

COMBERTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on
Wednesday 11 April 2018 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.


Mrs Gail Stoehr, Clerk
04/04/18

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 and to grant any requests for dispensation as appropriate (if any)
- Comments & observations from members of the public & County and District Cllr reports**
- 2. To approve the minutes of the previous meeting and the extra-ordinary meeting**
- 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 (Open) Resident suggestion that sections of fence be removed in Normandy Close
 - 3.2 (3.5) Appointment of Data Protection Officer
 - 3.3 MOD response on permissive path
 - 3.4 Response on Mobile Breast Screening Unit from Comberton Village College
 - 3.5 SCDC response to complaint regarding Bennell Farm
- 4. Finance, procedure & risk assessment**
 - 4.1 To receive the finance report and to approve the payment of bills
 - 4.2 Clerk report on any use of delegated powers and action taken due to risk
 - 4.3 Recreation Ground Co-ordinator and Handyman's items
 - 4.3.1 Report on any use of delegated powers and action taken due to risk
- 5. To receive reports and items from committees, working groups and members for information only unless specified**
 - 5.1 Proposal that the Council considers a request from CUFC for required alterations to the Pavilion ^(CU)
 - 5.2 Proposal that the Council adopts the draft Community Flood Plan ^(JF)
 - 5.3 Proposed recreation container update ^(CU)
 - 5.4 To consider a recommendation from the Tree Group on the pond weed and maintenance ^(LT)
- 6. To consider matters arising out of correspondence/communications received**
 - 6.1 Resident – speeding school buses
 - 6.2 CCC – S142 Licence to cultivate consultation, 76 Green End
 - 6.3 Buchans quotations including
 - 6.3.1 for moss treatment of the Recreation Ground extension, to scarify the Recreation Ground extension, and to fertilise the pitches
 - 6.3.2 to cutting back the southern boundary of the Recreation Ground
 - 6.3.3 to raise the tree line over the footpath from the Recreation Ground to Jane's Estate, cutting back all mature overhanging growth
 - 6.3.4 to raise two trees on the pond area
- 7. Closure of meeting**

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 meeting on 11 April 2018

Where I have information to support the agenda this is below.

1. Apologies will be reported to the meeting.
2. To approve the minutes of the meeting on 14 March 2018 and the extra-ordinary meeting of 6 April 2018 - attached
3. Matters arising
 - 3.1 (Open) Resident suggestion that sections of the fence be removed in Normandy Close
Proposed at the last meeting.
 - 3.2 (3.5) Appointment of Data Protection Officer
Deferred at the last meeting.
 - 3.3 (5.1.1) Review of pitch hire fees – proposal to delay pitch hire increase
Deferred at the last meeting.
 - 3.3 MOD response on permissive path
Attached.
 - 3.4 Response on Mobile Breast Screening Unit from Comberton Village College
Sean Sycamore of Comberton Village College wrote to Addenbrookes Hospital as follows:
“I understand that my colleague, Stuart Clare has been in contact with you regarding locating the screening vehicle on the school premises.

Can you please confirm that this is no longer necessary? I understand that you are currently using other facilities, which might be more convenient for you and the visiting patients.

The reason for my email is that the college has recently received communications from the Parish Council requesting us to reinstate hosting the service on the school premises. If the College site is not deemed suitable for your needs, I will feed this back to the meeting group.”

Addenbrookes replied as follows:

“We are currently calling all the women who would have been called to Comberton, to Park and Ride at Trumpington.

This appears to suit a lot of the women and is more convenient in terms of parking and means less moves for the unit which ultimately is a cost saving, I therefore regret to say that the College site is not entirely suitable for our needs at this time.

If the situation should change in the future I'd like to think that I could contact you again to discuss.”

- 3.5 SCDC response to complaint regarding Bennell Farm
Attached.

The Clerk acknowledged receipt and asked for clarification as follows “In its letter the Parish Council referred to the unallocated £90,000. What is happening to this money and could this be directed to Comberton Parish Council towards its projects?

