

GREAT SHELFORD PARISH COUNCIL

Minutes

Parish Council meeting held in the Pavilion, Woollards Lane on Wednesday 18th November 2015

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Present: Councillors Nightingale (Chair and District Councillor), Hodge (Vice Chair), Ashurst, Coggins, Watson, Talbot, Nettleton, Fane, Milson, District Councillor Shelton, County Councillor Orgee and District Councillor Whiteman Downes
One member of the public

1. Apologies Received: Councillors Stephen Chittenden, Helen Harwood, County Councillor Gail Kenney
2. There were no new declarations of interests received.

No Members of the public present had any questions

3. Minutes of the Parish Council meeting of 21st October 2015 were confirmed as being an accurate record and were signed by the Chair.

4. Matters arising from meeting of 21st October raised as follows

Item 6n i) Signed cheque from previous meeting for £18,789-80p to Omnis held by clerk subject to receipt of a formal statement from Gowing & Hunt clearing the heating system ventilation grilles. Omnis chased 22/10/15 and 4/11/15, no reply!

Item 6n iii) Virgin costs £50 installation, £40/month, 2year contract? Form to complete and return should Parish Council wish to proceed? Agreed to proceed.

Items 7 & 8) S106 claims processed and delayed payment previously signed but papers lost by SCDC of total (3 claims) £30,729-18p should be in Parish Council Bank account by Friday 20th November 2015

Item 10 Three storage cupboards ordered at £250 each (£53 each lower cost than forecast) Delivery expected wk. com 23/11/15. Football Club and Cricket Club have offered to pay £200 each subject to their exclusive use of a cupboard each, as previously proposed.

Item 11 Crayfish Survey completed at a reduced cost as only necessary for 1 night when 3 planned. No Crayfish found in optimal conditions. Confirmation report and final cost to follow but estimated 3rd of £392-60p previously approved.

5. Reports from Elected Representatives were received
 - a) District Councillor Ben Shelton outlined that he was raising the following questions of
 - i. How was the Council proposing to address the 200,000 starter homes required in South Cambs?
 - ii. What was the Council doing to overcome the Planning process bottleneck?and advised that the Local Plan would be out to consultation in the first week of December 2015
 - b) District Councillor Charlie Nightingale stated that the use / planning restrictions on former Hill Trees Public House on Babraham Road site had been upheld and that the site had been given 56 days to be cleared, costs of £20k were also awarded.

District Councillor David Whiteman Downes stated that the shared management facility for City and South Cambs was being joined by shared services allowing for the City site at Mill Road to be available as redevelopment. Joint services will run from the Waterbeach Depot site.

- c) County Councillor Tony Orgee outlined, that he would be meeting the Friends of Great Shelford Library on Tuesday 24th November to discuss budget proposals and indicated that no budget cuts would be made in 2016 but possible hours of operation may be reviewed. Planning restriction on HGV's travelling via Stapleford and Great Shelford would continue to be applied. Incidents of non-compliance should be reported to County Council. The road, pavement and drain cleaning issue was recognised and was being highlighted. However, only two operatives are now available for the District and no programme of work was in place with issues being dealt with as raised. Note, Parish Council will have to provide locations of problem areas for action to District and County Councillors. Flooding of cycle track to Sawston was being reviewed.
Full report for November 2015 circulated

