

GREAT SHELFORD PARISH COUNCIL

Minutes

Parish Council meeting held in the Pavilion, Woollards Lane on Wednesday 16th September 2015

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1. Present: Councillors Nightingale (Chair and District Councillor), Harwood, Ashurst, Coggins, Milson, Watson, Talbott, Nettleton and Chittenden
County Councillor Orgee
Five member of the public
Apologies Received: Councillors Hodge (Vice Chair), Fane and Shelton (District Councillor) and County Councillor Kenney

2. There were no new declarations of interests received.

11 Members of the public present stated their concerns over

- a) The complex traffic proposals made by the Parish Council were welcomed and it was accepted that with the varied views it would be difficult to please all those who had contributed to the discussion
- b) The double yellow lines increases in Church Street will not work, may cause further problems and should be halted until a wider review is available
- c) Traffic Lights in Church Street present many challenges and cannot be fully considered until other factors available
 - Costs
 - CCC Review
 - Noise
 - Emissions build up
 - Effects on speed and accidents
 - Cars delivering children to the school may not know status of traffic lights
- d) Changes to parking at High Green require further review
- e) Members of the public requested if any children had been injured in Church Street, confirmed as not to anyone's knowledge but many near misses believed to have occurred.

3. A Review of the Parish Council meeting minutes of 15th July 2015 was conducted as signed at the Parish Council F&GP meeting on 19th August 2015

4. No matters arising were raised.

5. Minutes of the Parish Council F&GP meeting of 19th August 2015 were confirmed as being an accurate record and were signed by the Chair.

6. No matters arising were raised.

The Chair revised meeting agenda rotation to accommodate the update from Chair of the Highways Committee as agenda items 8a and 10 for the benefit of the members of the public who had attended the meeting. See below as 8a and 10

7. Reports from Elected Representatives were received

- a) District Councillor Charlie Nightingale confirmed that after a meeting with the owners of Waverley Park that no sale was currently envisaged and thus rumours circulating were untrue. Additional parking for up to 6 vans had been arranged at Scotsdales for contractor vehicles from Cambridge Road building site, that had been causing local residents concern and that use / planning restrictions on former Hill Trees Public House on Babraham Road site were going to court on Thursday 24th September 2015

- b) County Councillor Tony Orgee reported highlights from the attached report and covered additional items of
- Outlined official process for a Traffic Regulation Order (TRO) to be followed for the proposed village changes and confirmed that if individual objections to any item on a TRO the CCC would then have to decide whether to proceed or not, but it would be unlikely that part of an application would be granted, if objections to other parts
 - Believed that safety issues at High Green were still an issue
 - Street cleaning / drain clearing problems, stating a response was currently taking place however a staff shortage had recently been identified due to transfers to the City Deal
 - Travellers at local site had been given 1 week to move prior to a CCC injunction
 - Local address grass verge identified with Japanese Knotweed had not been addressed. Clerk to provide photos direct for action to be chased

Report for September 2015 circulated

8. Standing Committee Reports

- a) **Highways:** Chair Mike Nettleton, presented highlights from the attached report with additional comments of
- i. Removal of parking spaces in High Green still under discussion
 - ii. Deferral of double yellow lines from Water Bridges until next year with other safety measures
 - iii. Proposal items as published on 21st August 2015 with the 16th September report changes be taken forward as a block for approval
Proposed Councillor Charlie Nightingale
Seconded Councillor Simon Talbott
Carried, Unanimous
 - iv. LHI Grant to assist funding of Zebra crossing being prepared by Highways Chair and Clerk
 - v. Village Rail user group suggested to invite comments on concerns over increased rail crossing closure and effects on road traffic congestion

Report for 16th September 2015 circulated

- b) **Planning:** In absence of Chair Bridget Hodge, the minutes of Planning Committee meeting on 2nd September 2015 were reviewed

