

COMBERTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on
Wednesday 12 November 2014 in the Village Hall at 7.30pm.

The Public and Press are cordially invited to be present.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.



Gail Stoehr, Clerk, 07/11/14

AGENDA

- 1. Apologies for absence and declaration of interests**
 - 1.1 To receive written apologies for absence and reasons
 - 1.2 To receive declarations of interests from councillors on items on the agenda and details of any dispensations held
 - 1.3 To receive written requests for dispensations for interests (if any)
 - 1.4 To grant any requests for dispensation as appropriate
- Comments & observations from members of the public & County and District Cllr reports**
- 2. To approve the minutes of the last meeting on 8 October 2014 including the confidential minute**
- 3. Matters arising or carried forward from the last meeting or a previous meeting for discussion or decision and to note the Clerk's report**
 - 3.1 (5.2.2) to consider the Agrostis fees and pitch maintenance report
 - 3.2 (5.2.3) Recreation Ground fees and bookings arrangements^(FBWG)
 - 3.3 (6.9) Balfour Beatty – street lighting designs for upgrade – to consider complaints received from residents and the proposed removal of lights by alleyways
 - 3.4 (6.4) Normandy Close landscaping – to consider a quote for maintenance work
 - 3.5 Ditch clearance to the rear of the Meridian path along the back of the Bowls Club
- 4. Finance, procedure & risk assessment**
 - 4.1 To receive the finance report and to approve the payment of bills
- 5. To receive reports and items from committees, working groups and members for information only unless specified**
 - 5.1 Planning Committee report
 - 5.2 Tree Group – to consider the recommendations contained in their report and costs of any works
 - 5.3 Transport Working Group report
 - 5.3.1 Permissive path agreement to consider adoption of the agreement and the maintenance costs
 - 5.4 Comberton Playground Project report^(SM)
 - 5.5 Employee Review Working Group^(HG)
 - 5.6 Policy and procedures for reporting trees and other matters^(NT)
 - 5.7 Residents' complaints about daytime parking in Kentings^(JM)
- 6. To consider matters arising out of correspondence/communications received**
 - 6.1 Resident – excessive parking outside garage in Green End, particularly on verge.
 - 6.2 Electoral Review of Cambridgeshire
- 7. Closure of meeting**

Notice is hereby given that the meeting might be closed to the public for agenda item 5.4 while the Council discuss employment matters.

Initials in brackets adjacent to an item indicate the member who has tabled this item or is expected to report. Numbers in brackets before an item indicate the minute reference from the last or previous meeting when this matter was tabled.

Mrs Gail Stoehr, Clerk to Comberton Parish Council, 30 West Drive, Highfields Caldecote, CB23 7NY

Tel: 01223 264553

Email: parishclerk@comberton.org.uk

Clerk report to Comberton Parish Council 12th November 2014

- 1.3 To receive written requests for dispensations for interests (if any) – none received at the time of writing.
2. To approve the minutes of the last meeting on 8 October 2014 including the confidential minute - attached

Clerk report for info only

There have been problems with ASB on the recreation ground and with some of the youngsters that attend the Connections Bus. The Connections Bus have sought to resolve this by changing its visits to late afternoon on Thursday when it is still light. The Police will visit the Bus to discuss the matter and will look at what can be done about the other ASB problems.

3.1 (5.2.2) Agrostis fees and pitch maintenance report

Agrostis have replied “I am aware that for the contract management aspects of this project we have never arrived at an agreed figure. It has always been assumed, and the correspondence would indicate this, that having decided you were going to work with Speedcut on this project then we would be managing the contract and supervising the works for you. The maintenance schedule you have been provided with is part of that service, along with the site visits during the works, the checking of valuations and their certification and the provision of general advice during and after the works.

Where funding is being applied for, if granted, my understanding is that the figure cited in the feasibility study for this element of the consultancy works is allowed for in the award. This is why I referred back to my original feasibility study when I raised this.

For your information, we have visited the site on the following occasions in this supervisory role...

3 April (Pre-start meeting), 20 May, 21 May, 23 May, 12 June, 16 June (site notes provided), 19 June, 23 July, 18 August, 29 August

Pricing of this supervisory work is difficult because there are time and travel elements involved as well as value in the knowledge that the works are being properly supervised. Hence we have come up with the percentage of the project value which we hope covers all of our expenses. The alternative approach is to charge for each visit but this is complicated by the varying perceptions among clients of how often the consultant in charge should in fact be on site in order to do the job effectively.

We have of course incurred costs in supervising this project. Because we didn't pin this down at the outset you could refuse to pay anything at all and we wouldn't be able to do much about that. If you choose to take advantage of your position here

then so be it. If you do not, may I suggest, to cover our costs, you allow for a fee of £1800 plus VAT for the supervisory work?

I hope this makes sense and I look forward to hearing from you.”

- 3.2 (5.2.3) Recreation Ground fees and bookings arrangements^(FBWG) - To follow.
- 3.3 (6.9) Balfour Beatty – street lighting designs for upgrade – to consider complaints received from residents and the proposed renewal of a lights by alleyways
Balfour Beatty has written “Thank you for your email and I note all of your concerns as I have done over the past 2 months. I will put the columns on hold not to be removed but we will need alternative lights to be removed for all three columns, or as I have previously stated the parish can take these lights on for £60 per annum per light. The local authority cannot retain any lights that have been marked for removals.

CC2 IN HILLFIELD ROAD IN COMBERTON

CC8F Behind the Coverts to Bakers close

CC6F in the footpaths from Foxes way to The Covert”

- 3.4 (6.4) Normandy Close landscaping – to consider a quote for maintenance work – will be brought to the meeting.
- 4.1 To receive the finance report and to approve the payment of bills – attached.
The claim for the WREN grant Phase 2 play equipment has been submitted.
The Sport England’s grant has still not been received. The Council’s Solicitor has advised that she is just now waiting for Sport England to sign the deed of dedication.

There have been problems with Kompan play equipment. Is the Council happy for the cheques to be released once Wren’s grant money has been received?

- 5.1 Planning Committee report - attached
- 5.2 Tree Group – to consider the recommendations contained in their report and costs of any works – attached
- 5.3 Transport Working Group report
Zebra crossing funding application
Councillor Taylor attended the Local Highways Initiative funding panel meeting on 29 October. We should receive a decision in January on whether we are successful in the application.

Speed checks in Comberton

On 9th October the police were carrying out spot checks of motorists speeds in Comberton. We’ve been put in touch with Brian Robins of Speed Watch and may be able to organise further speed checks.

Interactive bus stop signs

The sign on West Street next to the pond does not appear to work (since reported to CCC). Has anyone noticed if other signs are functioning?

5.3.1 Permissive path agreement to consider adoption of the agreement and the maintenance costs

The draft agreement with St Johns is attached. The issues that Cllr Pemberton raised last month are:

It limits the permissive path to foot (no cycles)

The 12 week implementation timescale is not feasible (Francis has already pointed this out) - I have not got firm quotes yet as I didn't know if it was going ahead or any conditions. Also we will be committing the remains of this year's budget to the zebra crossing.

5.4 Comberton Playground Project report^(SM) - attached

5.5 Employee Review Working Group^(HG) – attached (confidential)

6.1 Resident – excessive parking outside garage in Green End, particularly on verge
Another concern we have had for a long time is the excessive parking of vehicles outside the garage in Green End. Some of these overlap on to the verge beside the pond and the grass is worn out here. Please could the PC address this problem.

6.2 Electoral Review of Cambridgeshire

The Local Government Boundary Commission for England has formally commenced an electoral review of Cambridgeshire County Council. The purpose of this letter is to inform you of the review and seek your views on future division boundaries for the council.

