

GREAT SHELFORD PARISH COUNCIL

Minutes

Parish Council meeting held in the Pavilion, Woollards Lane on Wednesday 15th July 2015

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1. Present: Councillors Nightingale (Chair and District Councillor), Hodge (Vice Chair), Shelton (District Councillor), Ashurst, Coggins, Fane, Milson, Watson, Talbott, Nettleton and Chittenden
County Councillor Orgee
Five member of the public
Apologies Received: Councillor Harwood
Not in Attendance: County Councillor Kenney

2. There were no new declarations of interests received.

Members of the public present stated their concerns over

- a) Traffic congestion problems in Woollards Lane and proposed parking changes regarding the consultation process. Attendees wished to impress upon Parish Council that local retail business rely on a thriving community where suitable, convenient and ample parking was a high priority. Chair Nightingale responded giving a brief explanation of the proposed changes with a more detailed explanation to be given as part of the Highways report.
 - b) Openness / availability of previous meeting minutes to the public requested to be more visual. Chair Nightingale assured that no actions were being taken in secret and a revised method of release of minutes with a communications summary was just in place. Library records of minutes would also be updated.
3. The Chair invited Martin Scott, Managing Director, Scott Properties to present their proposals for a housing development on Mingle Lane and stated all further communication on this development would be via Stapleford Parish Council.
Presentation covered the following topics
 - Site is a 25 acre Green Belt location
 - Location falls in Stapleford 77% and Great Shelford 23%
 - Stapleford Parish Council meeting identified need for bungalows and affordable housing on the site along with a full mix of housing types for consideration
 - Green belt erosion and traffic issues to be considered
 - Sustainable proposal was envisaged to help local communities thrive
 - All requests for ideas to improve the site sustainability would be considered
 - Still very early stages but consultation would be available at any time in the process
 4. Minutes of the Parish Council meeting of 17th June 2015 were confirmed as being an accurate record and were signed by the Chair.
 5. No matters arising were raised.

The Chair revised meeting agenda rotation to accommodate an update from the PSWG as agenda items 8 and 9.

6. Reports from Elected Representatives were received
 - a) District Councillor Shelton confirmed the pausing / suspension of the current Local Plan. Officers are committed to a reply to the inspector by end of the year.

Chair and District Councillor Nightingale had called a meeting to discuss traffic gridlock in Trumpington area. Fifteen people attended a meeting at the site, including the Head of Highways. The next meeting will take place on 21st September and quarterly afterwards to continually monitor traffic status.

- b) County Councillor Orgee reported highlights from the attached report covering Withdrawal after appeal, of free bus service to Sawston Village College from villages in excess of 3 miles away. This covers Great Shelford, Little Shelford and Stapleford. Documentation to be sent out to all parents detailing reasons for service withdrawal. It is advised that any further response is held until documents received. Options to address the situation could be Parish Council funding in association with Local Highways initiative funding scheme (Sent out to Parish Councils on 15th July 2015, for response by November, advisory meeting planned 17th September) Available funding is up to £10k for implementation of highways safety measures but was not applied for in previous years.

Inner Spine Road at Addenbrookes / Trumpington Development could provide Land supply release for SCCC of up to 600 houses over the next 3 to 4 years

Attached, full report for July 2015

7. Standing Committee Reports

- a) Highways:** Chair Nettleton, presented a review of the Committee Minutes from meeting 14th July 2015 covering the following

- i. Proposed village meeting early September 2015 to review proposals
- ii. Parking space outside No 20 High Green to be removed, improving visibility and timing restrictions placed on other bays
- iii. Hinton Way / Orchard Road & Tunwells Lane / Elms Ave junctions to be yellow lined
- iv. Church Street, agreement couldn't be reached on potential methods of improvement. A specialist traffic consultant to be engaged to advise the Parish Council
- v. Woollards Lane, after consultation with all local businesses, Tesco to arrange deliveries by 0700hrs and be clear by 0800hrs. Bay outside bike shop/ M. Lewis to be removed. Disabled parking bay moved to current standard parking bay. Remainder to be double yellow lined with no loading 0800hrs to 1830hrs. HGV loading bay approximately where current double parking bay is located.
- vi. Pedestrian Safety issues considered of crossing between Haarts and dentists or a favoured Pedestrian Priority zone and a 20 mph restriction along Woollards Lane. No decision taken on these options, being referred to Gavin Wiseman for advice
- vii. Strong business support for one way system won't be progressed at this stage
- viii. Speeding along Hinton Way
- ix. Parking on Chaston Road for use of cycle way to be investigated

