriers and opportunities and support national and international engagement to attract investment to the region.

Following a Mayoral Decision Notice in May 2025, Business Board members do not receive remuneration.

RESIDENTS INVITED TO HAVE THEIR SAY ON THE FUTURE OF LOCAL BUS SERVICES



Residents across Cambridgeshire and Peterborough are being invited to have their say on proposed changes to local bus services as part of a new public engagement launched by the Cambridgeshire and Peterborough Combined Authority.

The proposed changes aim to improve local bus services by making them more reliable, better connected and better value for money.

The proposals include changes to routes across Cambridge City, Huntingdonshire, East Cambridgeshire, Fenland and Peterborough. In some areas, this could mean new routes and improved connections, while others routes could be simplified or replaced to better reflect how passengers use the services.

The proposals are based on a review of routes

funded by the Combined Authority. The review was carried out using the Bus Services Review Framework, approved in November 2025. The review assessed how services are used, how well they meet local travel needs, how effectively they connect people to key destinations, and whether they provide value for money.

Feedback gathered during the engagement will help inform any future decisions on the network.

The engagement opens 9am Tuesday 16th June and will run for six weeks until 5pm Tuesday 28th July.

If you would like any materials to support the promotion of the engagement, please contact us at comms@cambridgeshirepeterborough-ca.gov.uk

HOW TO TAKE PART

Residents can respond online via the consultation webpage at: [Bus Network Review](#)

General comments and questions can also be emailed to: consultations@cambridgeshirepeterborough-ca.gov.uk

Accessible formats are available on request.

COMBINED AUTHORITY UNVEILS AMBITIOUS ROADMAP TO 80% EMPLOYMENT RATE

Paul Bristow officially launched the 'Get Cambridgeshire and Peterborough Working Plan' on Friday 15th May 2026 at the Civic Centre in Huntingdon along with over 60 representatives from around the region.

The Mayor unveiled the Combined Authority's ambitious plan which will be delivered in partnership with the Integrated Care Board and Job Centre Plus to help out of work people in the region into jobs by breaking down barriers to employment.

The Plan sets a bold target of achieving an 80% employment rate across the region. While current employment stands at 78.1%, the Combined Authority identified that over 68,000 residents remain on out-of-work benefits, with 22,500 economically inactive due to long-term sickness.

The strategy will help make it easier for people to access training and jobs, while changing how businesses find the skilled workforce they need to thrive.



IT'S QUESTION TIME FOR MAYOR PAUL BRISTOW IN CAMBRIDGE

Members of the public will be able to put their questions directly to the Mayor of Cambridgeshire and Peterborough at a Question Time event in Cambridge.

The free event takes place on June 25, from 5.30pm to 7.30pm at the Council Chamber, The Guildhall, Market Hill, Cambridge.

Hosted by Paul Brackley, editor of the Cambridge Independent, the event is an opportunity for residents to raise local issues and hear directly from Mayor Paul Bristow about his plans and priorities including transport, jobs, housing and economic growth.

Residents and local businesses can submit questions in advance through an [online form](#). The deadline for submitting questions in advance is June 22.

People are also welcome to turn up on the night to ask a question in the room. As many questions as possible will be asked in the time available.

There will be two parts to the evening – pre-submitted questions followed by questions on the night. Members of the public are welcome to attend whether or not they have a question.

For further details email comms@cambridgeshirepeterborough-ca.gov.uk

CAMBRIDGESHIRE AND PETERBOROUGH SECURES NATIONAL STATUS TO GROW VISITOR ECONOMY



Cambridgeshire and Peterborough has been awarded Local Visitor Economy Partnership (LVEP) status by VisitEngland, following a successful, collaborative bid led by the Cambridgeshire and Peterborough Combined Authority and supported by eight partners across the region.

Convened by Mayor Paul Bristow, the bid brought together destination management organisations (DMOs) local authorities, businesses, cultural organisations and tourism partners in a co-developed approach designed to give the region a stronger, unified voice and a clearer plan for growth through the Visitor Economy.

LVEPs are part of a national framework led by VisitEngland to strengthen destination management across England. The status recognises areas with the ambition and capability to grow their visitor economy and gives them direct engagement with government, including working with the Department for Culture, Media & Sport to help shape policy and the emerging national strategy for Visitor Economy growth which will explore pan-regional LVEP delivery at a larger scale.

For Cambridgeshire and Peterborough, the new partnership will focus on unlocking further growth in a sector that already contributes £2 billion annually and supports around 40,000 jobs. It will also align with the Combined Authority's Local Growth Plan and the Mayor's ambition to triple the size of the region's economy.

The Mayor will chair the new LVEP Board which is still in development, bringing together partners to drive a more joined-up approach to attracting visitors, securing investment, and creating skills and career pathways for local people. Future growth is expected to be supported in part by improved international connectivity, including the planned expansion of Stansted Airport.

The LVEP will build on existing initiatives such as the Mayor's Day Out scheme, which has already demonstrated how coordinated action can widen access to visitor experiences across the region.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

PAUL BRISTOW MAYOR
OF CAMBRIDGESHIRE
& PETERBOROUGH

UPCOMING EVENTS

Here are our upcoming meetings. You can view the full calendar [on our website here](#).