The Parish Council also commented “South Cambridgeshire District Council does not appear to have systems in place for corporate responsibility and knowledge and the

stance that ‘don’t know officer has left’ is not acceptable.” What steps is the District Council taking to ensure that this does not happen again?”
At the time of writing no response has been received.

4. Finance

4.1 To receive the finance report and to approve the payment of bills – attached

4.2 Clerk’s report on any use of delegated powers

None at the time of writing.

4.3 Recreation Ground Co-ordinator and Handyman’s items

No report received at the time of writing.

5. To receive reports and items from committees, working groups and members for information only unless specified

5.1 Proposal that the Council considers a request from CUFC for required alterations to the Pavilion

Cllr Urquhart to report. She writes:

“Communication below from Comberton United Football Club following a meeting with the FA last week. The plan shows alterations required. Basically, involves moving changing room doors to other end and then blocking up the old doorway and putting a toilet and small basin in this void. A parting wall to be put down middle of shower room so no longer communal.”

Plan attached.

5.2 Proposal that the Council adopts the draft Community Flood Plan^(JF)

5.3 Proposed recreation container update^(CU)

5.4 To consider a recommendation from the Tree Group on the pond weed and maintenance^(LT)

6. Correspondence

6.1 Resident – speeding school buses

A resident has written to the bus company Absolute Executive, as follows:

“Please see below regarding my experience as a pedestrian with one of the buses operated by your company. This happened on Friday morning.

I had a reply from CVC which indicated to me that the bus in question wasn’t a CVC school bus but more likely to be a bus on the run from Eversdens to Meridian. I wouldn’t know as we don’t use school buses being local to Comberton where all our children **walk** to school.

I have also taken this up with our parish councilors and the CVC ppl have kindly given me the contact details of the person in charge of transport at SCDC which I’ll also inform of the below.

In the mean time I’d appreciate your feedback on the below and most importantly if you could ask your driver to slow down and be mindful to pedestrians on the pavement when he drives through our village.”

The bus company has replied as follows:

“Firstly Please except my sincere apologies for what has happened!!!

Thanks for bringing this to my attention, I will have a look at tracker and the daily allocations to find which Driver this was, this will show me speed and which vehicle it was then I can allocate the driver in question,
We take these complaints very seriously and I will make sure the driver in question and will be spoken to for his actions.
I will keep you posted on the outcome”

Letter from resident to CVC:

“Dangerous driving by one of the school buses this AM

As I was walking my son to school this morning I was almost hit by one of the school buses on West Street opp Budgens as it was leaving Comberton around 840AM and driving towards Barton [note it seems I might have been mistaken as to the provenance of the bus but my point is that direction of travel was west to east on the B1046]. It was the school bus with red lettering on the side saying Absolute Executives. I was walking on a narrow part of the pavement (on the left as one walks eastward) and the bus had to pull right by the curb as there was another car coming in the opposite direction so the side of the bus was pretty much lined up with the curb itself. I was on the road-side of the pavement and my son was at my side (for reasons easy to understand).

I'd like to report this to whoever it may concern as I want to be able to send my son to school on his own in the morning without having to worry whether he's going to be hit by a bus in a hurry whilst walking on the pavement. Walking to school surely is something that every 10-year old has the freedom to do but unfortunately given the traffic in the village this doesn't seem like a safe option. It would have been very easy for the bus driver to simply slow down and better gauge the position of his/her vehicle in relation to the pavement. I find his reaction all the more amazing since he was travelling in the same direction as us so had seen us on the pavement. It is very frightening to see your arm almost touching a bus side and to realise that his side mirror didn't go that far off your head (although I suspect they are high enough to not touch people walking on pavements).

Please can you let me know what happens next as I don't intend to let this rest.”

The Clerk has put the Resident in touch with County Cllr Lina Joseph so that she can take the matter up with the County Council as necessary.

6.2 CCC – S142 Licence to cultivate consultation, 76 Green End

Attached – Consultation letter and associated plan for Section 142 Licence to Cultivate at 76 Green End.