6. Standing Committee Reports

- a) **Highways:** Chair Mike Nettleton, advised that
- i. Church Street parking bays would be reallocated into smaller blocks
 - ii. LHI grant application review was booked for Monday 25th January 2016
 - iii. Residents requesting additional zebra crossings at Davey Crescent and Scotsdales Theses could be considered for future years LHI grant applications
 - iv. Speeding issues at outer end of Hinton Way still of concern
Interactive mobile flashing speed advisory signs could be considered. Costs and proposal to be prepared for discussion at next Parish Council meeting.
Full report for November 2015 circulated
- b) **Planning:** Chair Bridget Hodge, reviewed the minutes of Planning Committee meeting on 26th October 2015
Minutes for 26th October 2015 circulated
A Neighbourhood planning meeting is proposed to address issues via a Village meeting scheduled for 26th January 2016
- c) **Recreation Ground:** Chair Malcolm Watson, advised no new issues. Clerk advised that a combination lock from the Recreation Ground barrier had been removed without authority. It now requires replacement.
- d) **Cemetery and Allotments:** Chair Helen Harwood absent and report for November 2015 was circulated. No comments raised.
- e) **Finance and General Purposes:** No new report items. Next meeting 16th December to review 2016/2017 budget proposals and proposed Precept.
- f) **Playscape Liaison:** Councillor Simon Talbott reported that a meeting had taken place between Playscape Group and Parish Council representatives to agree a Memorandum of Understanding on invoice payment process. Clerk to circulate when paperwork available.
Erect Architecture contract appointment was now in place and the design process had started.
- g) **Police Liaison:** Councillor Barrie Ashurst advised that no police patrols now operate in Great Shelford as records show it is a low crime area! Parish Council funded PCSO parking patrols to commence soon on completion of memorandum signatures.
Full report for November 2015 circulated
- h) **Environmental & Sustainable Shelford:** Councillor Peter Fane reported no new items
- i) **Social Media:** Councillor Peter Fane reported no new items.
- j) **Community Association:** Councillor Barrie Ashurst reported no new items
- k) **Parochial Charities:** Councillor Simon Talbott reported no new items
- l) **Twinning Association & Feast Liaison:** Councillor Charlie Nightingale reported no new items and updated the council on the status of the Christmas street illuminations. Grand Fair and first switch on are scheduled for Friday 27th November at the Memorial Hall.
- m) **Schools & Library:** No report as Councillor Helen Harwood absent
- n) **Pavilion:** Clerk Winter advised that Tim Page has agreed to provide an alternative cricket ball netting proposal early in 2016.
Full report for November 2015 circulated

7. Clerk Mike Winter presented a schedule of payments and receipts for the month of November 2015 (known to date). This was accepted and 10 cheques valued at £6,008-80p for payment duly signed by two councillors.

The Clerk presented a monthly review of budget status and it was circulated for reference Clerk to circulate all Committee Chair's their respective current detailed budget and YTD status for 2015/16 financial year by Monday 23rd November.

All new projects or proposals for 2016/2017 budget with support info requested by Friday 4th December 2015 to be integrated for consideration at F&GP meeting on 16th December 2015. Final review of proposed precept at Parish Council meeting on 20th January 2016.

8. External correspondence received, reviewed and replies agreed as follows
None

9. 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) Review of Council and Committee Minutes, draft, final, issue process timescales and issue method / location within a communications policy. Clerk to draft policy for approval by Parish Council.
- c) Network rail to be consulted on footbridge proposal and potential traffic congestion from additional crossing closures expected at 4 per hour in each direction.
- d) Update on response of proposal to disperse cost of street lighting to local residents, required at next suitable meeting
- e) Review of internal field maintenance costs in comparison to external contractor potential costs
- f) Joint meeting of Little Shelford, Stapleford and Great Shelford proposed to review items of common interest

New items

- a) Speed advisory flashing light proposal to be presented at next meeting, F&GP

10. With all Agenda items covered the Chair closed the meeting at 2040hrs.

Signed

Date

Chair
Great Shelford Parish Council

Note. All the above is the official minutes of the Parish Council meeting on 18th November 2015 that have been reviewed by Parish Council with full adoption awaited at the next Parish Council meeting.

GSPC HIGHWAYS COMMITTEE REPORT 18 NOVEMBER 2015

CHAIR MIKE NETTLETON

Proposed traffic and parking changes

- Further public meeting held 3 November regarding Church Street. General agreement that the only other action that can be taken in the short-term is to reallocate parking spaces into smaller blocks.
- LHI grant application to part fund zebra in Woollards Lane submitted.
- Form completed for proposed work and with Parish Clerk for signature.
- Further public consultation meeting on Hinton Way to be held 6 January. Current limit not working, requests for Speed Watch cameras, flashing speed indicator boards, etc.
- Additional requests received for pedestrian crossings in Cambridge Road near Davey Crescent and Scotsdales. There are associated issues:
 - Potentially reduce speed limit over railway bridge past Davey Crescent to 20mph.
 - Move/add bus stops to Scotsdales.
- Convex mirror being ordered for High Green

GREAT SHELFORD PARISH COUNCIL

Council Meeting Wednesday 18th November 2015

Report on Pavilion Issues (Updated items in Blue)

1) Pavilion Management

Omnis Rectification Status

Omnis have not responded to Clerk request for the formal statement from Gowing & Hunt clearing the heating system ventilation grilles. Omnis chased 22/10/15 and 4/11/15, no reply! Thus cheque for £18,789-80p to Omnis held by Clerk subject to receipt.