Attached Minutes for 14th July 2015

- b) Planning:** Chair Hodge, presented a review of the Committee Minutes from meeting 14th July 2015 covering the following.

Four planning consents were reviewed and responded to accordingly. One Refusal had been issued by SCDC from the previous meeting.

Attached Minutes for 14th July 2015

- c) Recreation Ground:** Chair Watson, advised from other Councillors

- i. RISK assessment relating to Cricket matches from Councillor Ashurst was completed and indicated need for some kind of protective Pavilion roof netting, improved signage and better emergency access via Recreation ground Gate. All items referred to

Recreation Ground Committee meeting for decision process except Clerk requested to change gate access key lock to combination lock.

- ii. Skateboard Ramp successfully upgraded and back in use with top handrails approved for red staining asap.
- iii. Advertised Fun Day 31st August, Bouncy Castle not on Recreation booking schedule for Liability Insurance, to be reviewed / investigated by Chair

d) Cemetery and Allotments: In absence of Chair Harwood it was noted that Councillor Ashurst had conducted various repairs in the cemetery grounds.

e) Finance and General Purposes: No report presented

f) Playscape Liaison: Councillor Talbott expressed Parish Council thanks to the PSWG for their excellent work and detailed review of the proposals.

g) Police Liaison: Councillor Ashurst presented July report for comment and Parish Council acceptance covering

- i. Speeding on Hinton Way, raising potential for Speedwatch Kit to be jointly purchased by local villages. Note to be circulated to relevant Parish Councils to identify joint funding support.
- ii. Local drug problems continue. Police advise any viewed incidents be reported immediately.

Attached, full report for July 2015

h) Environmental & Sustainable Shelford: No report presented

i) Social Media: No report presented.

j) Community Association: Councillor Ashurst presented July report for comment and Parish Council acceptance covering

- i. Parish Council storage facilities in Village Hall
- ii. No other major issues

Attached, full report for July 2015

k) Parochial Charities: No report presented

l) Twinning Association & Feast Liaison: No report presented

m) Schools & Library: No report presented

n) Pavilion: Clerk Winter presented July report for comment and Parish Council acceptance. Omnis to recommence rectification work on 21st July, any outstanding work when they leave site will be commissioned to alternative suppliers and cost deducted from Omnis contract retention.

Damaged Patio door approved for repair at Parish Council expense.

Paving slabs to rear of entrance ramp and around skate board ramp approved for fitting or replacement

Potential BT internet at pavilion clarified as very slow, response from Virgin to be chased.

Attached, full, report for July 2015

8. Update presented by Eleanor from PSWG on progress since April meeting as

a) Focus Groups involved, designed and built website for info and funding support, consultation stand at Shelford Feast, professional fund raisers assistance obtained.

b) Registration as a charity requires funding of £6,000 to be in place, currently holding £1,200

c) Evaluation of three Landscape Architects being considered for the Recreation Ground redevelopment, resulted in Erect Architecture being the unanimous choice of the committee and thus recommended to the Parish Council for approval / appointment subject to funding availability

Proposal to accept the PSWG recommendation was made by Councillor Watson and seconded by Councillor Nettleton. Vote was unanimous.

Attached, full, report for July 2015

PSWG requested Parish Council permission to display the feast story boards on the recreation ground to encourage further support and funding. Referred to Recreation Ground Committee for approval.