Minutes for 2nd September 2015 circulated

- c) **Recreation Ground:** Chair Malcolm Watson, advised
- i. A Crayfish Ecological Survey was necessary on the Recreation ground riverbank prior to any development at a cost of £392-60p + vat. Clerk to process for next meeting
 - ii. Various Parish Council Policy documents required for riverbank funding application. Clerk to provide available documents for review with Chair and Councillor Stephen Chittenden
- d) **Cemetery and Allotments:** Chair Helen Harwood expressed concerns over frequency of cemetery grass cutting and requested an additional tidy up from the Village Man. Clerk to arrange when available
- e) **Finance and General Purposes:** Minutes of F&GP Committee meeting on 19th August 2015 had been previously adopted
- f) **Playscape Liaison:** No new items to report
- g) **Police Liaison:** No new items to report
- h) **Environmental & Sustainable Shelford:** No new items to report
- i) **Social Media:** No new items to report

- j) **Community Association:** Chair Charlie Nightingale reported that the Community Association had agreed to a £200 contribution towards the Village Christmas Illuminations. Clearing out of the Parish Council records in the Memorial Hall has been requested. Space to be identified in the Pavilion.
- k) **Parochial Charities:** Meeting due on 17th September 2015
- l) **Twinning Association & Feast Liaison:** A new notice board has been installed and a visit to France was being planned for next year
- m) **Schools & Library:** No new items to report
- n) **Pavilion:** Clerk Winter presented September report. Omnis outstanding work is now almost complete and clearance of £25k retention less claims to be proposed at net Parish Council meeting. VAT registration is imminent.

Report for September 2015 circulated

9. Review of discussion and views resulting from the Village meeting on 8th September 2015 covered by Highway Committee report

Notes of Village Meeting on 8th September 2015 circulated

10. The proposal for a CCC survey to outline design of a Traffic Light system on Church Street, reviewing complexity and potential costs, resulting from extensive support at the Village meeting on 8th September 2015 was discussed at length.

The following points are noted

- Traffic light system would have to monitor approximately 600m of road with parked cars, driveway exits and other complex conditions
- Cost indication £150,000 > £650,000 are significant and require external support
- Highways Chair has drafted a proposed traffic light scheme for CCC review on Tuesday 22nd September that may result in a preliminary study at a cost of £1,000 > £2,000. Highways Chair was instructed not to offer to fund any initial study.
- Councillor Barrie Ashurst from 3 mornings of observations that the current temporary lights were a waste of time as high speed departures from the lights are common. It was also estimated that 80% of traffic flow was a rat run via the village
- Chair Charlie Nightingale confirmed no funding was available for this topic and external funding was necessary
- County Councillor Tony Orgee advised that the Parish Council should not offer to pay for such a scheme and the CCC was responsible for any scheme necessary and had a duty to give advice to the Parish Council
- Other additional considerations of improved road signage (Obstructed Road) could be considered

An analysis of full project costs after CCC meeting and cost of any feasibility study to be prepared for discussion at the next Parish Council meeting on 21st October 2015

11. Approval of a grant payment of £1,000 allowing a PCSO to be deployed for 42 hours outside of their normal duties on voluntary overtime over a six month trial period, for the specific purpose of attending to village parking infringements was debated.

Chair Charlie Nightingale stated Stapleford Parish Council had offered to contribute £500 towards the total cost for the coverage of two roads in Stapleford. Whilst this was a generous offer from neighbouring Stapleford Parish Council the Committee agreed that the full 42hrs of PCSO time was necessary in Great Shelford and thus declined the offer from Stapleford. Clerk to inform Stapleford Clerk.

Most Councillors considered it appalling that the Council was being asked to pay for PCSO time to manage a parking problem. However, no immediate alternative was available other than the District Council taking over in the longer term when parking revenue could be used to fund the policing of parking.

Proposed Councillor Mike Nettleton
Seconded Councillor Charlie Nightingale
Carried, 7 For, 2 Against

Clerk to confirm with Sgnt Sandra Davidson and arrange administration

12. Clerk Mike Winter presented a schedule of payments and receipts for the month of September 2015 (known to date). This was accepted and 12 cheques valued at £6,228.76p for payment duly signed by two councillors.