The Commission is carrying out a review to deliver electoral equality for voters across the county. At present, some county councillors represent many more, or many fewer, electors than their colleagues elsewhere in the county. The review aims to correct those imbalances.

What is an electoral review?

The electoral review will recommend new electoral arrangements for Cambridgeshire County Council. In particular, it will propose:

- The total number of councillors elected to the council in the future.
- The number of divisions.
- The number of councillors representing each division.
- Division boundaries.
- Names of divisions.

For parishes, the review can recommend changes to the electoral arrangements of parish and town councils i.e. the number, names and boundaries of parish divisions and the number of parish councillors for each parish division. However, this is only in circumstances where the parished area is to be divided between divisions. Even in these circumstances, the Commission will not normally recommend any change to the number of councillors to be elected to a parish or town council. The Commission has no power to consider changes to the external boundaries of a parish or the creation of new parishes.

When?

Today 28 October 2014 is the start of a 12 week public consultation during which the Commission is inviting proposals for new electoral arrangements. The consultation will close on 19 January 2015. After considering all representations made during this consultation, the Commission intends to publish draft recommendations in May 2015. There will then be a further period of consultation on the draft recommendations. Final recommendations are expected to be published in September 2015. The new electoral arrangements will come into effect at the local elections in 2017.

How to get involved?

This is a public consultation and we welcome views from individuals and organisations across the county on where they think new division patterns should be drawn.

The Commission is minded to recommend that 63 councillors should be elected to Cambridgeshire County Council in the future. It is now inviting proposals to help it draw up a pattern of divisions to accommodate 63 county councillors.

In drawing up a pattern of electoral divisions, the Commission must balance three criteria, which are set out in law, namely:

- To deliver electoral equality where each county councillor represents roughly the same number of electors as others across the county.
- That the pattern of divisions should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

We are asking local people and organisations for their views as to the best pattern of divisions for the county which meet the requirements set out above.

The Commission will treat all submissions equally and will judge each case on its merits and against the statutory criteria. If you wish to put forward a view, we would also urge you to ensure that your submission is supported by evidence. For example, if you wish to argue that two parishes should be included in the same electoral division, make sure you tell the Commission why they should be together, providing evidence about community facilities, ties, organisations and amenities, rather than simply asserting that they belong together.

There is plenty more advice on our website about how you can get involved in the consultation and put your views forward. Log on to www.lgbce.org.uk to find out more. The website includes the technical guidance that explains the process and our policies as well as guidance on how to take part in each part of the process. We have set up a page on our site which is dedicated to the review of Cambridgeshire where you can find all the relevant information.

You can also access interactive maps of the current division boundaries across the county on our specialist consultation portal. The portal also allows you to draw your own boundaries, mark areas of interest on the map and upload documents directly to the site. Log on to www.consultation.lgbce.org.uk to access the portal or find it via our main website.

Get in touch

We encourage as many people and organisations as possible to get involved with the consultation and we encourage local organisations and parish councils to engage their local networks and communities in the review.

View interactive maps of the county, draw your own boundaries and have your say at our specialist consultation portal at: www.consultation.lgbce.org.uk.

Find out more about the review at: www.lgbce.org.uk.

Email your views to: reviews@lgbce.org.uk.

Follow us on Twitter at: [@lgbce](https://twitter.com/lgbce).

Write to: Review Officer (Cambridgeshire)

Local Government Boundary Commission for England

Layden House

76-86 Turnmill Street

London

EC1M 5LG

This phase consultation closes on 19 January 2015. We will write to you again when we open our consultation on draft recommendations.

Please note that the interests of transparency, copies of the all representations we receive during this review will be placed on our website. We remove any personal identifying information such as signatures and private residential addresses prior to placing any submissions in the public domain.

COMBERTON PARISH COUNCIL
The minutes of the Parish Council meeting held on
Wednesday 8 October 2014 in the Village Hall at 7.30pm

Members present:	Miss A Bacon (Chairman) ^(AB)	Mr S Moffat ^(SM)
Councillors:	Mr R Elleray ^(RE)	Mr B Pemberton ^(BP)
	Mr H Griffiths ^(HG)	Mr T Scott ^(TS)
	Ms S Higman ^(SH)	Mr N Taylor ^(NT)
	Mr A Hollick ^(AH)	Miss C Westgarth ^(CW)
	Dr J McCabe ^(JM)	

In attendance: 4 members of the public including Ms D Hatherly (Comberton Playground Project), County Cllr S Frost and Mrs Gail Stoehr (Clerk).

1. Apologies for absence and declarations of interest

1.1 To receive written apologies for absence and reasons

Apologies for possible lateness were received from Cllr Higman. Cllr Preston submitted her apologies to the Clerk after the meeting.

1.2 To receive declarations of interests from councillors on items on the agenda

None.

1.3 To receive written requests for dispensations for interests (if any)

None.

1.4 To grant any requests for dispensation as appropriate

None.

Comments & observations from members of the public and County and District Councillor reports

A resident of Hillfield Road made a complaint about the proposed removal of a street light on the alleyway leading to the garages, which had been a deterrent to anti-social behaviour. He suggested that the newly installed light outside 53 Hillfield Road be removed instead, and offered to pay the cost of £60 per annum to retain the original street light. The Parish Council noted the complaints of many residents that they had not received notification of the proposals and did not know about the residents' meeting.

It was reported that the flashing school warning light in Barton Road was obscured.

On a proposition by the Chairman, it was agreed to vary the order of business to take Items 3.1 and 6.3 at this point. Cllr Higman arrived at 7.45 pm.

3.1 (6.9) Balfour Beatty – street lighting designs for upgrade – to consider complaints received from residents and the proposed renewal of a light in Hillfield Road

RESOLVED to retain the light by the alleyway and ask Balfour Beatty to remove the light outside approximately 53 Hillfield Road. Cllr Westgarth is to check the precise location of the light and inform the Clerk. (Prop AB, 2nd NT, carried with 1 abstention)

RESOLVED to complain to Balfour Beatty that residents had not received their leaflets and that Balfour Beatty had disregarded the Parish Council's comments that lights by alleyways should be retained. Concerns were expressed about the height of light number 23a by the mini roundabout on Barton Road and a request is to be made for this to be replaced with a lower lamp post.

Comments & observations from members of the public and County and District Councillor reports

Mrs Denise Hatherly reported that the grant application to Awards for All for £9900 had been successful. This is to be used for the sandpit and associated equipment. The project group

wished to review the equipment and re-consult, and will then bring a recommendation to the November meeting, having sought additional quotations. Not all funding is yet in place.

RESOLVED that as the bench had been sited in its current location to provide a place for parents to sit and wait for their children that while visibility of the recreation ground was regrettably obscured by the new play equipment the bench should remain in its present position. ^(Prop AB, 2nd SH) An article is to be put in Comberton Contact.

On a proposition by the Chairman item 6.3 was taken.

- 6.3 Comberton Playground Project liaison – to appoint a member with responsibility for liaising with the CPP and assisting with grant applications and project monitoring
RESOLVED that Cllr Moffat be appointed to liaise with the Comberton Playground Project.

Comments & observations from members of the public and County and District Councillor reports

Cllr Scott reported as District Councillor. His report covered:

- Parking on the verge at Baker's Close. Another resident from Harbour Avenue had raised similar concerns.
- A hedge in Swaynes Lane had been cut by SCDC following a complaint.

County Cllr Frost reported on weeds growing out of the kerbside, for which SCDC were responsible, as well as flytipping. The Parish Council raised concerns that the weeds growing from the verge caused a problem for the SCDC street sweeper due to potholes at the side of the road in Harbour Avenue. Cllr Frost reported that next year's CCC budget would be subject to £38M cuts.