9. Proposal to increase funding from the £3,000 agreed on 13th April to £5,000 was made by Councillor Nettleton and Seconded by Councillor Talbott. Vote was unanimous
This enables PSWG to register as a charity and provides funding for the first two planning stages of proposal, eventually giving the PSWG a working proposal to encourage further funding.
10. Clerk Winter presented a schedule of payments and receipts for the month of July 2015 (known to date). This was accepted and 10 cheques valued at £11,626.79p for payment duly signed by two councillors.
11. External correspondence received was reviewed and replies agreed as follows
 - a) Network Rail confirming only 5 incidents at the Station level crossing in past 12 months and that no budget is available for improvements. Clerk to write again re increased frequency of trains and additional traffic congestion resulting.
 - b) Advertising boards and van parking on Hinton Way, verbal agreement reached with van user to park in a safer location.
 - c) Poppy Appeal Organiser to be requested by Clerk to provide four wreaths, Community Association, Church, Parish Council and one other tba.
 - d) Station Court Manager to be advised by Clerk that shelter is responsibility of Parish Council and it is accepted that a smartening up is required. Highways Committee to contact re proposals but a shelter should remain.
 - e) E-mail from Alistair Cook re GSPC listing as ACVs the Square & Compass and Plough pubs not reviewed
 - f) Damage to verges at Spinney Drive to be taken to District Council by Chair Nightingale for action.
12. Matters raised for future agenda consideration were
Previous Items raised not yet considered
 - a) Critical Succession and Critical Illness plan be produced for future discussion.
 - b) Memorial Hall, Drain works quotes. Clerk to chase as only one received.
 - c) Review of Council and Committee Minutes, draft, final, issue process timescales and issue method / location within a communications policy
 - d) Presentation from Network rail on footbridge proposal to be requested
 - e) Update on response of proposal to disperse cost of street lighting to local residents, by September 2015
 - f) Review of internal field maintenance costs in comparison to external contractor potential costs
13. With all Agenda items covered the Chair closed the meeting at 2120hrs.

Signed

Date

Chair
Great Shelford Parish Council

Note. All the above is the official minutes of the Parish Council meeting on 15th July 2015 that have been reviewed by Parish Council with full adoption awaited at the next Parish Council meeting.

GREAT SHELFORD PARISH COUNCIL

Communications Summary 15th July 2015 Parish Council Meeting

Public session: Five members of the public attended, expressing their interest in traffic congestion and parking on Woollards Lane. Chair Nightingale gave a brief explanation on some of the proposed changes with a more detailed explanation in the highways report. Other interest re a more open access to minutes. Chair Nightingale assured that openness was a standard for the Parish Council.

Presentation by Martin Scott of Scott Properties: Mr Scott summarised their proposal for a 25 acre housing development on Mingle Lane, within the green belt. The proposal is in early stages of development and options on housing types are still under review. The development fall 77% in Stapleford thus further discussions would be via Stapleford Parish Council.

Minutes: Minutes of the meetings of 17th June 2015 were confirmed as accurate records and were signed by Chair Nightingale.

Reports of Elected Representatives: District Councillor Shelton confirmed the pausing / suspension of the current Local Plan but officer replies are committed to the inspector by the end of the year.

County Cllr Orgee reported that the free bus service to Sawston Village College would be withdrawn after the appeal was lost. Options to address the problem could be to apply for a local highways initiative fund to support additional safety features.

Reports of standing Committees:

Highways Committee minutes from the meeting held on 14th July identified updates on the proposed short term changes to relieve traffic congestion and some longer term options for consideration / consultation. A village meeting is planned for early September to engage in further consultation.

Planning Committee minutes from the meeting held on 14th July 2015 identified that four planning consents were reviewed and one planning refusal had been issued by SC DC.

Recreation Ground & Pavilion Committee: The skateboard ramp refurbishment was completed and back in full use. Rectification work on the outstanding Pavilion issues was to recommence by the contractor on 21st July.

Playscape Working Group: The PSWG gave a presentation and update on the village views gathered over the Feast and a review of the three Landscape Architects considered for use in any redevelopment. Erect Architecture was the unanimous choice of the PSWG. Funding support was still a challenge. The Parish Council agreed to a £5,000 start-up funding which together with the £1,200 currently raised by the PSWG allowed the group to register as a charity and progress the first design concept stages to start.