The Clerk presented a monthly review of budget status was circulated for reference

The Clerk informed Parish Council of S106 claim for 63 Hinton Way had just been received, it would be an agenda item at next meeting for minute approval and witnessed signature

13. External correspondence received was reviewed and replies agreed as follows

a) Request from resident to erect permanent 30 mph signs on Cambridge Road or replace stuck on advisory signs as previous have faded.

Parish Council agreed to replace faded signs with current stock as permanent signs contravene legislation

14. 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 by next 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

15. With all Agenda items covered the Chair closed the meeting at 2130hrs.

Signed

Date

Chair
Great Shelford Parish Council

Note. All the above is the official minutes of the Parish Council meeting on 16th September 2015 that have been reviewed by Parish Council with full adoption awaited at the next Parish Council meeting.

County Council electoral divisions

The Boundary Commission for England will announce its decision on new County Council electoral divisions on 29 September. The new electoral arrangements will come into force for the County Council elections in 2017.

During the consultation, my colleague Gail Kenney and myself argued that the villages of Great Shelford, Little Shelford and Stapleford should remain in the same electoral division. However, the revised single-member Shelford division as set out in the Boundary Commission's consultation document was for a division covering Great Shelford, Harston, Haslingfield, Hauxton, Little Shelford and Newton.

The decision announced in September by the Boundary Commission is effectively the final word as it is only open to challenge on whether the Commission followed correct procedures in arriving at its decision

Cambridgeshire Energy Switch

This is a scheme procured by the County Council. It aims to help the county's residents save money on their gas and electricity bills. The scheme uses the collective bargaining power of residents to bid for better gas and electricity prices. The scheme is open to all residents, including those on either credit or pre-payment meters.

Registration for the scheme is free and does not commit to switching supplier. Collective switching enables energy providers to offer a unique tariff, outside of their four main tariffs, that can be better value than their existing tariffs. There is no obligation to accept the Cambridgeshire Energy switch offer that is available. Participation does not incur any charges even if the decision is not to take up the offer

Registration for this round opened on 1 September and closes at midnight on 12 October 2015. This is the fifth round of the Energy Switch scheme, and in previous rounds over 700 Cambridgeshire households have saved money on their energy bills with average savings of over £150.

Contact details are as follows: Register online at www.cambridgeshire.gov.uk/switch or contact the following for help: Energy.Swich@cambridgeshire.gov.uk or call 01223 703874

Travellers

The issue of travellers parked on county council land at the northern end of the Sawston bypass is being dealt with by the County Council's enforcement officer. In such cases, the County Council has to takeout an injunction that then has to be served on the families concerned. The travellers then have a short period of time to leave the site.

Tony Orgee and Gail Kenney
County Councillors

Minutes of a Meeting of the Planning Committee held on 2nd September at 7pm in the Great Shelford Sports Pavilion.

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

1. Apologies: None.
2. No declarations of interest.
3. The minutes of the meeting of August 4th were received, approved and signed.
4. S/1657/15/FL 4 Birchtrees Rd. Mr P. Edmond. Double garage to rear of dwelling.

No objections as long as there is still a right of way to adjacent car parking spaces.

*S/1716/15/FL 2 The Hectare. Mr & Mrs Barratt. Single storey rear extension.

No objections.

S/1853/15/FL 19 Stonehill Rd. Mr. D. Pate. External wall insulation.

No objections.

S/1982/15/FL 58 Cambridge Rd. Mr. C. Bates. External wall insulation.

No objections.

S/1987/15/FL, 3 Woodlands Rd. Mr & Mrs P. Greathead. Front & rear extension.

Recommend refusal.

Woodlands Rd was brought into the Conservation Area of Gt Shelford in 2007 *to control development in a road where there are clear development pressures and where it is likely applications to demolish, extend or build would have the effect of changing the character of the estate.*

The proposal to build a large carport forward of the existing building line and install a large sliding wooden gate would be contrary to the aims of the Conservation area policy and detrimental to the open character of the area.