6.3 Buchans quotations including

6.3.1 for moss treatment of the Recreation Ground extension, to scarify the Recreation Ground extension, and to fertilise the pitches

6.3.2 to cutting back the southern boundary of the Recreation Ground

6.3.3 to raise the tree line over the footpath from the Recreation Ground to Jane's Estate, cutting back all mature overhanging growth

6.3.4 to raise two trees on the pond area

7. Closure of meeting



Defence
Infrastructure
Organisation

Lieutenant Colonel A Powell MBE (Retired)
Executive Officer
SD Training East
West Tofts Camp
Thetford
Norfolk IP26 5EP

Telephone: +44 (0)1842 855233
Facsimile: +44 (0)1842 855268
Email: tony.powell498@mod.uk

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

27th March 2018

Dear Mrs Stoehr,

Thank you for your letter dated 27th February 2018, which I regret does not further the debate about the proposed permissive footpath. Clearly we have no desire to see any accidents or injuries and nor do we feel that MOD can be held responsible should they occur.

DIO SD Training face a constant threat of trespass and, in order to deliver its 'duty of care' has a policy of no permitted entry.

Yours sincerely

Tony Powell.

A POWELL
Lt Col (Retd)
Executive Officer



Gail Stoehr
Clerk
Comberton Parish Council
30 West Drive
Highfields Caldecote
Cambridge
CB23 7NY

Our ref: S/1812/17/OL
Your ref:
Date: 15 March 2018

Corporate Area: Planning and New Communities
Contact: John Koch
Direct dial: 01954 713268
Email: john.koch@scambs.gov.uk

BY EMAIL

Dear Mrs Stoehr

Complaint – S106 Benell Farm

Thank you for your letter of 5 January 2018 addressed to Beverly Agass for which I have been asked to reply. I apologise for the delay in doing so.

As I understand it, your complaint centres on three main issues. These are that:

1. The parish council's submissions in respect of the planning application (reference S/1812/17/OL) have been ignored and thus not presented to the Planning Committee when it considered the application. As a result they have not been given any weight in the ensuing section 106 agreement;
2. The County Council's request for funding towards bus shelters was also ignored; and
3. The parish council objects to any funds being given to Comberton Village College as part of the application.

My response to each of these complaints is as set out below.

1. Parish Council submissions

Having checked the case file, I note that a section 106 funding project plan dated 13 July 2017 was submitted. I presume this is the submission dated 27 July that you refer to in your letter. From that plan, I note that the parish had suggested that a proposed pavilion extension was proposed and budgeted to cost £160,000. Additional costings for refurbishment and improved facilities were also provided.

Paragraph 86 of the officer report to the planning committee details proposed contributions including an extension to the Comberton village pavilion, which are estimated by Comberton

Parish Council to cost £67,000. I am afraid I am at a loss to understand where this figure has come from and why the figure of £160,000 was not referred to in the committee report. Given that a figure is quoted, it seems that the submission sent to the case officer was not ignored, but that it was misrepresented in the report.

I can only apologise for this. While I do not pretend to use the following as an excuse for the error, it is a pity that this was not picked up by the parish council once the agenda had been published as the correct figure and a re-assessment as necessary could have been undertaken before the date of the committee meeting.

I note from the minute of the meeting that Cllr Nick Taylor also spoke on behalf of the parish council and this presented a further opportunity to have had the issues of contributions re-evaluated. My own brief note of the meeting is that contributions were discussed, but that there were no suggested changes to the figures or recommendations in the report.

Even after the committee had resolved to approve the application, subject to the completion of the s106 agreement, there may still have been an opportunity to discuss its terms before it was finally signed on 21 December 2017. I am not aware that this was done,

Notwithstanding the above comments, I accept that the error should not have been made. Clearly we will need to learn from this and be more careful in the drafting and checking of reports. We are continually striving to improve the whole committee process and as part of this we will reconsider our current officer report checklist to ensure that this doesn't happen again.

2. Bus Shelters

Having checked the case file, it appears that the County Council asked for bus stop facilities which were "...likely to include a shelter..." The committee report refers to the consultation response as requiring "bus stop upgrading measures", but does not specifically spell out the request for bus shelters.