Financial settlement of 10 accounts for a total of £11,626.79 was approved.

Note. All the above is a summary from the official minutes of the Parish Council meeting on 15th July 2015 that have been reviewed by Parish Council with full adoption awaited at the next Parish Council meeting.

Police Liaison

July 2015

- Crime in the area continues to be at a low level
- A blackbox was installed on Hinton Way on the 13th June for a week
 - 35607 vehicles used the route
 - 347 were travelling > 60mph
 - 3224 were travelling > 50mph
 - 7277 were travelling > 46mph
 - 13535 were travelling >40mph
 - 23154 were travelling > 36mph (65%)
- In view of the results being above normal the police had a enforcement team attend w/c 29th June
- There is a funding / shortage issue with “the speedwatch kit”, it can be purchased for £2625 plus vat. One solution is to share a kit with other PC’s (Little Shelford / Newton / Shepreth / Barrington / Gt Abington / Harston have teams and Sawston and Hauxton putting teams together)
- I propose we approach other PC’s with the view of sharing costs?
- I also attended a meeting with Sawston PC and Romsey Mill regarding the Youth Club, Police in attendance
 - We are trying to convince Sawston PC to fund a Youth Club for over 14yr olds, progress is slow. The aim is to try and reduce Sawston numbers attending on Friday night
 - There is still some “dealing” taking place on the Rec (especially on Fridays), these youths are not necessarily attending the YC
 - Police are aware and do have suspicions on some individuals
 - YC staff were asked to advise Police if activity suspicious, they need to catch them dealing.
 - Additional Youth Worker has been employed by SSSI for Friday nights, main purpose to try and engage with youths not attending the YC.

GSPC HIGHWAYS COMMITTEE REPORT 15 JULY 2015

CHAIR MIKE NETTLETON

Proposed traffic and parking changes

Aim is still to present to village meeting in early September:

- **High Green:**
 - Removal of parking bay outside no 20.
 - Minor changes to time restrictions.
 - Refresh markings.
- **Hinton Way/Orchard Road** junction to be yellow lined.
- **Tunwells Lane/Elms Avenue** junction to be yellow lined.
- **Woollards Lane:**
 - Meetings held with most businesses.
 - Tesco agreed in principle to get deliveries in 0700-0800.
 - McColl's have one big delivery Monday 1000-1100 which can't be retimed; assessing whether lorry could be parked in front of their shed.
 - Days have a daily delivery 0820 which can't be retimed.
 - Parking bay McColl's – Forum house unchanged. Bay outside bike shop and Matthew Lewis to be removed. Disabled bay will move to just beyond Rayment's driveway. Otherwise no change to bay past library and deli. Bay outside Memorial Hall unchanged.
 - Remainder of Woollards Lane to be double yellow with no loading 0800-1830 Mon-Sat. Exception will be an HGV loading bay roughly where the current double parking bay is.
 - 20mph speed limit (will also apply to side roads).
 - Either Pedestrian Priority Zone or zebras crossing outside Solutions/Haarts.
 - Strong support from most businesses for one way operation. Won't be progressed at this stage.
- **Church Street:**
 - Survey completed. Strong support for traffic lights, parking restrictions, ban on parking, traffic calming and signage, 20mph limit, ban on HGVs.
 - Highways meeting on Tuesday recommended that professional consultant be employed to make recommendations.
 - Any changes in Church Street will therefore have to be delayed.

Other issues:

- Speedwatch in Hinton Way reporting excessive speeding towards Shelford Bottom. Not apparent what further measures can be taken.
- Commuter (cyclist) parking in Chaston Road – to be investigated.
- Improvements to walking/cycling route to SVC to be discussed at next Highways meeting.

Minutes of a Meeting of the Planning Committee held on 14th July at 6.30pm in the Great Shelford Sports Pavilion.

Present; Cllrs Hodge (Chairman), Coggins, Fane, Milson, Nightingale and Talbott.