S/2053/15/FL, 7 Davey Crescent. Mr & Mrs Staines, Two storey extension.

This is a somewhat difficult proposal on which to comment as similar but full width 2 storey extensions to the boundary of the site were refused at 2 and 35 Davey Crescent on the grounds of reducing the gap between properties which would harm the character of the area.

Subsequently a 2 storey extension was approved at 35 Davey Crescent but the first floor element was set further back than this proposal.

Therefore SCDC needs to be convinced that approving this application would not adversely affect the amenities of the neighbours and set a precedent for similar 2 storey side extensions to the detriment of the character of the area.

If approved there should be provision made for the storage of bins in the front garden.

No recommendation.

S/2113/15/FL, 2 Caius Farm Cottages. Mr & Mrs J Thorne. Side & rear extension.

No objections.

S/00468/13/CM Dernford Farn. Extraction of sand and gravel and construction of an agricultural reservoir. Extension to duration of planning permission.

No objections to the extension of the permission for a further year provided the existing conditions still apply.

We are disappointed that the new access has not been built to the required specifications as it is considered to be much safer than the existing access and we would prefer to see it retained and built so it can be adopted.

Tree applications.

2 Spinney Drive. Reduction in 2 cherries and cutting back of Prunus. No objections.

30 Coppice Ave. Beech. Shorten limbs and crown thin. No objections.

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

Delegated approvals.

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

S/1277/15/AD 11 High Green. Mr. Elkins. Erection of house sign

S/1408/15/FL, 24 Church Street, Dr H. Chapman. Erection of car port.

S/1698/15/FL 9 Davey Crescent. Mr. A. Reynolds. External wall insulation.

S.C.D.C. Planning committee approvals.

S/1278/15/FL 11 High Green. Mr Elkins. Fence and shed (retrospective).

S/0822/15/FL 197 Hinton Way. Mr. R. Bird. Change of use from ancillary residential building to form two short-term holiday let units and associated internal and external alterations.

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

6. As there was no other business, the chairman closed the meeting at 7.45pm.

GREAT SHELFORD PARISH COUNCIL

Meeting Notes

Village Meeting held in the Memorial Hall, Woollards Lane on Tuesday 8th September 2015

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1. The Village Meeting was called by the Parish Council to review plans for the Highways proposals objectively alleviating safety and traffic issues within the village
2. Main objective of the proposals are to improve safety for pedestrians, cyclists and drivers whilst maintaining a vibrant village community and commercial environment
3. Meeting attended by around 100 people from local community, representing village residents, village businesses, local school and adjacent villages
4. Parish Council represented by Councillor Charlie Nightingale (Chair and District Councillor), Councillor Mike Nettleton (Chair of Highways Committee),
5. Police represented by Derik Crosby , Traffic Management Officer
6. Councillor Mike Nettleton gave a presentation on the Parish Councils Highways proposals for the village. An updated copy of this presentation will be available shortly on the original presentation media outlets.
7. The following questions, clarifications, suggestions or comments were received from attendees at the meeting.
All attendees who spoke were verified by name and address, identifying they were associated with the village issues in some way.
8. Topics raised
 - a) Did the double yellow lines cover exit from Kings Mill Lane
 - To review
 - b) Kings Mill Lane exit is a blind exit
 - No action
 - c) Woollards Lane crossing & pavement build out, are the both necessary
 - Provides demarcation area and parking restriction at Rayment's Garage private drive entrance
 - Also provides crossing area from Village Hall for car park users
 - d) Concern over safety along Church Street. Survey strong preference for Traffic Lights and concerned that cars mount pavement. Extensive meeting support for this topic.
 - Insufficient funding for Traffic Light system as complex road controls necessary due to junctions, driveways and parking.
 - Parish Council agreed to put on Agenda for Council Meeting on 16th September, proposal for CCC survey for an outline design of a Traffic Light system to review complexity and potential costs.
 - e) Parking on Church Street acts as a barrier for parents and children on walk to school
 - Addition of bollards and / or widening of pavement to be reviewed
 - f) Speedwatch survey on Bridge Lane, during 1 hour on 20th July between 0745 to 0845hrs identified 369 vehicles in one direction with 7 over 35 mph in the 30 mph limit area. Enforcement of any speed limit necessary and believe traffic queue from parking slows down traffic speed
 - Queue will still be apparent after changes and traffic speed in 20 mph zone likely to reduce from recorded 35 mph to 25 mph
 - Traffic Data Survey about to start when schools have returned and will provide a 24hrs 7day week data set giving mean speed and 85% rating
 - Data gathered from Church Street, Woollards Lane and High Street for a period of 1 week each