The damaged front patio door has been replaced on Monday 9th November 2015. Collection of damaged door chased but no response. Remove to Recreation Ground shed for storage and possible future reuse of glazing if not collected?

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!**
- 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
- Coat hooks or posts to be provided in meeting room

Club Issues

Current topics as follows

- **Bowls**

- 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 approved. This work will commence after Christmas break. Skateboard ramp paving completed and spare pavers stored for use.](#)
- 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?)
- Access via twin gate by goal storage area
- Use of viewing corridor considered unlikely?
- [Seasonal vat compliant contract to be signed](#)

- **Tennis**

- Security of Pavilion not being alarmed after use on a regular basis in the morning?
- [Seasonal vat compliant contract to be signed](#)

- **Cricket**

- 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
Proposals for Pavilion roof netting require further investigation and to be in place by start of 2016 Cricket season
[Tim Page providing a more suitable scheme and potential contractor as comparison to quote already received. January 2016 review of proposal?](#)
- [Seasonal vat compliant contract to be signed](#)

- **GS FC**

- Litter bins (Wall mounted) required for each changing room
- Water boiler insufficient capacity for requirement
- [Seasonal vat compliant contract to be signed](#)

- **S&S Strikers**

- [Seasonal vat compliant contract to be signed](#)

- **Contracts of Use**

- All club annual contracts to be reviewed by Councillor Watson to comply with VAT rules of hire.
- The Parish Council VAT and the draft annual agreement has been proposed by PEM. These are being prepared for discussion with the annual payment clubs. All other activities will incur a 20% vat charge.

- **Facility planning schedule**

- [Monthly update for November 2015 issued](#)
[Latest Issue GSPC Pavilion Booking Chart 12-11-15 V1 circulated](#)
- Seamus issued with hard copy
- 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

I have two quotations (Original supplier and a local security company) for all the above systems maintenance plans a comparison will be prepared for the next Parish Council Meeting and approval to be considered. Carried forward from previous report as comparison not started.

The use by sports clubs of security alarm and locking the facility is causing substantial concern! On two occasions the Pavilion has been left unlocked and unalarmed overnight. It is regularly left unalarmed but locked!

The Recreation Ground Notices require considerable update and a dog control notice must be included

Building Services

No problems with youths hanging around Pavilion late evenings during the summer period.

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
 - ❖ 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 (Windows cleaned during July 2015)
 - ❖ 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?
 - ❖ Water feed to cricket square has been removed on build of Pavilion. Hose length from exterior tap does not provide sufficient pressure. Solution required for next season?
 - 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
 - Could use to advertise facility
 - Monthly cost and installation of equipment needs to be reviewed?
 - [Virgin Survey to commence for feasibility](#)

Mike Winter
Pavilion Manager

Great Shelford PC Meeting 18th Nov 2015

Police Liaison

- Police finalising Memorandum of Understanding on PCSO parking patrols – Mike / Charlie will then need to sign
- Once signed Memorandum signed it will be sent to Finance Officer and then we will be invoiced
- At previous PC meetings we agreed to approach other Parish Councils with a view to a joint purchase on Speed Watch Equipment – Mike W to report on progress.
- There have been no recent issues on Rec or Youth Club.
- It should be noted that Sawston PC have cancelled a scheduled meeting with Romsey Mill, one of the proposals was to have another Youth Club in Sawston with the aim of reducing the number of “out of town” young people migrating to Great Shelford. This cancellation is a cause of concern.
- There have been a spate of “shed burglaries” in South Cambs and there have been 11 in Great Shelford since the beginning of October.
- At present the Police are running an “Operation Oaklands Initiative” targeting villages which have seen an increase in house burglaries – regular patrols are made – unfortunately Great Shelford does not one of the chosen villages.
- Great Shelford has no regular patrols
- There has been some issues at Sawston VC with youngsters gathering on site when the College is closed – discussions have taken place to alleviate this.
- Next “panel” meeting is scheduled for Feb 2016 (no final date yet)

Barrie Ashurst

16 Nov 2015

County Council electoral divisions

I have previously updated you on the Boundary Commission's timetable for announcing its decision on new County Council electoral divisions for elections from 2017 onwards.

