# STAPLEFORD PARISH COUNCIL

**MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL** **held on** **THURSDAY 15th July 2021 at 7.30pm** **In the Jubilee Pavilion, Gog Magog Way, Stapleford**

**PRESENT:** Cllr Paul McPhater (Chairman), Cllr Jenny Flynn, Cllr Michael Gatward, Cllr Gillian Pett, Cllr David Pepperell, Cllr Jez Raphael.

Stapleford Parish Council Clerk: Belinda Irons – Minutes

**Cambridgeshire County Council:** Cllr Brian Milne

**South Cambs District Council:** Cllr Peter Fane;

**MEMBERS OF THE PUBLIC:** There were 3 members of the public present

**118.2021** Apologies: Cllr C Greenhalgh, Cllr B Kettel, Cllr H Kettel

**119.2021** Declaration of Member’s Interest: disclosable pecuniary/ pecuniary/personal

Cllr McPhater: Finance: reimbursement for Basil’s Piece plant purchase

Disclosable pecuniary interest

**120.2021** Minutes of the previous meeting:

**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Annual Parish Meeting and the Annual Parish Council meetings held on 9th June and extraordinary meeting held on 18th June 2021.** PROPOSED: Cllr McPhater, seconded Cllr Raphael. AGREED AND RESOLVED UNANIMOUSLY.

**121.2021** Public discussion and presentation:

Dernford Lake presentation**:** A request was received that this is arranged as a hybrid meeting to enable parishioners to attend face to face

The Queen’s Platinum Jubilee celebrations: a parishioner suggested that a community event managed by volunteers is planned as many organisations will be quickly booked up, such as bands. Cllr Pett responded that the Village Weekend will coincide with these celebrations. Cllr Flynn commented that The Granary want a closer working relationship with organised events.

Chestnut Close: gravel bags: an update on action was requested. Cllr Flynn responded that the Chairman had made the Academy aware of the issues as it owns this land. The Parish Council will remove and repurpose the gravel bags but the Academy needs to secure its land first.

The Queen’s Green Canopy initiative: The Parish Council was asked to co-ordinate the planting of 70 trees across the parish. Some could go into private gardens.

Parish Council website: the website was praised, but the internet provided many older PC website defunct pages. The Parish Council needs to remove these. Cllr Raphael advised that the Parish Council cannot remove old website pages from the internet, and that the most effective way to move them down an internet front page is to repeatedly visit the Parish Council website, and view and like pages, which drives the PC website higher up the internet search engine.

Planning application for 11 Bury Road: a parishioner asked the Parish Council to object on the grounds of overdevelopment of the site; overbearing on neighbouring gardens; loss of amenity to neighbouring properties; loss of amenity to 11 Bury Road; utility overload; access via public footpath.

The Parish Council has received objections from every neighbouring property. The applicant has written to the PC in support of their development, citing walking distance to amenities as a benefit.

**122.2021** South Cambs District Council & Cambridgeshire County Councillors: reports

**South Cambridgeshire District Council – July 14th 2021 report**

**1. Cambridge Biomedical Campus**

The CBC has put out a consultation on their plans to expand the campus. SCDC cabinet has concerns about the lack of evidence to support 5000 associated homes being built in the Green Belt.

1. **Network Rail consultation on Cambridge South:**

The proposal has been submitted to the Secretary of State by Network Rail under Transport and Works Act and will be subject to a Public Inquiry in due course. Whilst the majority of the physical works will be within the Cambridge City Council administrative boundary, there are some associated works (line, junction and crossing works), within Great Shelford Parish.

The consultation opens with the comment

“It is envisaged that by 2031 new housing developments across the Cambridge Southern Fringe comprising an estimated 4000 new homes will have been built.”

This comment comes from the Network Rail strategic outline business case in 2017 and refers to already committed developments across the Cambridge southern fringe, including Trumpington Meadows, Clay Farm and other developments most of which have already been built. These are not additional houses above those either already built or in the adopted Local Plan.

We are assured that the Network Rail team working on this project have been liaising with East West Rail Co in order to ensure that their schemes are compatible.

A report will be taken to SCDC Cabinet on 30 July, setting out a proposed response. Parish councils are invited to let SCDC have any comments by Monday 19 July in order that they may be incorporated into any final report.

**3. Zero Carbon Grant Scheme**

A reminder of the ZCG scheme, whereby community groups can bid for grants between £1000 and £15000 for projects to tackle climate change. Please visit https://www.scambs.gov.uk/applications-open-for-cash-for-climate-change-projects/ to read more about the grant and how to apply. The closing date for applications is this month: **5pm on Friday July 30**.