- g) Location of potential 20 mph limit sign on Church Lane requested
 - Exact locations not yet determined for start of 20 mph zone or a potential traffic speed indicator board
 - Subject to discussion with Little Shelford Parish Council
- h) Traffic pinch point at top end of Church Street will be moved forward by 20 meters, thus no change
 - Agreed but improves situation
- i) HGV loading bay will be used by illegal parking thus when deliveries occur HGV will park in double yellow line restricted areas, making situation worse
 - PCSO's support plan will assist in preventing long term abuse of parking restrictions
- j) HGV unloading and capacity status
 - Limit of 7.5tonnes to be used
 - If deliveries of under 7.5tonne start to cause concern a permit system will be considered
 - Zebra crossing zig zag lining also restricts unloading at any time
- k) Can S106 funds be used to assist with funding Highways improvements
 - Unable to allocate S106 funding to this type of project
- l) Does the 20 mph regulation apply to all side roads
 - Confirmed 20 mph zone applies to all side roads
- m) A wider pavement outside of Tuckers would be beneficial
 - Confirmed this is under consideration subject to road width review
- n) Timescale for 20 mph zone introduction requested
 - Unable to currently provide but after the LHI grant status is confirmed a likely 3 month period would be necessary to produce a timescale for all proposals
- o) When and what locations would the PCSO's target enforcement
 - This will not be disclosed and could be any location within the village
- p) Other adjacent villages rely on Great Shelford facilities of Banking, Shopping and Library thus parking a critical ingredient. Surprised that adjacent villages not included in the consultation process. Speaker suggested everyone present writes to local MP re lack of funding for such projects
 - Consultation was open to any interested parties with copies of the proposals provided to Little Shelford and Stapleford Parish Councils
- q) Clarification requested of 20 mph Zone or Limit
 - Zone has traffic calming features, Limit is without traffic calming features
 - Pavement build outs can be considered traffic calming thus Great Shelford proposals can be considered a Traffic Zone
- r) Funding concerns for proposals should be taken up with MP due to Police Commissioner costs of administration being excessive and could fund such local schemes
 - Matter for public to decide and action if appropriate
- s) Traffic calming methods on Church Street such as speed pads etc.
 - The Parish Council views street furniture as undesirable unless absolutely necessary
 - Possible consideration for future years, due to cost and effectiveness
- t) PCSO's support scheme, is it for parking issues only
 - Confirmed as parking only
- u) Street furniture proposed, is it from research or Parish Council view only
 - Proposals considered reasonable value for money and a regular review will be undertaken, of progress for any additional methods or changes necessary
- v) Boots parking area, concerns of safety due to crossing point. Could bollards be considered
 - Agreed useful addition and will be considered
 - Sign in Tuckers and Boots private parking area, reminding parked drivers they are potentially reversing over the pavement will be in place soon