1. Apologies: Cllr Harwood.

2. S/1277/15/AD 11 High Green. Mr. Elkins. Erection of house sign. No objections.

S/1278/15/FL 11 High Green. Mr Elkins. Fence and shed (retrospective). No objections to the shed.

11 High Green makes a positive contribution to the character and appearance of the Conservation Area. The fence is visually intrusive in the street scene and harms the appearance of that building. Refuse the fence as it has been constructed.

The area in front of 11 High Green was designated for visitor parking (see S/1776/10/FL Plan D.100.1C.) We have no objections to a separate pedestrian access but would like to be reassured that there is still adequate space for visitor parking to avoid customers taking up nearby public parking spaces.

S/1375/15/FL Ash Cottage, Tunwells Lane. Mr & Mrs Lewis. Single storey rear extension.

We are concerned the rear extension as it lies to the south of Chestnut Cottage will cut out light to the small rear garden of that property.

In addition the location and height of the flue to the wood burning stove is unacceptable in that smoke and fumes will adversely affect the neighbours.

We hope Environmental Health will look at this application.

Refuse as it stands.

S/1545/15/FL 44 Leeway Ave. Mr& Mrs A. King. 2 storey rear extension.

This is very similar to S/0058/14/FL, the eaves are slightly higher but the extension is not as deep. As that was approved - no objections.

S/1537/15/FL 56 High Green. Mr. D. Jones. Change of use of first floor flat to the main building for retail space. Extension to rear to provide additional retail, office and cloakroom space at ground floor. First floor extension to provide 3 No. flats (2 No. net gains).

This proposal was considered acceptable by the Inspector and the Local Planning Authority in the recent appeal decision therefore we have no objections.

4. The committee noted the outcome of applications shown below that had been determined by SCDC since the previous Committee Meeting.

Refusal.

S/0291/15/FL Railway Tavern. Station Rd. Demolition of public house and erection of 12 dwellings

6. As there was no other business, the chairman closed the meeting at 6.57pm.

Community Association
Meeting 29.6.15

- Scouts behind with fees
- PAT's being arranged
- Bookings are down
- Lots of issues around chairs and who they belonged to
- They want PC to remove their records so that the area can be used for cleaning items storage
- Finances in good shape (in excess of 28K)
- New curtains being progressed for the stage
- Main hall lighting being replaced with LED panels
- Some minor refurbishment projects in hand
- No major issues that the PC needs to be concerned with at this point in time.

Cycle route between Sawston and the Shelfords / Stapleford

Tony attended and took part in the appeal hearing on Wednesday 8 July against the County Council's decision to deem the route between Sawston Village College and Great Shelford, Little Shelford and Stapleford as 'available'. At the hearing a number of parents questioned council officers after the presentation of the Council's case. The appeal case was then presented in a very clear and constructive manner by four parents, with a contribution from Barrie Ashurst as a governor at SVC, and Tony then summed up on behalf of the parents.

We are sorry to report that, despite the excellent presentation of the appeal, the Appeal Panel did **not** uphold the appeal and the current free transport for students of Sawston Village College living less than three miles from the College in Great Shelford, Little Shelford and Stapleford will be discontinued from September 2015. Free transport for those living over three miles away is a legal requirement and will continue to be provided.

A letter will be send to each appellant setting out the reasons for the decision, and a copy of the minutes of the Appeal Panel hearing will be posted on the County Council's website in due course.

At last week's Stapleford Parish Council meeting, held after the appeal and decision, Tony suggested that we wait until these two documents are available before considering the next steps.

A number of safety improvements were suggested by parents at the hearing, and it will be interesting to see if these were picked up by the Panel for action by the County Council. If not then we need to consider whether to put forward some safety improvements as a local highways improvement bid or to propose funding improvements through parish councils. Tony has already registered concerns about the route with Mike Davies, the County Council's cycling officer, but it seems that there is currently no funding that could be applied to this route.

Tony Orgee and Gail Kenney
County Councillors

GREAT SHELFORD PARISH COUNCIL

Council Meeting Wednesday 15th July 2015

Report on Pavilion Issues (Updated items in Blue)

1) Pavilion Management

Omnis Rectification Status

A 14day notice for use of alternative supplier repairs has resulted in Omnis ageing to start the work on Monday 20th July. This is already delayed to Tuesday 21st July.