**4. Covid Recovery Grants**

We were delighted that an application for a recovery grant towards the renovation of the Stapleford Jubilee Playground was successful, as was a separate application from Cambridge Past, Present & Future towards repairs to pathways at Wandlebury Country Park: <https://scambs.moderngov.co.uk/ieDecisionDetails.aspx?Id=11640>

**5. The Community Safety Partnership Toolkit**

The Community Safety Partnership is a partnership between SCDC and Cambridgeshire County council, the Police, Fire and rescue services, the Probation service, and the NHS. The Partnership has created a toolkit that provides guidance, training and other tools to support residents’ activities, building on the work that volunteer groups did during the pandemic.

The issues covered in the toolkit include connecting people, tackling speeding, preventing antisocial behaviour and helping vulnerable neighbours to avoid scams. It is designed to help build a better sense of community and hopefully make your village feel safer. Comments would be welcomed on the proposal at <https://www.scambs.gov.uk/CSP> .

**6. Home Improvements**

Each year the district council completes an annual report showing how many home adaptations for disabled and older people have been completed. This year’s report can be found here: <https://www.cambshia.org/about-us/plans-and-performance/> .

Although the number of adaptations completed and the spend was lower than in previous years, 166 adaptations were completed, investing over £2m to enabling residents to live more independently in their own homes.

**7. Afghan relocation and assistance policy**

South Cambs responded to the government’s call for assistance to Afghan Interpreters by offering a small number of houses. The government has announced that they are looking to house some 3,000 families. They have started to arrive, but we are waiting for our allocation. Our plan is to house two or three families. The initial costs are being met by the Government.

**8. Welcome back fund – Parish Survey**

SCDC is offering support to help businesses reopen as restrictions begin to lift. We are asking parishes to help us by completing an online survey so we can determine how best to help. The survey is at http://bit.ly/SCWelcomeBackSurvey and should only take a few minutes to complete. The contact email address for the *Reopening High Street Safely* team is reopening@scambs.gov.uk.

**9.** **Planning awards**

The Greater Cambridge Planning Service won two more prestigious national planning awards in June 2021. They are: (1) The Award for Promoting Economic Growth, for the Wellcome Genome Expansion scheme and (2) The Award for Best Housing Scheme (500 homes or more) went to Great Kneighton.

<https://www.cambridgenetwork.co.uk/news/planners-triumph-national-awards>

The Stakeholder Engagement for our First Conversation in Jan/Feb 2020 was shortlisted for an award.

These awards recognise the professional work the planners do. The Judges commended the Planning Service for the “exceptionally proactive work by planners in creating successful communities and beautiful places to live and work”.

Cllr Fane raised the following issues:

**Local Plan**: There have been 650 applications under the Call for Sites which are to be analysed by September. The District Council is under instruction by Central Government to provide a significant number of dwellings, and to ensure the economic strategy is complied with. This affects the development strategy, and will inform where development is to be sited. There are options such as development of new villages, extensions to existing villages, and building around the periphery of Cambridge city, which it does not want. Transport will need to be a key driver. Major businesses such as the biomedical campuses will have additional lands but these are owned by a consortium and have not been brought forward at this time. The Parish Council was urged to enter discussions with the District Councillors to discuss options.

Cllr Flynn asked what the process and timing of the Local Plan analysis would be. Cllr Fane responded that only a small number will fit the framework, but the impact on the Green Belt will need to be assessed. There can be no constraint on key economic strategies, which includes affordable housing for biomedical centre work force. Cllr Milne commented that bioscience is supported by Central Government and will be a key consideration. He suggested this should be an agenda item.

**Joint arrangements:** SCDC is under a joint arrangement with the GCP. Its operation affects South Cambs but with little input from the District Council. The Parish Council was urged to work with local environment and transport groups to put a presentation to the forthcoming public inquiry. It will mean a lot of work for volunteers, and will need substantial funds.