2. To approve the minutes of the last meeting on 10 September 2014

RESOLVED that the minutes of the last meeting on 10 September be approved ^(Prop JM, 2nd CW, carried with 2 abstentions) and signed by the Chairman, after an amendment under Item 1 to note that Cllr Elleray had tendered his apologies for absence, and to delete the word "Road" under the public session.

3. Matters arising or carried forward from the meeting or a previous meeting for discussion or decision and to note the Clerk's report

The Clerk's report, which included background to items on the agenda and matters arising, was noted.

- 3.1 (6.9) Balfour Beatty – street lighting designs for upgrade – to consider complaints received from residents and the proposed removal of a light in Hillfield Road
Taken earlier.
- 3.2 (5.7) Hedge on the boundary of the land extension to the rear of the Meridian School – to consider the cost of works
The hedge to the rear of the Meridian will be cut by CGM as it is part of their contract. The ditch to the rear of the Meridian path along the back of the bowls club was deferred to the next meeting as the quote received exceeded the £300 agreed at the last meeting and further quotes will need to be sought.
- 3.3 (6.4) Normandy Close landscaping – to consider a quote for maintenance work
Quotations were awaited – deferred to the next meeting.

4. Finance, procedure & risk assessment

4.1 To receive the financial report and to approve the payment of bills

RESOLVED to receive the financial report and that this be checked against the invoices and statements before the cheques are signed at the end of the meeting.

RESOLVED ^(Prop AB, 2nd HG) that the payments as listed in the financial report should be paid, plus PKF Littlejohn (Audit) £480.00, and LGS Services (Admin support) £1564.84. It was noted that the Youth Bus had not turned up tonight.

Salaries	£337.56
CGM (Grass cutting)	£941.71
CGM (Grass cutting)	£139.40
Speedcut (Rec extension works)	£4166.88
LGS Services (Admin support)	£1493.38
CGM (Grass cutting)	£91.20

Credits including a VAT reclaim, pitch hire fees, receipt of the precept, SCDC land extension grant, and contribution for the cycle path from Agricole, were noted.

It was noted that the Clerk had authorised the replacement of a drain cover under her delegated powers for safety reasons.

The updating of the skate park sign was delegated to the Clerk and Cllr Pemberton. Cllr Pemberton is to see if the existing sign can be modified before a new sign is purchased.

5. To receive reports and recommendations from committees, working groups and members

5.1 Planning Committee report

The Planning report as circulated was taken as read.

RESOLVED to report the two Post Office vans were parking permanently on the grass verge outside the Post Office to the County Council with a copy to the Post Office.

5.2 Recreation Ground Working Group (RWG)

The next two items were taken together.

5.2.1 Agrostis report on land extension and maintenance requirements

5.2.2 Agrostis fees

A breakdown of the fees was considered. RESOLVED to pay Agrostis for the procurement but to request a breakdown of the fee for the contract management as no contract had been placed for this work.

RESOLVED as no contract had been issued for the Agrostis report on the pitches maintenance requirements not to accept the report or any costs incurred at this time.

Cllr Pemberton reported on rust on the pitches.

5.2.3 Booking form and hire fees

Deferred to the next meeting until the Clerk and Finance and Budget Working Group had met and considered the VAT implications and hire fees.

5.2.4 Request from Comberton United that it pays in instalments for booking for last season

RESOLVED to accept payment of the arrears in instalments subject to prompt payment and in addition payment is to be monthly for this season ^(Prop BP, 2nd HG).

RESOLVED to change the policy to invoice all the clubs on a monthly basis ^(Prop AB, 2nd HG).

5.3 Tree Group – to consider the recommendations contained in their report including the purchase of trees

RESOLVED that maintenance of the south side of the Long Road and Harbour Avenue junction is to be carried out by CGM as detailed in the contract. CGM is to be asked to tidy the area including the brambles.

Wood chippings are to be spread around the base of trees. The Comberton Village College community group and Isaiah 58 are to be asked to assist.

RESOLVED to seek sponsorship for the required replacement trees (three in Green End and two on the northern junction of Long Road and Harbour Avenue and then place an order with Barcham at a cost of £80 per tree. ^(Prop JM, 2nd CW)

5.4 Transport Working Group

5.4.1 Local Highway Initiative – Proposal that the Parish Council increase its contribution towards a zebra crossing to a maximum of £10,000

The Transport Working Group budget was reviewed. A request was made that the installation of the permissive path and the maintenance of the path should be paid over two years rather than three months. Negotiations on the cycle path were still in progress. RESOLVED that the Parish Council's contribution to the highways improvement be increased to approximately £10,000 and that the Budget Working Group and Clerk review the budget to identify and allocate funding towards this. If funding is not available the Parish Council will precept for the shortfall in the financial year 2016. ^(Prop SH, 2nd SM)

5.5 Employee Review Working Group – to discuss and decide the arrangements for the annual review of employees

On a proposition by the Chairman, varied the order of business to take this item at the end of the meeting.

The Assets Review is to take place on 15 November at 9.30 am.

6. To consider matters arising out of correspondence/communications received

6.1 Awards for All grant offer for the Play Equipment Phase 3 – to consider the offer and the terms and conditions

RESOLVED to accept the grant offer and the terms and conditions. ^(Prop AB, 2nd BP)

6.2 Comberton Playground Project Phase 3 – request that the Parish Council underwrites a maximum of £5600 shortfall in funding

RESOLVED that the Parish Council should underwrite any shortfall in funding, using S106 money from West Street and the new house being built in Swaynes Lane.

6.3 Comberton Playground Project liaison – to appoint a member with responsibility for liaising with the CPP and assisting with grant applications and project monitoring

Taken earlier.

6.4 SCDC – Neighbourhood Planning Service Level Agreements consultation

Noted.

6.5 PKF Littlejohn audit report

RESOLVED to note the comments of the auditors that “On the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

6.6 Village Hall gate

RESOLVED to note that the responsibility for the site building and boundaries is the responsibility of the Village Institute.

5.5 Employee Review Working Group – to discuss and decide the arrangements for the annual review of employees

At 10.05 pm on a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, that is, employment matters and arrangements for appraisals, the public were temporarily excluded from the meeting

and were instructed to withdraw. The Clerk and public left the meeting and did not return.

7. **Closure of meeting**

The meeting was reopened. There was no further business and the meeting was declared closed at 10.20pm.

SignedChairmandate

DRAFT

Background

Presently annual income from Clubs (which includes cleaning by CPC contractor)

- United approx £800-1200 pa
- Crusaders £300-420pa (1 or 2 teams - might increase if more teams play when the new pitches are open for use)
- Cricket approx £400pa

Expenditure £31 per cleaning session.

VAT would have to be charged unless the bookings are exempt or the value of the VAT is insignificant on average.

VAT / fees review

At present none of the three sports clubs meet the VAT exempt criteria for block bookings. While they all make 10+ bookings some of the fixtures are more than 2 weeks apart and some may be within 24 hours apart.

Given this the supply is not exempt and therefore the **Council cannot reclaim back the VAT incurred** to make that supply **unless** it registers for VAT.

On exempt supply the alternative to block booking has two criteria for insignificance which are

- Less than £625 on average a month or
- less than 5% of total VAT whichever is the greater.

The Council is below this and even with the projection for the next three years is likely to still be below this unless things significantly change.

Including Speedcut and pitch maintenance, the seven year estimated VAT on purchases made to provide the Council's business supply of pitch and pavilion hire would be approx £36,000 which is less than £7,500pa (less than £625pcm average). HMRC use a seven year rule for gauging VAT exemption issues.

However, this would only be relevant **if the supply was exempt and** the Clubs either make the **block bookings** (of ten or more at least 24 hours apart but not more than 2 weeks apart) or **held a licence** with the Council to use the pitches and pavilion for a annual licence fee.