Tim Page has been asked to produce a schedule of outstanding work by Monday 20th July.

Any outstanding work when Omnis leave the site will be deducted from the retention.

The damaged front patio door issue still exists. Tim arranged meeting with supplier and subsequently repaired one door. The long standing damaged other door has a replacement cost quoted at £700?

Steve Bond who has undertaken a number of repairs for the Parish Council is prepared to lay the 6 spare paving slabs to the rear of main entrance reducing first step height for Bowls Club members.

Notice Boards

Use and header required for GS PC board?

Legal and Advisory Signs

The statutory and advisable stick on signs are required to be acquired and displayed in appropriate locations as previously indicated

- I still have to prepare a full schedule with supplier and cost for Parish Council approval. However, envisage a cost of around £300 for all building notices
- Additional recreation ground signs will now also be required when a RISK assessment is completed by Councillor Ashurst

Trophies and Photos (Contracted Clubs Only)

I am awaiting Football Club proposals for a number of Trophies and Photos for the wall opposite area used by cricket club.

Improvements to Pavilion

The previous identified items shown below are yet to be approved and actioned?

Most are low cost and a simple process but the provision of a Wi-Fi facility requires ongoing cost and Parish Council approval

- Door stops to be fitted to each door preventing door handles from hitting and damaging timber walls
- Kitchen units door locks are required (Not current chain and padlock) and allocation of units to clubs as necessary. I will identify easy fit cabinet door locks for consideration and I have a dyno tape printer to label doors accordingly. **Note part done!**
- Toilet roll holders changed to ones that work, preventing rolls being left on floors or tops
- Telephone Line to provide a Wi-Fi facility
 - Access conditions / ability to be reviewed

- Prominent exterior building sign of Great Shelford Pavilion on sides of building
- Contracted Club Signs at Pavilion entrance and directions to each club facility
- Players entrance sign at goal post storage side entrance

Club Issues

Current topics as follows

- **Bowls** (Last formal Meeting held 27th January 2015)
2015/2016 Fixtures now provided and on latest Pavilion Schedule 9-6-15 V1 circulated
Progress on previously identified items below
 - Landscape adjoining ground from Pavilion to bowls area. This has now been prepared by the bowls club and planted.
 - The Parish Council have been requested by the Bowls Club to fund the materials only cost of this planting (Letter dated 18th June 2015) Total cost to Parish Council £63-95p
 - Access ramp to rear entrance as side blocked by cricket covers. Access via meeting room could be restricted if meeting room by in use by Parish Council or privately hired!
Note, Additional pavers to reduce first step height may assist with this issue?
 - Secure pathway Pavilion entrance to bowls entrance gate. I have requested the Cricket Club investigate a revised layout of screens and covers that may assist with this access situation!
 - De mountable adverts when playing (As tennis club?)
 - [The Bowls Club commissioned new wood sign is now fitted to the Pavilion entrance area](#)
 - Access via twin gate by goal storage area
 - On club request the meeting room use and rates have been provided for possible club use
 - Use of viewing corridor considered unlikely?
- **Tennis**
 - No meeting or issues at present?
 - Security of Pavilion not being alarmed after use on a regular basis in the morning?
E-mail reminding Tennis club to set alarm on exit to be sent.
- **Cricket** (Last formal Meeting held 8th February 2015)
 - Fixture schedule for 2015 season received and on Pavilion Schedule issue 9/06/15 V1 circulated
 - Cricket balls landing on and bouncing or potentially clearing Pavilion roof into bowls area or play area are subject to a RISK assessment by Councillor Ashurst
- **GS FC** (Last formal Meeting held 14th February 2015 with all team managers)
 - Litter bins (Wall mounted) required for each changing room
 - Water boiler insufficient capacity for requirement
 - Seamus was nominated for Kershaw Grounds man of the year. He has been awarded runner up, receiving his award at Cambridge FA AGM ceremony on Monday 15th June attended with Tony Holden of Great Shelford football club
 - [Last season Tony Holden GSFC, due to medical issues was granted a key to the recreation ground gate with access to drive up to & park at the pavilion with kit and equipment. The same facility has been requested for the coming season? Parish Council permission required?](#)
- **S&S Strikers**
 - Next season use of ground uncertain
- **General Football**
 - Both senior and strikers teams have started preseason training utilising the far end of the recreation ground on Tuesday and Thursday eve. They have been instructed to keep well off the cricket playing area and are not utilising the Pavilion.