Cllr Milne:

Cambs Local cycling and walking infrastructure plan consultation, deadline 13 July

[Cambridgeshire Local Cycling and Walking Infrastructure Plan consultation](https://consultcambs.uk.engagementhq.com/ccc-local-cycling-and-walking-infrastructure-plan-consultation-2021)

Please see maps ([Appendix A11 – South Cambs South](https://ehq-production-europe.s3.eu-west-1.amazonaws.com/a9620e938b82bd5b8c090f9621aaab2a98e030eb/original/1621869613/020e192e95c884b05c719d959a1847e4_A11_South_Cambs_South.pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIAIBJCUKKD4ZO4WUUA%2F20210707%2Feu-west-1%2Fs3%2Faws4_request&X-Amz-Date=20210707T105042Z&X-Amz-Expires=300&X-Amz-SignedHeaders=host&X-Amz-Signature=66f84487ab3f5607f6dc6620eb495bd99e3b05a11d5aec6b60ebf45d28589e70)) for the proposed works. Although the Babraham and Sawston area are now quite well provisioned, there are obvious places that work still needs to be done.

## Cultivate and Innovate Fund – deadline 1 August

Cambridgeshire County Council is pleased to announce that the next deadline for Innovate & Cultivate Fund applications is 1st August 2021. One-to-one pre-application advice will be offered have unfortunately passed.

The aim of the fund is to support initiatives that strengthen our communities and reduce pressure on County Council services, thereby giving a return on investment. Council services that are inviting applications are **adult social care** and **children’s services**.

The fund is open to voluntary, community and social enterprise sector organisations based in and outside of Cambridgeshire, and public sector organisations in Cambridgeshire. Please note that projects serving Peterborough residents are not eligible.

The 1st August funding round is for ‘Cultivate’ grant applications (£2,000-£15,000) for projects that build community support networks for vulnerable people.

Applications and further information about fund priorities and criteria may be found on the [Cambridgeshire Community Foundation (CCF) website](http://cambscf.org.uk/icf.html).

Free school meal vouchers  
All children who qualify for free school means will be eligible to receive vouchers to support the families during the **summer holidays**. There are also **summer camp** places available. More information here: [Holiday Activities and Food Programme - Cambridgeshire County Council](https://www.cambridgeshire.gov.uk/news/holiday-activities-and-food-programme)

## Highways Improvement Board

The new County Council administration has taken immediate action to address the dreadful state of the roads across the County.

The Government has significantly reduced the amount of funding, despite making much of its “pothole repair programme” in budget announcements.

It therefore falls to the County to examine the priorities and determine the best use of funds. By creating a Highways Improvement Board, we will appraise all the programmes of work, and the nature of the capital and revenue budget allocation to ensure we get best value from our contractors and for our Council Tax payers.

## Covid

With England due to come out of all lockdown restrictions this month, the support available from local authorities won’t cease. If you know people that are still vulnerable, who could use more support, then please do get in touch with Henry and John, they will be able to signpost people to the various support channels available at both County and District councils. Please do also encourage people that have been offered the vaccine to have it.

## Parliamentary boundaries – deadline 2 August

The Boundary Commission for England has [published proposals](https://www.bcereviews.org.uk/node/6484?postcode=CB223HY) for new parliamentary constituencies, which are now open to consultation until Monday 2 August. This is the first stage of a review which will conclude in 2023. For the East of England, the proposals would mean three more MPs, and the effect of this is to create an additional ‘St Neots’ seat in Cambridgeshire. The proposed new ‘East Cambridgeshire’ constituency would include the whole of the district and add to this the two South Cambridgeshire wards of Cottenham and Milton & Waterbeach.

Cllr Pepperell commented on the Local Highways Initiative where Cambridge County Council asks for Parish Council financial contribution to assist its delivery of services which is unacceptable. Cllr Milne responded that the fund is a very small part of the Highways operation but Government funding has been reduced by 20%.

Cllr Pepperell further commented that road gullies in the parish are blocked. Any heavy rainfall may result in flooding. There is a lack of preventative maintenance. Cllr Milne responded that Cambridge County Council is aware of the problems. However, there are issues which need to be resolved between Cambridge County Council which clears gullies, and South Cambs District Council which clears gutters – gutter debris is directed into the gullies. This needs to be rectified. Blockage of sewers with fat and wet wipes makes flood events much worse.

Cllr Flynn asked when will current reporting process change? Cllr Milne responded that the IT system isn’t fit for purpose but is not due for replacement for at least 18 months, which is unacceptable. A full audit of works is being planned.