Nonetheless, the committee report then states at paragraph 147 that "... the addition of bus shelters along West Street shall be included in the Section 106, with a fee to be secured for the provision of Real Time Passenger Information". In the event, the only requirement in the approved heads of terms that accompanied the committee report was for Real Time Passenger Information.

Once again, I am afraid I don't know why this anomaly was not picked up and corrected before the committee voted to approve the application. My previous comments about more careful scrutiny of reports equally applies and will be addressed. I appreciate, however, that this will not be able to redress the absence of contributions now that the section 106 agreement has been signed and the application approved.

3. Funding for Comberton Village College

The Village College has secured a contribution of £150,000 towards the upgrading of 3G sports pitches. The rationale for this, along with objections from both Comberton and Toft parish councils is set out in paragraphs 82 – 89 of the committee report. This matter was the subject of

debate by the planning committee which concluded that the proposed contribution was justified. In the circumstances, I am afraid there is nothing further I can add in this respect.

In conclusion, while I understand the parish council will not be happy with this response, I trust it at least answers the questions you have raised.

If you have any further queries please let me know.

Yours sincerely

John Koch

John Koch
Development Control Team Leader (West)

COMBERTON PC FINANCIAL REPORT

Apr-18

Summary of Month

Balance brought forward

£
200,248.56

Adjusts/transfs/inc during period

Additional payments approved at last/previous meeting

CAMSAR	S137	-50.00
ZURICH	VH INSURANCE	-819.39
BT	PAVILION PHONE	-23.28

Misc Credits

COMBERTON CRUSADERS	PITCH HIRE	67.20
COMBERTON VH	INSURANCE AND RENT	820.39

Total Adjustments

-5.08

Balance revised after adjustments

200,243.48

Bank Reconciliation

Account	Funds	Statement	Outstanding
National Savings D&M Fund	84,991.81	84,991.81	
Santander	115,251.67	119,161.78	-3,910.11
Total	200,243.48	204,153.59	-3,910.11

Expenditure for approval

£

SCDC	TRADE WASTE	21.15	<i>DD</i>
BUCHANS	GRASSCUTTING	1328.40	
RIDGEONS	TIMBER	78.39	
CAPALC	GDPR TRAINING	35.00	
BAPTIST CHURCH	YOUTH WORKERS	373.75	
RIDGEONS	DRILL BITS	3.36	
RIDGEONS	BUILDING SUPPLIES	28.96	
COMMAND PEST CONTROL	RODENT CONTROL	42.00	
CCC	STREETLIGHT ENERGY	313.33	
LGS SERVICES	ADMIN SUPPORT	1222.78	
PETER OAKES	TREE WORKS HILLFIELD RD	80.00	
	SALARY	132.55	
	SALARY	355.33	
NEST	PENSION	174.73	

Total Expenditure

4,189.73

Balance C/F

196,053.75

Gail Stoehr

Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting



CAMBRIDGESHIRE FA: KERSHAW PREMIER

FACILITIES REVIEW

Name of Club:	Comberton United
Current League:	Kershaw Premier
Name of Ground:	Hines Lane
Address:	Comberton Cambridgeshire
Date of Visit:	Friday, 23 March 2018
Visit & Review Undertaken by:	Matt Bartle Managing Director TRI-Sports Consultancy Limited Email: trisportscl@gmail.com Mobile: 0760 148357 Website: www.trisportsconsultancy.com

CLUBHOUSE

Is there a clubhouse open to spectators on match days? YES

Is there direct access from within the ground? YES

PITCH PERIMETER BARRIER

Please describe the type of barrier:

A roped barrier is installed on all four sides of the ground on a match day

Is there a pitch perimeter barrier on all four sides? YES

Is there at least 1.83 metres between the barrier and the goal/touchlines YES

PITCH

Dimensions: 100m x 64m or 109yds x 69yds

Is the pitch natural grass? YES

If there a significant slope, please indicate the gradient? NO

TECHNICAL AREA

Is a Technical Area marked out on match days? YES

Are the trainers' boxes equidistant from the halfway line on the same side of the pitch? YES

How many adults can be accommodated in each on fixed seating? 6

FLOODLIGHTING

Is there a floodlighting system at the ground? NO

SPECTATOR FACILITIES

If seated accommodation is provided, please state the number of seats NO

Is there covered standing accommodation? NO

If hard standing is provided, please state the number of sides of the pitch where this is located: N/A