- **Contracts of Use**

- All club annual contracts to be reviewed by Councillor Watson to comply with VAT rules of hire.
- Private hires to be subject to vat charge when Parish Council is vat registered by Councillor Watson

- **Facility planning schedule**

- [Monthly update for July 2015 issued](#)
[Latest Issue GSPC Pavilion Booking Chart 6-07-15 V1 circulated](#)
- Seamus issued with hard copy?
- Pavilion Manager to attend / join Recreation Committee for full liaison on all activities
- No progress made on (Meeting room and facility to be promoted (With Photos) for hire, initially on village notice boards, village magazine, web page and any other local free media) until VAT registration has taken place.

Security and Safety

No progress made on following from previous meeting report

- CCTV & maintenance
 - Data records to establish
 - Review Log to establish
 - Test Log to establish
- Fire Alarm & maintenance
 - Test Log to establish
- Fire Extinguisher equipment maintenance
 - Took place on 9-4-15
- Access Alarm & maintenance
 - Review Log
 - Test Log
 - Current misuse to review
- Key Holders
 - Current schedule exists
 - Update and issue for record

Building Services

Problems with youths hanging around Pavilion late evenings still occurring but rubbish left behind has diminished.

See Police Liaison Report for details

- [Broken window at player's entrance has been ordered for replacement at a cost of £342.28 + vat from Ace Glass. Argon gas filled units have not been used!](#)
- [Exterior water tap damaged, replacement arranged with Gareth Ives!](#)

No progress made on following from previous meeting report

- Property Maintenance
 - Exterior timbers, will be necessary
 - Interior timbers and panel, will be necessary
 - Meeting room floor, will be necessary
- Cleaning
 - Interior
 - ❖ The current cleaners have achieve improvements and as yet not requested any additional costs over the current £30 per day (Monday only)
 - ❖ [I have requested the cleaners make a one off clean of all interior and exterior glass surrounding the meeting room at an additional cost.](#)

- ❖ Changing room drains are not draining during cleaning and require longer suction vac to clear floor water. I have lifted the top covers and they are not surface blocked so they may be blocked further down the system. Most likely situation as the drain smells terrible. Drain check and clearance with regular maintenance required?
- Exterior
 - ❖ Roof / gutters Large puddle forming at entrance area soft ground?
 - ❖ Windows / glass interior and exterior ([See above](#))
 - ❖ General walls
 - ❖ Entrance areas
 - ❖ Surround ground, requires weed killing and stone laying to restrict weeds growth etc
- Grounds
 - ❖ Rec path Rec ground path cleaning after matches
- Utilities
 - Electricity
 - ❖ Meter readings and cost calculations need monthly reviews to confirm budget predictions
 - ❖ Current meter readings considerably exceed budget forecast?
 - ❖ Turning off exterior lights currently on from dusk to dawn on sensor. Completed at no cost.
 - ❖ Recharges to contracted clubs?
 - Gas
 - ❖ Meter readings and cost calculations need monthly reviews to confirm budget predictions
 - ❖ Current meter readings on or below budget forecast
 - Water
 - ❖ Is water metered or on standard rates
 - ❖ With additional showers water use will be significantly in excess of previous use if on metered water?
 - Communication BT / Wi - Fi
 - ❖ Believe line is to pavilion?
 - ❖ No phone necessary
 - ❖ Phone line necessary if alarm system linked to Police response
 - ❖ Phone line necessary for Wi-Fi facility
 - Promotes revenue hire?
 - Control of password if used
 - May increase youth gatherings if not time controlled
 - PCSO's may be encouraged to utilize local facility as temporary work area? No revenue. [This is no longer required by PCSOs](#)
 - Could use to advertise facility
 - Monthly cost and installation of equipment needs to be reviewed?