- w) Pavement kerb outside Tesco is low and should be raised to deter parking
 - Pavement infrastructure / repairs will be considered later when the proposed scheme is introduced and considered functioning
 - x) Can civilians take photos of illegal parked vehicles for police action
 - Chief Inspector Sutherland, clearly states that unless parking is considered a danger to public his officers are unlikely to respond
 - PCSO,s local support action most likely to achieve results
 - y) Hinton Way speeding changes joint result of Parish Council co-operation
 - Joint funding requirements for a 5 year strategy plan should be considered
 - z) Earlier Tesco delivery times may cause a problem if unexpectedly delayed and thus creep into school run time
 - Deliveries can take place even earlier from 0600hrs and this is encouraged with Tesco
 - Monitoring to take place on deliveries
 - aa) Increased yellow lining endorsed and further may be necessary in specific areas
 - Constantly reviewed
 - Low cost option to increase or remove
 - Ongoing conversation / review to address issues as they arise
 - bb) Church Street Traffic Lights potential review timescale
 - Confirm item to request CCC survey for design review on Parish Council agenda for 16th September 2015
 - cc) Parking in Spinney drive by transport users an issue
 - Happy to review yellow line status
 - General parking issues not part of this Highways review
 - dd) Revision of 20 mph zone to start closer to village centre at Ashen Green
 - Residents review favoured current recommendation of zone starting at Lloyds Bank
 - Highway Authority must consider all objection or support when Traffic Regulation Order advertised, then a decision would be made for implementation
 - ee) McColl's delivery parking proposal
 - This is now in place and operational
 - ff) Do Parish Council take account of views expressed at this and other such meeting
 - Confirm consultation has been extensive and proposals based on discussions subject to financial constraints to achieve best value for money
 - Support for Church Street traffic light system design review committed to next Parish Council meeting agenda as a result of this meeting
9. Parish Council Chair and Proposal presenter thanked all who attended for their views closing meeting at 2120hrs

Parish Clerk
Mike Winter

GSPC HIGHWAYS COMMITTEE REPORT 16 SEPTEMBER 2015

CHAIR MIKE NETTLETON

Proposed traffic and parking changes

Three Q&A meetings in late August/early September (attended by a total of around 70 residents) followed by Parish Meeting on 8 September (attended by over 100 people – residents, local businesses, school, residents of other local villages). Feedback largely very positive and supportive of the proposals. Main concerns were:

- Removal of parking spaces in Church Street.
- Perceived need for traffic light control of Church Street. CN and MN committed to raising this at next GSPC meeting. Please see further detail below.

My recommendation to the Parish Council is that we proceed with all the proposals published on 21 August, but with the following changes.

- High Green:
 - Remove parking bay outside no 20 – still under review.
 - 1.6 Add yellow lining of Maris Green junction.
- Church Street:
 - 5.1 extend double yellow lines from Water Bridges by approximately 26m. We should defer this until we see what impact the introduction of the 20mph speed limit has.
 - 5.2 20mph zone – note that we propose to start this zone in Little Shelford (meeting with LSPC on 21 September) and also LSPC may be prepared to pay for one electronic speed indicator board to reinforce the speed limit.
 - 5.3 Add Bollards on the pavement outside the Grange/West Grange and take out the parking space between the Old Vicarage and the Church and move it to the other end of the yellow lines.
- High Street:
 - 6.1 Ashen Green junction: add double yellow the side between the surgery and the Free Church and scrub the lines on the other side from the first driveway towards the surgery entrance.
 - 6.2 Add white line Barker's driveway entrance.

Further meetings organised:

- Preparation of LHI grant application 17 September – MW and MN attending.
- LSPC meeting 21 September – MN attending to present highways proposals and discuss 20mph and speed indicator board.
- Meeting with CCC Highways to progress proposals and to discuss traffic lights 22 September – CN and MN attending

Church Street Traffic Lights

- LHI tariff for traffic light controlled junction is £150k-£650k. I accept this is for a junction, but believe the situation in Church is at least as complicated.

- So far, we have simply said 'we cannot afford this'. However, there is significant support (evidenced by the May/June survey and the Village Meeting) to do something.
- What I therefore propose to do is:
 - Construct a straw man proposal for review by GSPC and CCC.
 - Ask CCC to comment on any alternatives they see and then provide a quick and dirty analysis and costing (hopefully no charge). We are meeting on 22 September; will ask if they can respond before the next GSPC meeting (21 October).
 - Also ask CCC for costings and timescale for proper feasibility study.