**123.2021** Parish Council vacancies: 2 vacancies: volunteers are needed to help deliver important schemes.

**124.2021 Planning:**

|  |  |
| --- | --- |
| 21/02743/FUL | Land rear of 11 Bury Road, Stapleford  Erection of a single storey dwelling: *Objection: Paragraph 8 of the Planning Regs states that ‘any development garden plot has to be in the right place, must be accessible and must have an environmental objective’. This cannot be the case here. S/7b states that ‘it must enhance local features of green space’. Obviously this does not. Paragraph 118 states that’ it must be on underutilised land and meet identifiable housing needs’; no vehicular access to site for emergency services/ deliveries/ construction* |
| 21/02851/FUL | Chalk Hill, Haverhill Road, Stapleford  Construction of a single storey replacement dwelling (resubmission of 20/04170/FUL) *no objection* |
| 21/02546/HFUL | Bury Farmhouse, 64 Bury Road, Stapleford  Internal alterations, single storey & two storey extensions, additional window and canopy/porch to existing door on west elevation, reinstate chimney, extend veranda, construct new garage and storage: *no objection* |
| 21/0737/TTPO | 11 Sternes Way, Stapleford  TPO 001 (2002) T37: Horse chestnut: reduce branches on lower crown by 4m, up to 10m height. *No objection* |

**Russell Smith Farms: proposals for Dernford Lakes, Sawston:**

Zoom meeting to be arranged to enable maximum attendance:

1.9.2021 @7pm: Councillors present did not support this proposed meeting.

Street naming and numbering: new dwelling: 45 London Road: noted.

**125.2021 East West Rail and CSET: updates**

Stapleford Parish Council has not made a formal submission to East West rail given its understanding that there will be no impact on the Parish.

**CSET**

The Chairman has circulated the statement following the GCP’s decision that has now been printed in full in the Cambridge Independent published on the 7th of July. Anthony Browne MP is coordinating further responses with all the Parish Councils in this area and interest groups.

**126.2021 Finance:** Cllr H Kettel

**a**) Accounts summary: July meeting

Income June: £4,900.00

Expenditure June: £49,386.67

Less S106 Ring-fenced: £153,737.54

Carried forward: £93,984.67

Expenditure for July reported to the meeting

|  |  |  |
| --- | --- | --- |
| **Description** | **Reference** | **Value** |
| Salary | July | £854.30 |
| Salary | July | £447.99 |
| PAYE & NICS | July payment | £429.39 |
| Reimbursement |  | -£20.08 |
| Reimbursement |  | £0.00 |
| Building control fee Pavilion | 12060131 | £528.00 |
| Pavilion cleaning service | 3100 | £350.00 |
| payroll service | 45092 | £165.60 |
| pavilion additional electric work | inv-0200 | £390.00 |
| Replacement RCBO & shed electric | inv-0191 | £3,645.43 |
| Mow Rec & slaughterhouse | SI-998 | £120.00 |
| Cemetery | SI-967 | £390.00 |
| Mow Recreation field | SI-987 | £102.00 |
| MUGA gate electrics | inv-0193 | £108.00 |
| basil's piece plants |  | £102.00 |
| increase in SPC insurance | 508071121 | £74.61 |
|  |  |  |
|  |  |  |
| Clerks mobile phones |  | £16.80 |
| Pavilion electric |  | £0.00 |
| B Irons | July payment | £42.66 |
| Public works loan | 44337 | £2,763.80 |

**PROPOSAL: *That Stapleford Parish Council herewith agrees and authorises the payments.*** PROPOSED: Cllr McPhater, seconded Cllr Pepperell. AGREED AND RESOLVED UNANIMOUSLY

Review of accounting and pavilion booking systems:

The Clerk advised that both Clerks use Scribe accounting system for other Parish Councils, and that it is very easy to use and access.

**PROPOSAL: *that Stapleford Parish Council herewith agrees to purchase the Scribe Accounting System in the annual sum of £761*** PROPOSED: Cllr McPhater, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY.

The Clerk advised that Scribe are also able to provide an online booking system which has detailed reporting availability, which Hallmark does not.

* 1. **Portfolio Reports & Updates:**

Cllr H Kettel: by email

S106 Stapleford Capital Projects Initiative:

**Shed**

Work on the shed commenced on the 28th of June with a maximum contract period of six weeks. This gives a completion date of 5th August 2021 and Sean at Harrison Construction hopes to complete earlier.

There was an issue to begin with, with no electricity supply thereby requiring an extension lead to be run from the Pavilion but this has now been sorted.

**Pavilion Renovation**

This is pending other work and a check on finances.

**Public toilet provision**

The architect Brian Scally of Blue Ink has requested a list of approved artists/designers from SCDC that could support a section 106 art project for an attractive façade.