15 JUNE

Skills Committee
10:00am

23 JUNE

Growth Committee
11:00am

15 JUNE

Staffing Committee
2:00pm

24 JUNE

Staffing Committee
10:00am

17 JUNE

Transport Committee
10:00am

25 JUNE

Audit and Governance Committee
10:00am

22 JUNE

Funding Committee
10:00am

30 JUNE

Overview and Scrutiny Committee
10:00am



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

PAUL BRISTOW MAYOR
OF CAMBRIDGESHIRE
& PETERBOROUGH

LATEST NEWS

Here are a few of our latest news stories. You can view all of them [on our website here](#).



'REAL PROMISE': MAYOR PAUL BRISTOW STATEMENT ON MASS TRANSIT TASKFORCE

Paul Bristow made a statement after Government [announced a new taskforce](#) to improve how big transport systems can be delivered in the UK.



TURTLE DOVE CAMBRIDGE HIGHLIGHTS IMPACT OF POP-UP CAFÉ AS REGIONAL YOUTH GUARANTEE SCHEME ENTERS YEAR TWO

Turtle Dove Cambridge, a local social enterprise dedicated to empowering young women, with grant funding through the Combined Authority's Youth Trailblazer initiative.



MAYOR'S VISIT HIGHLIGHTS CUTTING-EDGE BUSINESSES IN CHATTERIS

Paul Bristow's visit to Chatteris told a story of leading innovation in the middle of the Fens. The Mayor met with business leaders that are creating growth, supporting jobs locally, and having impact across the UK and even globally.



COMBINED AUTHORITY SEEKS GREATER POWERS TO ACCELERATE REGIONAL GROWTH

Cambridgeshire and Peterborough Combined Authority has signalled its intention to be designated as an Established Mayoral Strategic Authority status to unlock the powers and funding needed to deliver the region's ambitions for growth and prosperity.

25th June 2026

To All Town and Parish Councillors

Contact: Cllr Bridget Smith
Email: Cllr.Smith@Scambs.gov.uk

Dear Town and Parish Councillors,

I am writing following the Government's recent announcement confirming its intention to establish a Greater Cambridge Urban Development Corporation (UDC).

Many of you will already have seen media coverage of the proposal and may have questions about what it could mean for your communities and for local decision-making across Greater Cambridge.

The Government has said the new Development Corporation would be created to accelerate housing and economic growth in the area and help coordinate the delivery of infrastructure. While the details have yet to be worked through, the proposal is that the new body would take on many planning responsibilities currently held by local councils. In time, it could also become responsible for preparing future Local Plans once the current Greater Cambridge Local Plan has been completed.

South Cambridgeshire District Council has made clear that we support sustainable growth and investment in the infrastructure needed to support it. However, we are concerned that the Government's proposals could reduce local democratic accountability by transferring important powers away from councils whose members are directly elected by local residents.

These concerns are heightened because Greater Cambridge is already delivering on the government's ambition for growth. South Cambridgeshire is one of the highest-performing areas in the country for new homes, with planning permission already in place for around 37,000 homes. Through the emerging Greater Cambridge Local Plan, developed jointly with Cambridge City Council, we have also been planning for up to 77,000 homes and more than 100,000 jobs through a process informed by extensive public consultation and engagement with town and parish councils.

At present, there remain many unanswered questions. We do not yet know precisely how the Development Corporation would operate, how decisions would be made, how local communities would be represented, or what role elected councillors would have in shaping its priorities. We are seeking greater clarity from Government on these issues and will continue to press for strong local representation and meaningful community involvement in any future arrangements.

Town and parish councils are often the first to hear residents' concerns and aspirations about growth and development. Your local knowledge and understanding of your communities will remain essential as discussions about the future of Greater Cambridge continue. We are committed to keeping you informed as further details emerge and will continue to make the case that decisions affecting local communities should be shaped by those communities.

We will look to organise a briefing for town and parish councils, likely after the summer, once we know more about the government's plans.

Thank you for your continued service to your residents and communities.

Yours sincerely



Cllr Bridget Smith
Leader of the Council
South Cambridgeshire District Council

Cambridgeshire County Council

RECAP Design Guide (2026)

Adoption Statement

Regulation 14 Adoption of supplementary planning documents

Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

Notice is hereby given that Cambridgeshire County Council adopted a supplementary planning document called the RECAP Design Guide (2026) on the 19 May 2026. The adoption of the RECAP Design Guide (2026) replaces the RECAP Design Guide (Feb 2012).

The RECAP Design Guide is a Supplementary Planning Document that provides guidance in relation to waste management in residential, commercial or mixed used developments. It is used by developers, designers, and the district and city councils of Cambridgeshire, to ensure effective segregation, storage and collection of waste. It also helps to ensure that waste management needs are adequately addressed. This new Guide has been updated with new standards, replacing the previous standards.

The adopted RECAP Design Guide (2026) is available on our website:

[RECAP Waste Management Design Guide](#)

Alternatively, a paper copy of the RECAP Design Guide can be viewed at:

- New Shire Hall, Emery Crescent, Alconbury Weald, Huntingdon PE28 4YE.

If you are unable to view the documentation online, please contact us to request a paper copy of the Guide, and we will endeavour to send it to you by post.

For the avoidance of doubt, the location above is hereby designated as principal offices and other offices considered appropriate under section 35(1)(a) of the Regulations.

Any person with sufficient interest in the decision to adopt the supplementary planning document may apply to the High Court for permission to apply for judicial review of that decision, and that any such application must be made promptly and, in any event, not later than 3 months after the date on which the supplementary planning document was adopted.

Notice Issued: 1 July 2026