The pavilion cleaning is done on a demand based regime and so, for example, if the Cricket Club choose to clean the Pavilion itself that would save CPC £31x12 cleaning costs.

The Council is faced with the following choices:

- a) Stay as at present with the bookings and thus it cannot reclaim the estimated £36,000 VAT in a seven year period
- b) Licence the pitches and pavilion to the clubs for an annual fee of £X (the supply is exempt so no need to register for VAT and it can be paid in instalments)
- c) Don't accept any bookings unless they meet the exempt block booking criteria (the supply is then exempt so no need to register for VAT). FBWG don't believe that a majority of the football club bookings could meet this criteria throughout.

- d) Register for VAT and take an option to tax on use of land and buildings (sports pitches and pavilion)
Any fees or licences would either be shown plus VAT or shown VAT inclusive BUT THEN the Council could reclaim back all its VAT on purchases. There might be slight implications for some grant funding for projects.

If registered for VAT then the Council can reclaim back all of the VAT on its purchases it would have to pay the VAT charged on the cleaning inclusive fees to HMRC.

The FBWG thus recommends that

- the Council stays with its current non-block booking arrangements and
- it registers for VAT (and so takes an option to tax and the fees be as follows (inclusive of VAT) as soon as practical
- or issues a licence to each of the clubs for use of the facilities only if they clean the pavilion themselves.

Comberton United (current fee £35.22 x 27 bookings ave. pa for 2 teams)

- £40 VAT inclusive and includes CPC contractor cleaning
- £20 VAT inclusive if the Club cleans (or £740 for a licence)

Crusaders (current fee £18.16 x 12 bookings ave. pa one team)

- £20 VAT inclusive and includes CPC contractor cleaning
- £12 VAT inclusive if the Club cleans (or £150 licence per team)

Cricket (current fee £33.73 x 12 bookings ave pa one team)

- £38 VAT inclusive and includes CPC contractor cleaning
- £20 VAT inclusive if the Club cleans (or £240 licence)

Casual bookings to be charged at

- Village £45 (current fee £40) VAT inclusive premises to be cleaned by the hirer, with a £40 cleaning deposit incl VAT
- Non village £55 (current fee £50) VAT inclusive premises to be cleaned by the hirer, with a £50 cleaning deposit incl VAT

If licences were issued no casual bookings would be permitted to those licencees.

The FBWG also recommends that:

- A. the Council installs a time switch on its immersion heater to prevent it being left on or a suitable ON indicator near the alarm, whichever is the cheaper.
- B. if the Clubs take the option of cleaning themselves then the Council purchase new brooms, bucket, mops etc.
- C. a deposit is taken from all clubs at the start of the season for any damage or if the pavilion is not left clean. (an inspection regime would need to be adopted).
- D. the updated booking form is adopted.
- E. a notice is put up the pavilion to indicate that food prepared on the premises may contain allergens etc.
- F. the phone is removed from the premises and all diverts are removed (thus saving phone charges given that the Clerks phone number is given on all material). The phone line has to be retained for the fire alarm service.

G. the clerk office is locked for CPC use only. Any club materials can be stored FOC in the Rec Garage.

The FBWG recommends that the above fees be applied from 1 January 2015 if at all possible, notwithstanding that the RWG has to action dialogue with the clubs.

COMBERTON PC FINANCIAL REPORT

Nov-14

Summary of Month

Balance brought forward £
132881.80

Adjusts/transfs/inc during period

CHQ 471 CANCELLED 5497.36

Additional payments approved at last/previous meeting

LITTLEJOHN AUDIT -480.00

LGS SERVICES ADMIN SUPPORT -1564.84

Misc Credits

COMBERTON UTD PITCH HIRE 2013/14 200.00

SCDC S106 5254.66

HMRC VAT 14013.33

Total Adjustments *22920.51*

Balance revised after adjustments **155802.31**

Bank Reconciliation

Account	Funds	Statement	Outstanding
National Savings D&M Fund	82735.45	82735.45	
Santander	73066.86	71319.82	1747.04
Total	155802.31	154055.27	1747.04

Expenditure for approval

	£	chq no.
PETER OAKES TREE WORKS	216.00	510
SALARY	573.82	511
SALARY	16.00	512
CGM CLEANING	45.60	513
CGM GRASSCUTTING	150.90	514
CGM GRASSCUTTING	416.03	515
ACE FIRE FIRE EXTINGUISHER SERVICE	134.76	516
RDP PAVILION VALUATION	300.00	517

Total Expenditure 1853.11

Balance C/F 153949.20

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

Minutes of the meeting of the Planning Committee of Comberton Parish Council

Planning meeting held on Wednesday 29th October 2014 at 6.45pm in the Village Hall,
Comberton

Present: Amanda Bacon, Andrew Hollick, Tim Scott, and Nick Taylor

Comments and observations from members of the public: One member of the public attended

1. Apologies for absence and declarations of interest: Apologies from Janet McCabe, Simon Moffat and Chris Westgarth

2. Minutes of the last meeting:

On a proposal by Andrew Hollick and seconded by Nick Taylor the minutes of the last meeting were approved.

3. Planning Applications considered:

Application Ref: S/2159/14/FL
Proposal: Second extension and re-positioning of the Comberton Post Office facility together with a security roller shutter arrangement to the front windows (Lean to added to plans)
Location: Comberton Post Office 12 Barton Road CB23 7BP
Applicant: Patel
Recommendation: Refuse
Comments: We agreed with the points previously made.

Application Ref: C/11/40/017
Proposal: Area directly behind pond (between pond and outhouse) to be cleared of all trees, leaving Eucalyptus tree and Conifer. Eucalyptus to be reduced by approx. 3 meters, with conifer tree being shaped, if found necessary. Remove 1 x Silver Birch tree in the middle of a group of six, Crown of Liquid Amber tree to be reduced and shaped by approx. 1.5 metres, also raise the trees crown by approx. 2 meters, Cherry tree to be reduced and shaped by approx. 3 meters
Location: 2a South Street, Comberton, Cambridge. CB23 7DZ
Applicant: Mrs Karen Gregory
Recommendation: Approve

Application Ref: C/11/40/017
Proposal: Magnolia – remove, Cherry – reduce crown by approx. 2 metres, with lower crown being raised, Prunus Nigra – crown to be reduced by approx. 2.5 metres, Cypress tree underneath Cedar – to be topped.
Location: 54 West Street, Comberton, Cambridge. CB23 7DS
Applicant: Mr Chris Leebetter
Recommendation: Approve

Application Ref: C/11/17/17/15
Proposal: T1 Oak – reduce by 25%, T2 Oak – reduce by 20% and T3 – reduce by 20%
Location: 64 Barton Road, Comberton, Cambridge. CB23 7BP
Applicant: Mr Arnold
Recommendation: Reject as no requirement to reduce these trees but suggest removal of ivy and perhaps some dead wood in the canopy, Suggest site visit for clarification.

4. Other Planning items to be considered:

Application Ref: S/2471/14/FL
Proposal: Part Conversion of garage (retrospective)
Location: 4, The Hawtreys, Comberton, Cambridge, Cambridgeshire. CB23 7EP
Applicant: Mr Shaun Harrington
Recommendation: Approve

Application Ref: C/11/40/17
Proposal: Hawthorn, Brambles and other shrubs to be reduced to approximately 2 metres in height along length of rear garden at 19 Nursery Way, Comberton, to allow more light into garden of number 19
Applicant: Mr Jim Urquhart
Recommendation: Approve

Signed..... (Chair) Date.....