Other Items

- Met with Steve Bond to discuss repairs to bus shelters and sleepers in Lloyd's car park. He has provided estimate to MW for repairs, but not redecoration (and will need three quotes as over £500).
- Network Rail - crossings and bridge. For me this is the top priority for the village; the proposed increase in rail traffic (whilst it is to be welcomed) will create gridlock and we don't seem to be getting any responses from NR.
- CCC supplier management; Highways, but suspect there's more. They are failing to deliver. I'd suggest we ask for a quarterly meeting.
- Info supplied to GSPC - recent big problem has been TransCo in Church Street, but many others. This may be CCC again.
- PCSO funding for parking enforcement. We agreed at the last Highways meeting we should go ahead with this, but I think needs approval by the PC.

GREAT SHELFORD PARISH COUNCIL

Council Meeting Wednesday 16th September 2015

Report on Pavilion Issues (Updated items in Blue)

1) Pavilion Management

Omnis Rectification Status

Omnis have completed the cladding replacement and all other major outstanding work. A few minor items may be remaining and a final sign off from Tim is required. I will then agree with Tim what value of claim should be made on the retention of £25k. I expect a payment of £18k to £20k to be proposed at the October 2015 Parish Council meeting.

The damaged front patio door issue still exists. Tim has ordered a replacement on the Parish Councils behalf. I have no delivery date at the moment.

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
[Toilet roll supply and replacement \(Mondays only\) by Walkers Clean is inadequate with complaints re lack of rolls a constant issue. These are now supplied direct with Seamus checking availability on a daily basis.](#)
- 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
 - 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 when skateboard ramp paving replaced.](#)
 - 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?
 - [Season 2015/16 annual charge invoiced and paid. \(See Sept Payments and receipts\)](#)
- **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.
 - [Season 2015/16 annual charge invoiced and paid. \(See Sept Payments and receipts\)](#)
- **Cricket** (Last formal Meeting held 8th February 2015)
 - 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](#)
 - [Season 2015 annual charge invoiced and paid. \(See Sept Payments and receipts\)](#)
- **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
 - [Fixtures for 2015/16 season on Pavilion Schedule issue 1/09/15 V1 circulated](#)
GSFC not running a reserve team this season. Thus three teams. First, Ladies and veterans.
 - [Season 2015 annual charge Invoiced and agreed first of four payments paid. \(See Sept Payments and receipts\)](#)
 - 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 obtained.
- **S&S Strikers**
 - [Fixtures for 2015/16 season on Pavilion Schedule issue 1/09/15 V1 circulated](#)
 - [Season 2015 annual charge Invoiced and agreed first of two payments paid. \(See Sept Payments and receipts\)](#)
 - [S&S Strikers running three teams this season. Under 17, under 16 and under 15.](#)
- **Contracts of Use**
 - All club annual contracts to be reviewed by Councillor Watson to comply with VAT rules of hire.
 - [VAT meeting with PEM on Monday 14th September. Councillor Watson to update Parish Council](#)
 - Private hires to be subject to vat charge when Parish Council is vat registered by Councillor Watson

- **Facility planning schedule**

- Monthly update for September 2015 issued
Latest Issue GSPC Pavilion Booking Chart 1-09-15 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

Note. CCTV and entry system recording faults, engineer attending 17th September 2015
- 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 now 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

A new accident book is now held in the Pavilion with a Parish Council notice re use on the Notice Board.

A Shelford and Stapleford Striker football player was bitten by a dog whilst training on the recreation ground. A hospital check-up was necessary. I am receiving a full report from S&S Strikers for the accident book.

The boy that received the bite was son of Stapleford Parish Council Clerk.

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

Fun run took place on Sunday 13th September. Seamus was asked on Thursday eve to assist by opening the Recreation ground access gate. He refused and did not inform me of the request. Seamus went on holiday after Friday eve for a week. The locks were cut by Fun Run management on Sunday morning to facilitate access, I was not made aware of situation until Sunday eve. Fun run management replacing locks on Monday morning. I will hold new keys and review with Seamus on his return.

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 remove 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?

Mike Winter
Pavilion Manager