Parish Pit: update Next agenda

Cllr B Kettel: Cemetery: by email:

We are very grateful for the work that has been done on our behalf by the Assistant Clerk in trying to communicate with/obtain information about the owners of the various graves that need attention. From a H&S point of view we had to tape off those which are trip hazards and lay flat any loose headstones. A notice is on the board at the entrance giving this reason.

We believe that we have contacted all we are able to and so are ready to make good the repairs. We were hoping to save some money by Cllr Gatwood doing the headstones but we are unable to do this as, if anyone objected to their property being touched or a repair did not work and a headstone caused an injury to someone we would not be insured. We have to use a recognised headstone company and this will incur a considerable cost. We can only reclaim this from owners we have on record and there are many where this is not possible and so the public purse will have to foot the bill.

Several of the older graves have subsided due to animal incursion and so will have to be repaired with a new concrete topping. These are the ones with the fencing around them. Again we have found and notified any owners we are able to contact but now need the grave digger to make good these sites. Again this will be at public purse cost.

For any Councillors who are not aware, the PC does not own the individual graves, only the cemetery site. Each grave was bought by a family to use for their burials and belongs to that family until there is no one to continue the line. At this point the ownership reverts back to the PC (around 100 years). Each time a plot is bought by someone and that person is buried there the next of kin have to transfer ownership to the next generation and this is where the trail has often gone cold when no transfer has been made. Hence the problems in tracing the families prior to making repair to their property.

Last year’s budget was used to make the path in the new cemetery. This year’s budget is being used to buy and install the plaques identifying the plots. Any repairs we carry out will have to come from general funds.

Next year’s budget will be used to begin the landscaping of the new site. When we presented to the PC around 3 years ago we identified our proposals for this new site showing the proposed layout of the grave plots and the use of the rest of the site. This was based on a report from a cemetery landscape firm and was approved by the PC. To remind everyone, the land beyond the path end was to be laid as a wild flower meadow with a path to allow the grave digger to use the spoil as needed. The land at the gate end on your right as you enter is to become a contemplative quiet area with flowering trees and bushes but not flower beds. There will be donated benches and people will be able to come and sit quietly in a beautiful spot. This is not a wild life environmental area but a meditative area. The land in the corner at the end of the path will be for babies, unborn or still birth or short lived. This again will be an area that is quiet and allows families space to grieve and remember.

Cllr McPhater commented that a 3 year plan is required for the cemetery with a recommendation that the Cemetery Committee and Environment Group work together to develop a scheme to be brought to the Parish Council for decision.

Cllr Pett recommended the top half of the old cemetery to be converted to a lawn cemetery potentially with the graves with failed concrete tops filled with topsoil and topped with wild flower turf.

Cllr P McPhater MUGA update:

The new sweeper and leaf blower have been purchased and are in use.

Football is being promoted locally. Netball is very popular and has regular

training sessions booked. A good working relationship has been built with the

Tennis Club. Management of net erection is needed as a priority. The cycle racks are in good use.

Cllr M Gatward Environment, Ecology & Climate Change

Cllr Gatward is attending an 8 week training course on this subject and will advise the Parish Council of what possibilities can be undertaken across the parish.

Cllr Flynn: Verge management

**Managing Stapleford’s roadside verges for nature**

## A few facts and figures

* Road verges cover 1.2% of land in Great Britain, of which 27.5% is frequently mown
* More pollinators are found on well-managed verges than in the neighbouring countryside and nearly 45% of our total flora is found on verges
* Most grass road verges are either cut too frequently and at the wrong time, or abandoned to scrub; cuttings are left to lie creating a thick thatch, inhibiting growth and increasing soil nutrient levels, which further stimulates vigorous grasses
* We need to reduce cutting frequency and vegetation growth to improve the number and diversity of flowering plants – this has the added benefit of reducing ongoing verge management costs

## Where could we leave verges uncut in Stapleford?

Conditions for inclusion:

* Suitable verges will be wider than 1m and not routinely used by pedestrians in the absence of pavements
* Verges managed for nature must be able to have the 1m closest to the roadside cut to avoid overgrowth obscuring road markings and kerbs
* Uncut verges must not obscure road views for vehicles or NMUs

I suggest:

* Outside Mobus, junction of Church St and London Rd
* Corner of Gog Magog Way, opposite Chalk Hill
* Triangle at junction of Bar Lane and Gog Magog Way
* Triangle at junction of Church St, Mingle Lane and Gog Magog Way
* Haverhill Road, wide swathe either side of entrance to allotments
* Junction of Church St with Cox’s Close
* Junction of Greenfield Close and Bury Rd
* Mid-way along Priam’s Way
* Sections of Villedomer Gardens?
* Junction of Haverhill Road and Gog Magog Way
* Raised mounds along boundary of Stapleford Rec
* Any others?