Minutes of the meeting of the Planning Committee of Comberton Parish Council

5. To circulate any applications received since publishing the agenda and deal with any matters arising. None
- 6, Correspondence and notifications of approval or refusal by SCDC:None
7. Date of the next meeting TBA

Signed..... (Chair) Date.....

Tree Group Report November 2014

The Group proposes:

1. The co-option of Dr David Hughes on to the Tree Group so that he can be covered by the PC insurance for voluntary work on trees on behalf of the PC.
2. Removal of the hawthorn and ivy which has fallen over the Safer Routes to School path near Meridian gate
3. Removal of the willow saplings growing in the pond before they damage the pond liner.
4. Removal of the large bush on the Memorial site next to the Face. It is now overgrowing the path and obstructing the view of the Face and will incur costs for regular pruning. The space could be left open or replaced by a small upright tree.
5. After further consideration regarding the likely size of replacement trees for Green End and Harbour Avenue, the Tree Group has agreed that members would not be able to plant them. We request that the PC considers covering the cost of professional planting.

What was the outcome of the proposal for ultrasound assessment of the oak near the Zip wire?

Janet McCabe 3/11/14

PERMISSIVE PATH AGREEMENT

PPA0178

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University of Cambridge (hereinafter called the '**Licensor**') of the one part and
Cambridgeshire County Council (hereinafter called the '**First Licensee**') of the second part
and Comberton Parish Council (hereinafter called the '**Second Licensee**') of the third part.

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- 2 This agreement is personal to the Licensor, First Licensee and Second Licensee and no party may assign or otherwise transfer the benefit of it.

- 3 The Licensor hereby gives notice and states to the First Licensee pursuant to Section 31 of the Highways Act 1980 that the said Permissive Path is not dedicated as public highway, and in addition nothing herein shall amount to or be construed as a permanent grant, demise or dedication of the path (or agreement for the same) to the First Licensee or Second Licensee or any members of the public as a public right of way.
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 - 5.2 to the said Permissive Path being shown on the First Licensee's official website as a permissive path in pursuit of improving information and access opportunities for the public in the locality. The website shall detail any restrictions over access and any such information shall be removed from the website upon termination of this agreement;

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- 7 **The Second Licensee** hereby agrees with the Licensor at its own expense and to the reasonable satisfaction of the Licensor:

- 7.1 within 12 weeks of the date of this agreement to carry out the works described in the Schedule (the '**Works**') and thereafter maintain the Works in good repair and condition;
- 7.2 to keep the Permissive Path in a safe and suitable condition for use by the public;
- 7.3 to keep the Permissive Path clear of vegetation, obstructions and rubbish and to cut the field side face of the hedge at least once every three years to the reasonable satisfaction of the Licensor;
- 7.4 only to permit the Permissive Path to be used for the public to pass and repass on foot only, with or without dogs;
- 7.5 on receiving any notice for temporary closure from the Licensor to erect signs at each end of the Permissive Path to notify the public of the intended closure, reasons for it and the date of the re-opening of the Permissive Path;
- 7.6 not to assign or part with possession or control of any of the rights hereby granted;
- 7.7 on the termination of this agreement or the permanent closure of the Permissive Path to remove the Works and to make good any damage caused by their removal to the reasonable satisfaction of the Licensor;
- 7.8 to indemnify the Licensor and keep the Licensor indemnified against all costs, charges, expenses, claims, demands and damages of any description in any way arising out of the use by the public, the Licensee or their duly authorised officers, servants, agents or other persons authorised or impliedly authorised to use the Permissive Path, save to the extent that such costs claims or liability arise from the act or omission of the Licensor or its servants or agents;
- 7.9 to pay for the Licensor's legal fees and surveyors fees; and
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- 8.2 on any of the Other Landowners giving written notice to the First Licensee and the Second Licensee terminating their permissive pathway agreements causing the Complete Pathway to become incomplete and on receipt of such notice the First Licensee and/or the Second Licensee shall inform the Licensor immediately in writing and provide a copy of such notice by giving written notice provided that failure of either or both of the First Licensee or the Second Licensee to notify the Licensor and/or provide a copy of such notice should not prevent this License determining;
- 8.3 where any breach of covenant by the First Licensee or Second Licensee has not been remedied within 21 days after the Licensor giving written notice to the First Licensee and the Second Licensee specifying the breach and the steps which are necessary to remedy the same but without prejudice to the rights of the Licensor in respect of any antecedent breaches of covenant.

Limitation of Licensor's Liability

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 - 9.2 damage to any property of the First Licensee or Second Licensee or those employees or other invitees to the Permissive Path; or
 - 9.3 any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the First Licensee, Second Licensee or their employees or other invitees to the Permissive Path in the exercise of the purported exercise of the rights granted by this agreement.
- 10 Nothing in clause 9 above shall limit or exclude the Licensor's liability for:
 - 10.1 death or personal injury or damage to property caused by negligence on the part of the Licensor or its employees or agents; or
 - 10.2 any matter in respect of which it would be unlawful for the Licensor to exclude or restrict liability.

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- 12 The route of the Permissive Path may be varied with the agreement of the parties to this agreement.

Reference

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SCHEDULE OF WORKS

The Second Licensee hereby agrees:

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As witness the hands of the parties hereto the day and year first before written.

Signed: (for Cambridgeshire County Council)

Signed: (for the landowner)

Date:

Date:

Asset Information Team
Assets & Commissioning
Box no. CC1305
Cambridgeshire County Council
Castle Street
Cambridge
CB3 0AP

The Master, Fellows and Scholars of the
College of St John the Evangelist in the
University of Cambridge
Cambridge
CB2 1TP

Signed: (for Comberton Parish Council)

Date:

35 West Street
Comberton
Cambridge
CB23 7DS

Meeting notes

Meeting of Comberton Playground Project

Comberton Village Hall

Friday 17th October 2014

1. It was reported that £206 had been received in donations on the opening ceremony for Phase 2.
2. It was reported that Compan had not yet sent their invoice to CPC and that this would be chased up.
3. Chrissie had met with Compan to run through the snagging list which included issues with certain parts of the wetpore surfacing. Chrissie to chase Compan to get this work rectified.
4. SPM was asked to contact Gail (CPC Clerk) to see if the Awards for all application and their T's & C's would be approved and sent off by 21st Oct.
5. SPM reported that the aprox £5,600 shortfall had in principle been agreed to be covered by CPC funds but that it was subject to a meeting of the budget group to check there were sufficient funds from the budget to cover it.
6. Phase 3 was being discussed with Compn and alternative suggestions and quotations were being sought. It was agreed that the diggers were too expensive and that other equipment would be considered and children consulted. It was noted that CPC would need to approve any changes to Phase 3 and then Consent from Awards for all. CPP will also get quotes from Wickstead and Soveriegn.
7. The old swing horse was discussed and the majority of trustees as well as other parents who have mentioned it are keen to retain it subject to certain health and safety measures being implemented to bring it up to modern safety standards. CPC's safety report on this item to be obtained and Wickstead approached as to how best to do this.

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Signed: (for Comberton Parish Council)

Date:

35 West Street
Comberton
Cambridge
CB23 7DS

Gail Stoehr

From: mejscott@btinternet.com
Sent: 07 November 2014 11:21
To: Gail Stoehr
Subject: District Councillor Report

District Councillor Report

There has been nothing specific to our village since we last met.

Ongoing things and things of interest.

The road bridge over the river in Grantchester will shortly be closed for repair work. It will be out of use for 6 months.

In the same area, this time Trumpington Meadows. House building is well under way. The sports stadium idea there seems to have gone away. There may well be sports pitches right up against the motorway. The number of houses on the site may increase, but the area is ruined, so possibly for the best?