Mike Winter
Pavilion Manager

Memo: GPS' recommendation to the PC following tendering process

Summary of process

The Great Shelford Playscape Working Group invited 7 design firms to express an interest in the Great Shelford Playscape project in May, 5 expressed an interest but only 3 were available to tender: Aileen Shackell, Erect Architecture and Sophie Smith. As all three were well experienced we invited them all to tender, with a mid-June deadline. Members of GPS and the PC then interviewed all three at the very end of June.

We agreed our criteria, summarised below, and where appropriate we scored the candidates (from both the tender and the interview):

- Experience creating play spaces using best practice (e.g. bespoke, natural elements, range of play experiences, accessible to all, risk & challenge)
- Ability to produce a coherent design taking into account various spaces and needs
- Bold, creative thinking to solve the problems we have
- Experience working with community groups and negotiating opinions/needs
- Experience working to a budget & experience phasing projects
- Experience over-seeing projects from design, through construction to completion
- An understanding of our environmental, economic, and social goals
- A competitive fee

Summary of Candidates

Erect Architecture

A multi-award-winning practice, highly experienced in play spaces, most notable recent designs include Tumbling bay play park at the Olympic park and Camden Active Spaces (NHS initiative). Playfulness & inclusiveness are core values, and there is a breadth of design styles and ideas across their work. We met Susanne Tutsch (Director) and Ashleigh Watkins (Project assistant), they demonstrated creativity, problem solving and a quiet strength needed to lead a project and get stakeholders talking to one another! We got on well with them.

They submitted a comprehensive, thorough and inspiring concept based on Tom's midnight Garden in their tender. Taking the temporal themes of the book the design captures one's movement across the park and through time from the contemporary to the past. Although they stressed that this design was not a fait accompli, it was simply a demonstration of how they begin to design projects. Their fee is competitive (10% + VAT).

Aileen Shackell Landscape Design

We met Aileen Shackell (Director) and Phil Doyle (Play consultant) who are highly experienced in play spaces, having written the best practice "Design for Play" report. Inwood park water play won a design award. They are committed to taking a "landscape-led" approach to play spaces to provide greatest range of play opportunities.

The tender talks in general terms about their approach (e.g. needs a sense of place and maintenance issues) and a brief appraisal of the sense that the play area is a bit hemmed in by sport. Although Aileen admitted she already had in mind what she'd do with the play area she didn't elaborate. It would have been nice to have a better sense of what they

see the project looking like. Although we owe them a huge amount for directing us down this Landscape-led approach, we were left wanting more. Their fee was c.13% but no VAT.

Sophie Smith

Sophie is based in Whittlesford and grew up in Great Shelford (even serving on the Parish Council when she was student!). Sophie had thought through each area well and talked fluently about what her approach would be. She saw it almost as two different offerings: a mini-country park at the bottom and a brightly coloured play area with sand area at the top with a large area of tarmac between the hall and courts to accommodate skating/biking/access/feast etc. Her horticultural knowledge put her in a great position to understand the management needed around trees and the riverside.

Sophie impressed with her ideas around the copse and her local knowledge and she is very personable. However, she admits herself that she hasn't had as much construction experience recently for this type of project. She also would go down the more traditional route of employing a play equipment company for the play area. Her fees would be 12% + VAT.

More detailed notes and information about each candidate can be provided if needed, please email info@shelfordplayscape.org.

Recommendation

Everyone at the de-brief session unanimously chose Erect Architecture to recommend to the PC. They were the only candidates to propose the idea of establishing a pedestrian entrance and they were responsive to the site, offering ideas and solutions within our chat that inspired confidence. We all felt that they would deliver an excellent master-plan for the recreation ground. We therefore request the PC votes to agree with our recommendation and proceeds immediately to engage Erect Architecture to develop the outline design.