TOILETS

Please state number of:

(a) Urinals:		2
(b) WCs for men:		1
(c) WCs for women:		1
(d) Wash hand basins for men:	1	for women: 1
Are warm air hand driers and/or paper towels provided?		YES
Are these toilets located in the clubhouse or separately in the ground?		Clubhouse

DRESSING ROOM FACILITIES

How far is the entry point to the pitch from the door to the dressing rooms?	5m
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HOME DRESSING ROOM

Does the home team have its own separate dressing room?	YES		
Size of changing area (excluding washing/toilet area):	15sqm		
Number of showerheads exclusively for use by the home team (min. 3):	6		
Are these showers located in the home team dressing room or adjacent to it?	YES		
Are these showers shared with the away team? (Shared shower facilities are not permitted.)	YES		
Number of WCs:	1	Number of urinals:	2
Number of wash hand basins			1
Are these toilets located in the home team dressing room?			NO
If no, are there toilets available exclusively for the use of players and not accessible to the general public?			NO
Is there a treatment table?			NO

Comments:

Current arrangement sees both teams sharing six showers in a communal area. The shower area is openly accessible from both changing rooms – please see photo in section below.

It should also be noted that both teams and spectators have to use the toilets specified above as there are no WC facilities contained within either of the changing rooms.

Potential solutions to both of the above points were discussed with the club and are detailed in the section below

AWAY DRESSING ROOM

Does the away team have its own separate dressing room?	YES
Size of changing area (excluding washing/toilet area):	15sqm
Number of showerheads exclusively for use by the away team (min. 3):	6
Are these showers located in the away team dressing room or adjacent to it?	YES
Are these showers shared with the home team? (Shared shower facilities are not permitted.)	YES
Number of WCs: 1	Number of urinals: 2
Number of wash hand basins	1
Are these toilets located in the away team dressing room?	NO
If no, are there toilets available exclusively for the use of players and not accessible to the general public?	NO
Is there a treatment table?	NO
Comments: Please refer to comments in 'Home Team' summary	

MATCH OFFICIALS

Do the match official have their own separate dressing room?	YES
Size of changing area (excluding washing/toilet area):	3sqm
Number of showerheads exclusively for the use of match officials (min.1):	1
Is there an en suite WC? NO	Is there a wash hand basin? NO
Number of wash hand basins	0
If the toilet is not located in the match officials dressing room, is there a toilet available exclusively for the use of match officials and not accessible to players or the general public?	YES
Is there a bell or buzzer linked to both team dressing rooms?	NO

Additional Accommodation for Match Officials:

What changing/washing provisions are made available to mixed sex referee teams?

The changing area for the match officials is adequate but does not contain a WC or hand basin. Presently the match officials use the same toilets as both the players and spectators. Potential solutions to address this issue were discussed and are detailed in the section below. An additional area is available should there be a mixed gender officials team

GRADE

Are you satisfied that the ground meets the Step 7 Minimum Grading Guidelines?	NO
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ADDITIONAL COMMENTS & RECOMMENDATIONS

As detailed above there are a few issues that the club and/or the Parish Council need to address to ensure Step 7 compliance. Whilst none of the potential issues are insurmountable the club do not benefit from owning the facility, or indeed from a long lease. With this in mind any works, no matter how minor require the consent of the Parish Council. Speaking to club officials it is evident that the long term ambition is to maximise some potential S106 monies to undertake extensive renovations thereby achieving full compliance with Step 7 and importantly child welfare and protection guidance. However, in the interim period a number of minor works were discussed that could potentially ensure compliance subject to League approval.

The club should be commended for what they have, and continue to achieve given the circumstances.

Issue – Official WC & Hand Basin Facilities

Potential Solution

The Match Officials changing resides next to the current Female WC. One potential (cost effective) solution could be to change the signage on the Female WC to Officials. Whilst it is acknowledged this isn't 'en-suite' it would achieve a dedicate WC for the Match Officials.