A14 improvements. The area of most interest to us is around Madingley. I am told a vast chunk of the Madingley Avenue will disappear. Most residents would like it to become a dead end to stop it being used as a rat run.

Local Plan - this continues to rumble on. The Government Inspector is reviewing it literally right now (well as I write this on Friday morning). We need this to be put to bed as quickly as possible, otherwise our village could become a very large building site. Once approved and signed off, we should be spared of any large development for 10-15 years, maybe?

City Deal - this is where central government gives the combined authorities of the County Council, the City Council and South Cambs District Council around £500 million over 5-7 years to spend on major infrastructure. Most of this will be for local transport schemes. Personally I am a little worried our Green Belt could be threatened by this re extra housing?

Bins- the Green Bin will only be emptied once a month through December and January. The number of lorries will be reduced from 47 to 45, with no job losses. Routes will change thanks to sat nav type technology, making them more efficient. This will save about £600k, which is the equivalent to £12 per household council tax, unfortunately the government is giving us £16 less per year though!

Finally Solar Farms, or as I call them Solar Factories on farmland. They are cropping (excuse the pun) all over the place, although none here. From a planning point of view they can not really be stopped other than in Green Belt. They obviously serve a purpose, but to me the production of food should have priority over generation of electricity?

Well let's hope for all concerned, the sun keeps shining. My personal opinion is the solar panels should be encouraged to be put on the roofs of most large industrial units.

Sent from my iPad=



Agrostis
SPORTS SURFACE CONSULTING

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COMBERTON MAINTENANCE RECOMMENDATIONS

Agrostis Sports Surface Consulting

Tel: 01359 259361

E-mail: info@agrostis.co.uk

Website: www.agrostis.co.uk

Agrostis Sports Surface Consulting aims to assist clients in matters concerning sports surfaces. All recommendations are offered free of bias. *Agrostis* has no commercial connections or obligations to any manufacturer, supplier or contractor.



Agrostis Turf Consultancy Ltd. Registered office: Eldo House, Kempson Way, Bury St Edmunds, Suffolk, IP32 7AR. Company No: 6675140. VAT Reg No: 889 4960 43.

30 September 2014

TAL

COMBERTON MAINTENANCE RECOMMENDATIONS

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1 INTRODUCTION

The following recommendations apply to the drained, cultivated and sown area shown in Figure 1-1. It is expected that the client will take over management of this area after 5 mowing operations and two post-establishment fertiliser applications have been carried out. It is anticipated that this situation will arise around October 2014. Note that the spoil bund is located south of the concrete inspection chamber and not over the area indicated.

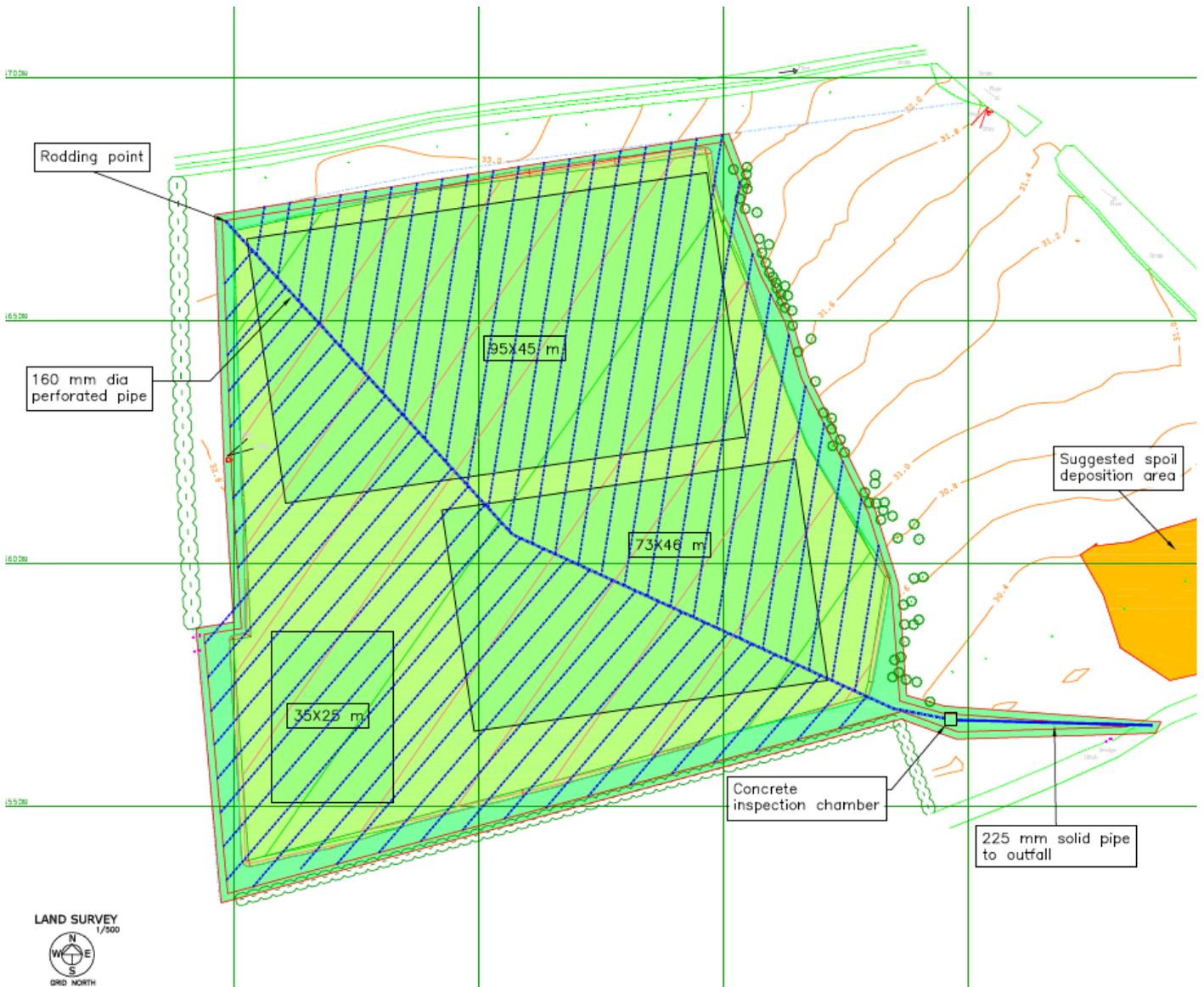


Figure 1-1 Pitches in working area

2 RECOMMENDATIONS

2.1 MOWING

Mowing should be undertaken using a ride-on cylinder gang mower. As long as this is well maintained and the blades kept sharp and tuned this will achieve an excellent quality of cut.

The pitches should be mown up to three times a week, depending on the extent of growth taking place. Mow at a playing height of 25 mm. Keep the height of the sward down at or near this right through the winter by mowing as often as surface conditions allow and as the growth requires.

During periods of very vigorous growth, and when intensive use of the pitches may have relaxed, typically in late May or June, there is merit in lowering the height of cut slightly, say to 20 mm. This will help increase sward density and limit weed ingress. Areas subjected to intensive over-seeding or renovation should not be mown in this way and during periods of intense heat the more regular mowing height should be adopted.

From mid-July through to mid-August one or two topping operations with a rotary mower will be useful to control perennial ryegrass seed heads which are difficult to cut with a cylinder mower and which arise at this time.

Vary the direction of mowing where possible. This is not simply to prevent a nap forming in the turf but also to limit localised compaction and turning wear. Watch out for accumulations of clippings that could smother the grass if left for more than a day or two. Remove these or otherwise break them up if they develop.

2.2 AERATION

Until play actually takes place with any intensity on the new surface there is no need to carry out any aeration at all.