At your last meeting I said that the announcement was expected on 17 November. However, about two weeks ago the Commission has announced that, in view of the consultation responses received, it will undertake a further consultation on electoral divisions specifically within the Cambridge City area.

The date for announcing the final decision for the whole of the County has therefore been put back to 9 February.

Budget 2016-17

The County Council's budget-setting process for 2016-17 is now underway. The Council's financial situation is very difficult but at present there are a number of unknown quantities, the most significant of which is the amount of government grant that the County Council will receive for the financial year 2016-17. This will be announced within the next month as part of the chancellor's Autumn Statement.

Land at Dernford Farm, Cambridge Road, Sawston

On 12 November the County Council's Planning Committee considered an application for a 12-month extension to the permission for the extraction and processing of sand and gravel with construction of an agricultural reservoir at Dernford . The views of local parish councils were set out in the agenda papers. One of the issues of local concern was the condition relating to lorries travelling to and from the site. As in the past, **we supported the condition barring traffic movements to and from the site from travelling through Stapleford and Great Shelford**. Permission for the 12 months extension was granted but we are pleased to say that the lorry route condition will continue unchanged.

Local Highways Improvement(LHI) scheme

Proposals submitted by local parish councils will be considered at meetings to be held on 22 and 25 January 2016.

SCDC Local Plan / City Council Local Plan

We are keeping a close watch on the further work being carried out by the City and District councils at the request of the planning inspector conducting the hearings into these two local plans, particularly in relation to any Green Belt or transportation issues that could have an impact on local villages such as Great Shelford.

Tony Orgee and Gail Kenney
County Councillors

Minutes of a Meeting of the Planning Committee held on 26th October at 6.30pm in the Great Shelford Sports Pavilion.

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

1. Apologies: Cllrs Fane, Shelton and Talbott.
2. No declarations of interest.
3. The minutes of the meeting of September 28th were received, approved and signed.
4. To consider current applications.

S/2335/15/FL White Hill House, Granham's Rd. Mr J. Pemberton. Demolition of White Hill Farmhouse and stables and replacement dwelling, barn conversion, new garage and outbuilding and swimming pool.

White Hill Farmhouse is situated on rising land in a very visible position in the countryside and together with the adjoining agricultural buildings reads as an agricultural unit in the landscape.

Any development on this site should retain the agricultural nature of the site.

We accept that the farmhouse does not have significant architectural merit but would prefer to see it replaced using traditional materials for the roof.

Where other barn conversions have taken place in the village (Rectory Farm, Caius Farm and De Freville Farm) every effort has been made to retain the existing buildings and their features such as openings for doors and windows. Therefore here the existing stables should be retained and converted, and the existing openings in the clunch barn should be respected – the large glass openings proposed would be intrusive in the rural setting and out of character with the barn.

We would like the urban design panel to look at the proposal in terms of its impact on the rural scene and if approval is granted permitted development rights should be removed.

No recommendation.

S/0692/15/FL Land rear of 103 Cambridge Rd. Mr R. Fella. New dwelling – amended plan.

We note the house has been reduced in width by a metre and set back so it aligns with the house to the SW but we are still concerned that this does not overcome the inspector's objection to the scale and bulk of the slightly larger house in the appeal decision and its impact on the character of the area. Setting back the house has resulted in the windows of bedroom 4 and the master bedroom overlooking much of the rear gardens of 101 and 99 Cambridge Rd to the detriment of their residential amenities. If approved P.D. rights should be removed as proposed in a previous application.

No recommendation.

S/2455/15/FL 31 Maris Green. Mr & Mrs Shackleton. Replace Existing Bay Window (North Elevation), Create Single Storey Entrance Hall and Alterations to Garage Doors. No objections.

S/2195/15/FL Granham's Farm, Granham's Rd. St John's College. Conversion of barns to residential – amended plans. No objections.

5. To note applications determined since 28th September 2015.

Approved.

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).

S/1783/15/FL 18 High Green. Mr & Mrs C. Duthie - Smith. Change of use from sorting office to dwelling.

S/1997/15/FL Arnolds Farm Shelford Bottom. Lawful Development certificate for change of use from agricultural to B1 or B8.

7. As there was no other business, the chairman closed the meeting at 7.10pm.