As a consequent new signage would be required for the disabled WC confirming this was now a Disabled & Female WC.



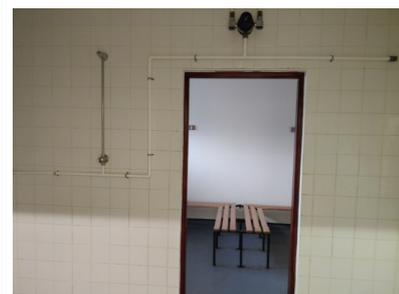
Issue – Communal Player Showers & No Changing WC Facilities

Image shows view from 'Away' team dressing room through to 'Home' team dressing room.

Potential Solution

The existing communal shower area is quite extensive as such there is definite possibility to divide the area with some form of permanent and suitable boarding thereby allowing for the reconfiguration of the showerheads and achieving compliance. I will undertake some further research regards boarding type and forwards across the both the CFA and Club under a separate note.

The two changing rooms are of identical size and shape as such the same solution to incorporate a WC and hand basin in relevant and possible. The most cost effective solution involves relocating the entrances to both rooms to the other side from where the currently reside. By doing this a void in each of the rooms would be created which should be large enough to house an en-suite WC and hand basin thereby achieving compliance. Please note the measurements would need double checking to ensure appropriate guidance with met.



FUNDING & SUPPORT

The club benefit from unrestricted access to the facility but unfortunately aren't able to undertake works without approval from the Parish Council.

It is suggested that one of the following grant funding routes may be applicable to aid the club with the cost of the minor reconfiguration works outlined in this report. Please note any application would have to be made jointly with the Parish Council given the club's tenure situation.

Football Foundation - Small Grants Scheme

<http://www.footballfoundation.org.uk/funding-schemes/premierleague-the-fa-facilities-fund-small-grants-scheme>

Clubs currently playing at NLS Step 7 are eligible to apply to The Football Stadia Improvement Fund

<http://www.fsif.co.uk/funding/the-fa-national-league-system>

Additional support from Cambridgeshire Football Association may come via The FA Pitch Improvement Programme. More information for which can be found via the following link;

<http://www.cambridgeshirefa.com/leagues-and-clubs/finance/grants-and-funding?c=1>

In addition to the above it may be relevant for the club to pursue an application to The FA National Sports Centre Trust which is due to open again in April 2018.

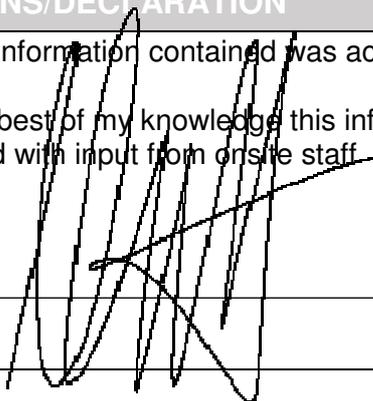
For more information on any of the above please contact Jo Bull or Phil Mitcham at Cambridgeshire Football Association.

Please note that you are urged to gain formal League approval before undertaking any of the potential solutions.

ASSUMPTIONS/DECLARATION

- All the information contained was accurate at the time of submission
- To the best of my knowledge this information is correct and where necessary was collated with input from on-site staff

Signed _____



My ref: S142/Comberton/76 Green End
Your ref:

Date: 20th March 2018

Contact: Lisa Lark
Telephone: 0345 045 5212
E Mail: highways@cambridgeshire.gov.uk



**Place and Economy
Highways**

**Witchford Depot
Box No. ET1029
Stirling Way
Witchford
CB6 3NR**

To whom it may concern

Dear Sir/Madam

Section 142, Highways Act 1980

Licence to cultivate the highway: 76 Green End, Comberton

Cambridgeshire County Council have recently received an application to plant a Prunus Fastigiata tree and grass, in the area shown on the attached plan.

If you have any objections, questions or suggestions to this application I would appreciate it if you could contact me by no later than 23rd April 2018.

Yours Sincerely

A handwritten signature in black ink, appearing to read "Lisa Lark".

Lisa Lark
Network Management Officer
Highways

76 Green End, Comberton