Once play has commenced, and if the greatest use is to be obtained from the pitches, aim to verti-drain four times, between October and April. Use the largest available tines, preferably new ones with the machine set to achieve maximum heave. Reduce forward speed to achieve the greatest density of perforation. Ground conditions must be sufficiently firm to allow this but surface disruption may be corrected by carrying out a light rolling afterwards.

There may be a temptation to use the 'Ground Beaker' on occasions and as an alternative to the verti-drain. This certainly achieves a good aeration effect but the procedure should not take place beyond the end of January as the slits created by the machine will tend to gape open in an unsightly and possibly hazardous manner as the soils dry in the spring.

Between October and the end of January, slit the pitches as often as every 3 weeks as long as conditions allow passage of the tractor without causing excessive disruption to the surface. If in doubt, do not undertake this operation.

2.3 FERTILISER

A far more generous approach to fertiliser application is necessary during the first two years following establishment of a new sward, particularly on a sand carpet.

It is particularly important that the pitches can take advantage of periods of mild weather during the winter. For this they will require the application of a slow release fertiliser in October or November. Suitable products may include Scotts Sierrablen Plus Stress Control (15:0:23) and Headland Xtend (22:2:8).

Start the growing season in mid March with an application of a 12:6:6 granular fertiliser. These are widely available and a stock should be obtained for occasional stimulation of growth during the playing season when necessary. Apply at 35 to 50 g/m².

Follow this with an application of a 20:10:10 fertiliser in late April at 35 g/m². This will stimulate a great deal of grass growth which will need to be controlled by regular and frequent mowing throughout May and into June, also through the use of growth regulator. .

Through the remainder of the playing season two more applications of a 12:6:6 fertiliser, again at 35 g/m², will be appropriate. Apply before rain if possible.

Note that *controlled release* products may be used for these applications during the growing season. These release nitrogen at a rate extended by the different particle sizes of the material, it taking longer for nitrogen to emerge from a large particle than a smaller one. The process is less temperature dependent than chemical *slow release* fertilisers and hence the prolonged effect can be maintained during warm periods.

2.4 WEED CONTROL

This should be carried out, if necessary, as soon as warmer temperatures return in the spring and begin to stimulate growth. Herbicide effectiveness is greatest during periods of vigorous growth. It may for example be enhanced by pre-treating the surface with fertiliser. Suitable herbicides must be applied strictly according to regulations and by a qualified person. Some of the selective herbicides that will control most of the weeds likely to occur are indicated in Table 2-1.

ALS Premier Selective Plus	Amenity Land Services Limited
Broadband	Indigrow Limited
Grassland Herbicide	United Phosphorus Limited
Greencrop Triathlon	Greencrop Technology Limited
Headland Relay P	Headland Agrochemicals Limited
Headland Trinity	Headland Agrochemicals Limited
Hycamba Plus	Agrichem Limited
Intrepid 2	The Scotts Company (UK) Limited
Mascot Super Selective Plus	Barclay Chemicals Manufacturing Limited
Mircam Plus	Nufarm UK Limited
Outrun	Barclay Chemicals Manufacturing Limited
Tribute Plus	Nomix Enviro, A Division of Frontier Agriculture Limited

Table 2-1 Some approved selective herbicides (July 2012)

2.5 END OF SEASON RENOVATION

The club will have established its own system of repairing goal mouths and centre areas at the close of the playing season. In practice this will mean alleviation of compaction through intensive verti-draining and surface disturbance by hollow coring followed by disc seeding.

Hollow-coring, using appropriate cores fitted to a verti-drain or a purpose-made, rotary hollow corer (regrettably somewhat rare now) will be particularly useful as a means of improving establishment during over-seeding and end of season renovation. The procedure will also help restore surface levels as they are disrupted through the effects of play. After treatment, it will be sufficient, provided dry conditions prevail, simply to break up the cores and spread the material use a chain harrow with upturned tines or similar equipment.

2.6 OVER-SEEDING

If general over-seeding becomes necessary, for example if the pitches have been very heavily used resulting in a general and significant thinning of ground cover, I would favour the incorporation of fescues and smooth-stalked meadow-grass before August with fescues and dwarf perennial ryegrass in spring and late summer/autumn.

The operation may be made more successful if a rotary hollow corer could be passed over the pitches prior to seeding. Sowing should then be accomplished using a disc seeder set to penetrate around 8 mm and making two or three passes at slight angles to one another.

General over-seeding should achieve an overall rate of 18 g/m² increasing to 25 g/m² in the thinner areas.

2.7 DIVOT REPAIR

This must be accomplished on an ongoing basis through the season as damage to the surface occurs during play. Ideally, use a 60 : 40 blend of suitable sand and soil, or a proprietary rootzone material. Seed should be blended generously with the sand:soil mix at the time of application. The use of pure sand would not normally be advisable as this will not promote the maximum germination of grass seed. For these in season operations, use a seed mix containing 80 dwarf perennial ryegrass and 20 % fescue.

2.8 TOP DRESSING

The incorporation of a sand carpet into the construction should to a large extent replace the need for regular applications of a pure sand top dressing as might be appropriate in other circumstances. If very heavy use of the pitches is undertaken, or if prolific worm activity takes place, it may become advantageous, perhaps after a few years, to apply a medium coarse, lime free sand once each year to the entire playing area. Or perhaps to the individual pitches most in need of this additional support. This should take place at a rate between 6 and 10 kg / m² during the growing season, typically in September. Brush or drag mat the material into the surface after spreading.

2.1 MAINTENANCE COSTS

Developing a budget for the cost of the maintenance of areas such as this is difficult without actually approaching local contractors who would be prepared to undertake the work. Very often, individuals or companies are in place that would undertake the operations as part of a wider programme of operations. Thus substantial economies of scale can be achieved. The data presented in Table 2-2 is therefore intended as a rough guide only. We have used the area of the prepared surface as the basis for these figures.

Maintenance Item		Frequency	Times per year	Cost Per Visit	Annual Cost
Grass cutting	CPC	Weekly	30	£100.00	£3,000
Line marking	CPC	Weekly	15	£35.00	£525
Application of fertiliser	CPC	Twice yearly	4	£250.00	£1,000
Vertidrainage	CPC	Annually	2	£500.00	£1,000
Application of selective weedkiller	CPC	Annually (May)	1	£200.00	£200
Renovation/Overseeding	CPC	Annually	1	£600.00	£600
				Total	£6,325

Table 2-2 Estimate of basic maintenance costs, exc VAT

2.2 MAINTENANCE CALENDAR

A suggested maintenance programme is provided in Table 2-3. This is of course entirely flexible as it should be in response to varying ground and weather conditions and the demands of the game.

