

Clerk report to Bourn Parish Council meeting on 15 October 2014

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

Comments and observations from members of the public and from the County and District Councillors

Standing orders state - Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.

A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.

3. To approve the minutes of the last meeting on 17 September 2014 - attached

4.2 (6.6) members Roles & Responsibilities

The following is a list of the members Roles & Responsibilities as agreed at the June 2014 meeting. The new Parish Councillors are encouraged to get involved with some of the working groups.

Affordable Housing – Cllrs Rolfe (convenor) and Blair

Allotments – Cllr Rolfe

Cambourne liaison, including bus links – Cllr Bruce

Environment

Sustainable Parish Energy Partnership – Cllr Blair

Tree Wardens – Cllr Jones & Hilary Gretton

Brook Maintenance – Nigel Ball

Bourn Flood Working Group liaison – Cllr Bruce

Highways – Cllr Bruce

Traffic Monitoring and Speed watch liaison – Cllrs Bruce (convenor) and Jones

Neighbourhood Watch liaison – Cllr Bruce

Newsletter

Content – Cllr Rolfe and all Councillors

Distribution – Cllr Rolfe

Notice board – Cllr Rolfe

Planning – Cllrs Jones (convenor), Blair and Bruce

Police Liaison – Cllr Bruce

Public Rights of Way

Bridleways – Cllr Bruce

Footpaths – Angela Marcham and Graham Bruce

Play Equipment – Frank Haxton and Gill Pountain

Recreation Grounds – Cllrs Bruce and Blair

School Liaison – Cllr Blair

Sports Club liaison/Trustees – Cllrs Bruce and Blair

Stop BAD liaison – Cllr Jones

Village Hall Trustees – Cllrs Bruce and Rolfe

Website – Cllr Rolfe

5.2 SCDC Decision notices

5.2.1 S/1359/14/LB – Fox Farm, Old North Rd – to remove concrete render and re-apply with traditional lime render finish. Damaged casement windows to be repaired and/ or refurbished. Permission granted by SCDC

6.1 To receive the financial report and approve the payment of bills – attached

6.2 To consider any matter which is urgent because of risk or health and safety – including any recommendations from Frank Haxton following the Annual Play Equipment Inspection

Annual Inspection of the Jubilee Play Field

Extract of Significant Detail

The report classifies the risk level for each item of play equipment. Items classified as Low Risk need no immediate action so for brevity I will not comment on low risk items. I will monitor or action these items over the course of the year.

Pick nick Table. Bracing arm loose. *I have re-fixed it.*

Embankment Slide. Foliage to be cut back. *I will do this.*

Grassed area to be better maintained.

Barrier to be installed to restrict access to the bank and force children to use the steps. *I have my doubts about this solution.*

Concrete steps to be repaired. *We need a better solution for access to the slide.*

Rubber tiles at end of run-out to be replaced. *In hand*

Rolling Barrel. Ground erosion to be made good.

BMX Mounds. Barriers at each end to protect adjacent play areas. *In Hand.*

Eclipse Multi-play. Foundation to be re-set. *Wicksteed quotation £320.*

Wheeld Sports Half Pipe. Pictogram signs are recommended. *I believe what we have (wording) is satisfactory.*

Administrators identification to be included on signs. *I will look into this.*

General Area. Regular inspection and removal of animal faeces. *We do this weekly.*

All item above were given a medium risk rating however, recommended improvement all attract an M rating and none of the items were classified as un-safe in their present state.

The only action I recommend to the PC for immediate funding is the £320 to re-set the Eclipse Multi Play foundation.

Frank Haxton

25 September 2014

6.3 **Parish Council to check grass cutting specification for 2015-2017** – The Council needs to consider this so that we can go out to tender for the works. attached is the current specification. Are any changes required? What about routine maintenance of The Broadway POS?

7. Member reports and items

Members reports are for info only unless specified and the Council can not make any decisions under the items for information. If a member wants the Council to make a

decision at a meeting please notify the Clerk in writing at least seven days before the meeting so the item can be added to the agenda.

8.1 Resident's request for a 2nd gate at the Broadway Public Open Space To consider Frank Haxton's recommendation

A resident has written to the Council saying "in view of the fact that the play area will become a public open space and be used by the community not just the residents of our close could you consider an additional small gate on the Broadway as alternative access as we are also concerned that visitors from further afield may cause parking issues in the close which is only big enough to accommodate parking for residents" and also asking the Council install a sign to advise people not to park in the close as that is for residents and I think keep clear of her drive.

Recommendation from Frank Haxton;

Broadway Playground Proposal for a Second Gate

It is recommended that playground areas for infants and small children should be fenced. This is to allow play without direct supervision by an adult. It is foreseen that an adult, usually a parent, will be present but may be chatting to others, reading or otherwise distracted. To ensure safety in this situation a self closing gate should be fitted. Furthermore, RoSPA require that the gate should not give access to a busy road or other hazardous area.

The proposal to install a second gate is contrary to RoSPA advice in that the second gate would give access onto or close to, the Broadway. A second gate would also make monitoring young children more difficult by introducing a second escape potential (this usually occurs when another child enters).

It is my view that the proposed gate would not be used. There is no parking in the area and those driving to the playground are more likely to continue to the Jubilee playground which is better equipped and offers good parking.

Frank Haxton

8.2 SCDC – Neighbourhood Planning Service Level Agreements consultation

We are inviting you to take part in a consultation about neighbourhood planning in South Cambridgeshire.

A report about neighbourhood planning was considered by the Planning Portfolio Holder on 9 September 2014 where a draft Service Level Agreement (SLA) was agreed that sets out how South Cambridgeshire proposes to work with parish councils that decide to prepare Neighbourhood Plans. The SLA provides guidance on the type and level of support South Cambridgeshire will offer to a parish council(s) on the

preparation of a Neighbourhood Plan and also seeks agreement with the parish council about how it will progress its plan.

We would like to offer Parish Councils in the district the opportunity to comment on this draft SLA as they will be asked to sign up to this agreement if they decide to prepare a Neighbourhood Plan. The draft SLA is attached to this email.

The deadline for comments is 31 October 2014.

A note is attached explaining more about neighbourhood planning and what has been happening in South Cambridgeshire District Council.

We are in the process of organising a free training event about neighbourhood planning which will be run jointly by Locality, The Planning Advisory Service and Planning Aid here in our offices in Cambourne. The proposed date is 1 December 2014. We expect to be able to send out more details on this event soon.