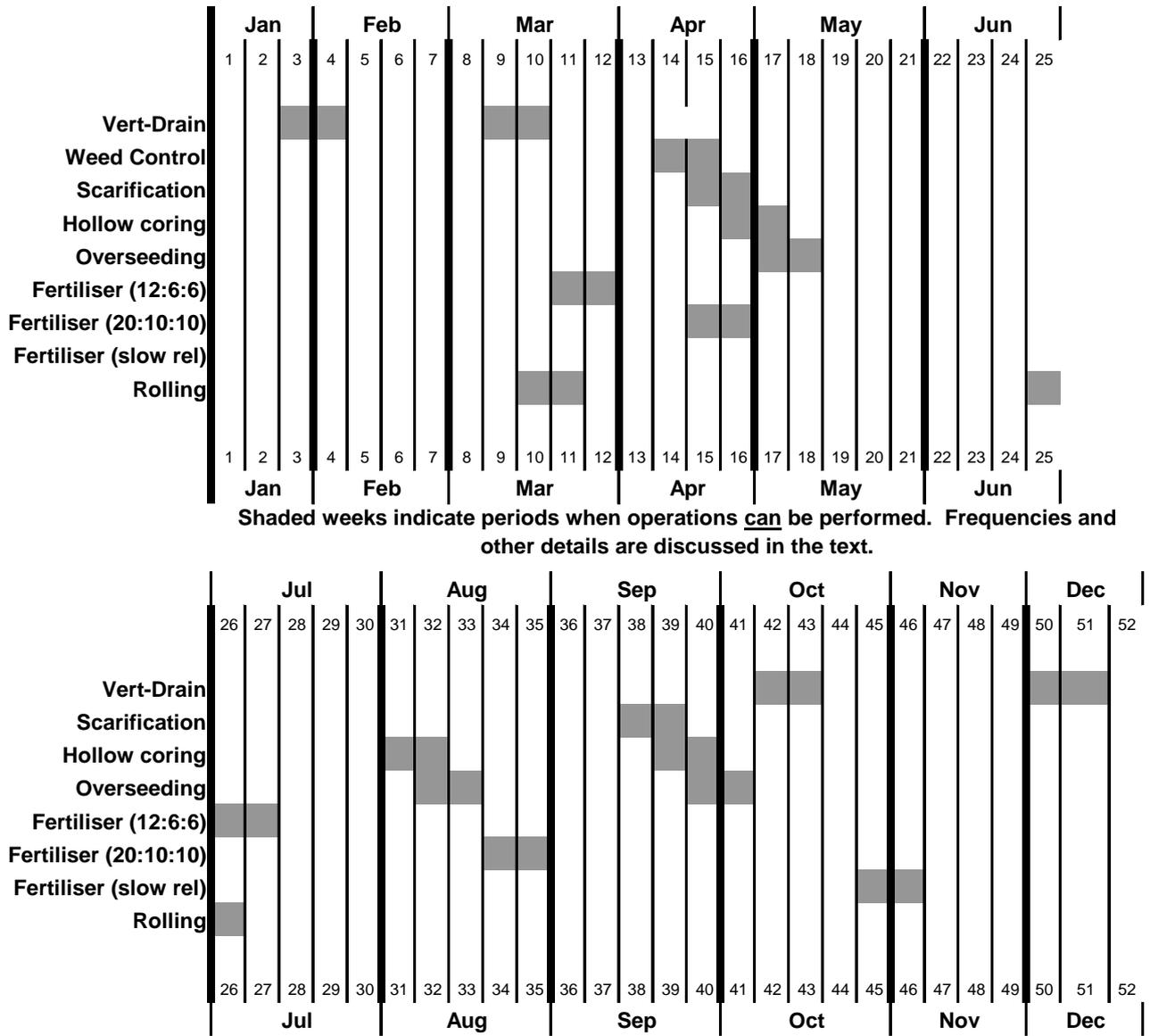


Table 2-3 Calendar of regular maintenance work

Total area of sports ground	17255 sq m		1.73 hectares	
	Rate		Total required	
Fertiliser and seed	18	g/sq m	311	kg
	35	g/sq m	604	kg
	50	g/sq m	863	kg
Top dressing sand	6	kg/sq m	104	tonnes
	7	kg/sq m	121	tonnes
	8	kg/sq m	138	tonnes
	9	kg/sq m	155	tonnes
	10	kg/sq m	173	tonnes
	11	kg/sq m	190	tonnes

Table 2-4 Some useful quantities

2.3 ADVISORY SUPPORT

Some very technical information has been presented in this report, particularly in relation to the selection of materials such as fertiliser, seed etc. Agrostis is on hand at all times for telephone/email advice so consideration of materials that have been sourced may be given rapidly.

Less predictable factors, such as the weather and the intensity of play, will always have an effect and good management will facilitate variation in the programme in response to these factors. In order to monitor this, the club should consider once or twice annual advisory visits at contrasting times of year in order to optimise the programme.



Dr Tim Lodge
Director



Mr Raymond Sewell – Annual Review – 29th October 2014

Mr Sewell said that he was happy with the way things were working out now that he was employed by the Parish Council. He was pleased that he did not need to bother with submitting invoices now and that his wages were coming through on a regular basis.

Mr Sewell was bothered about the tax position; his tax is complicated by his having several jobs. I said he could if he wished take the matter up with the tax office, but it should be sorted out in any event once the new tax year began.

Mr Sewell asked how he should go about claiming holiday pay. I said that when he wanted to take holiday, he should contact Gail and request payment of accrued holiday pay.

I said that the feedback I had to give Mr Sewell was that the Council was very pleased with his work. The flower beds were neat and attractive. Mr Sewell said that at the time we had offered him additional work, he had been concerned that it would be too much for him to take on. However, he would be willing to take on further work in future provided it wasn't too much.

Mr Sewell said that he took care to ensure his safety: He wore the clothing the Council had provided and used the cones. I asked if there was anything he needed: he said he could do with a new pair of short Wellington boots (size 9). I said I would take this request back to the Council.

HWG

GAIL STOEHR – ANNUAL REVIEW - 5TH November 2014

Present: Gail Stoehr, Janet McCabe, Hywel Griffiths

Gail reported on a number of issues which impacted on the proper conduct of Parish Council business:

1. It is immensely helpful if our district and county councillor provide written reports in advance of the Parish Council meeting. We have slipped badly on this. Failure to provide a written report means that time is taken up unnecessarily during the meeting by oral reports. This means that insufficient time is available for discussion and proper decision-making on other items of business before the Council.
2. Gail reported that she had made an effort to take her holiday. Hywel had raised the fact that Gail had not been taking the holiday to which she was entitled as a matter of concern at Gail's 2013 review.

Gail said that one difficulty was that when she took holiday, this resulted in a backlog of work. LGS Services were able to assist to some degree, but there was a great deal which only the Clerk could deal with.

3. Gail said that there were a number of ways in which working groups could assist in the efficient conduct of business and reduce the pressure on her:
 - a) It would help if working groups such as the Recreation Working Group, the Tree Group and the Transport Working Group could monitor their budget and liaise with the Budget and Finance Working Group prior to Parish Council meetings. Ideally, Working Groups should come to Parish Council meetings with details of the financial implications of any decision they were asking the Parish Council to make.
 - b) It would also assist if, when they sought to place an item on the agenda for a meeting, working groups could make it clear if the matter in question was a matter of report or one on which a decision was required. Where a decision was required, it would be helpful if the working group could specify exactly what it wanted the Parish Council to decide.
4. Gail reported that her work load has increased substantially over the past year, and particularly since July, since the Parish Council has been undertaking major projects at the Recreation Ground and applying for grant funding. Whilst Gail applauds the efforts

the Parish council has been making to improve amenities, she made the point that, when considering major projects it wishes to undertake, the Council needs to consider what human resources it has at its disposal.

5. Gail ran through the professional development she has been undertaking over the past year.

Hywel said that the feedback he had to give Gail was predominantly positive: the Parish Council was appreciative of the work Gail did on its behalf. There were however two items of negative feedback:

- a) Whilst Gail was invariably helpful and approachable when one met her, her written communications did not always reflect this. Hywel felt the tone of emails could be improved.

Gail explained that her emails were intended to clarify what councillors actually wanted. She was an officer of the Council carrying out an official role. This required she adopt a formal approach. However, she would take this criticism on board.

- b) Hywel said that Councillor Crossley had complained to him that Gail had not provided information he had requested when he was serving on the Budget and Finance Working Group. Gail responded that she had no recollection of this. She did her best to respond promptly to requests for assistance from councillors – but she was only human.

Hywel said that at its October meeting, the Parish Council had asked him to report to Gail that it rated her performance as “good” and thanked her on behalf of the Council for all her hard work.

HWG

6.11.2014