## How to create species rich verges

Step 1: reduce soil fertility and create patches of bare earth

* We need to actively reduce the soil fertility of verges because most wild flowers are associated with lower fertility soils
* To do this, grass cuttings must be removed from the surface and not left to form a thatch
* Raking, or localised scarification or scalping with machinery during cutting, allows seeds to germinate and supports natural succession
* Small scrapes, where the top layer of vegetation is removed and bare ground is exposed, can be made with a spade; bare areas should be sown with an 80/20% by weight meadow mix of suitable grass/wild flowers; seeds should be pressed onto the surface of the soil and left uncovered

Step 2: introduce an appropriate cutting schedule

* Cutting too early and too frequently eliminates many species and reduces diversity
* Wild flowers take 6-8 weeks from flowering to setting seed. It is vital that they are able to complete their full lifecycle (i.e. grow, flower and set seed) if they are to be maintained cost-free and indefinitely
* Cutting after flowers have set seed in late summer maintains displays of wild flowers and provides a rich source of pollen and nectar for pollinators
* A two-cut management approach is ideal for suppressing coarse grasses and encouraging wild flowers, and reduces management burden over time

Step 3: let existing seeds germinate and introduce some new ones

* Many tightly mown verges have a good diversity of wild flowers, albeit suppressed
  + Reducing the frequency of cuts allows species such as yarrow, self-heal, clovers, trefoils and vetches to flower
* Sow appropriate seed mixes in scrapes
  + Mixes without, or with very low percentages of, grass seed help wild flowers establish without competition
  + Wildflower seed should be of British origin and an appropriate species mix for the subsoil and locality
  + We should seek advice from local ecologists
* Introduce plug plants (e.g. ox-eye daisy)
* Plant spring bulbs and trees

Step 4: selectively remove thuggish growth

* Thistles, green alkanet, rampant nettles, brambles, etc
* As soil fertility declines over time, these should also reduce in number

## Suggested timings

* Cut-and-collect in early spring and autumn to keep verges neat and attractive, and create conditions to allow wild flowers to thrive from late spring to late summer
  + If we don’t have a mower that collects cuttings, we need to rake and remove by hand
* Autumn – after final cut of the year:
  + Sow wild flower seeds
  + Plant spring bulbs
  + Plant trees

Summary cutting schedule:

|  |  |  |
| --- | --- | --- |
| **Time of year / Type of verge** | **Nature verge** | **Mown verge** |
| Feb/Mar | Full cut & collect of entire verge | Full cut of entire verge |
| Every 3weeks from Spring – end of Autumn (early Nov) *with the exception of May (‘no mow in May’)* | Full cut & collect of 1m strip closest to road | Full cut of entire verge |
| Sept/Oct | Full cut & collect of entire verge | Full cut of entire verge |

## Involving the community

Provide information and seek advice:

* SPC to give regular updates on plans and progress via website, Stapleford Messenger and local Facebook pages
* Raise awareness of the ecological importance of road verges and engage local groups in their seeding and active management
* Ask volunteers to grow plug plants from seed and then help to plant them
* Recruit neighbours near nature verges to regularly manage them (e.g. removing invasive species) and monitor their diversity, and water new trees
* Seek advice from Bill French/Ashley Arbon/2G3S about suitable wild flower species to introduce
* Regular litter picks along main routes through village

Manage public perceptions:

* Notify residents which verges will not be routinely cut and attach laminated signs (‘This verge is being managed for nature’) at each location
* Flower-rich verges can be seen as untidy and neglected by some residents and road users
* Cutting narrow strips around nature verges gives the perception of tidiness
* Collecting cuttings makes verges look less neglected

## Useful sources of information

Philips, B. et al. (2021) *Road verge extent and habitat composition across Great Britain*. Landscape and Urban Planning, Vol. 214.

Plantlife, in collaboration with Wildlife Trusts, Plantlife and Butterfly Conservation (2019) *Managing Grassland Road Verges: A Best Practice Guide*.

The Parish Council will need to liaise with CCC as that Authority is mainly responsible for verges and it will need to agree any revised maintenance regime. Cllr Flynn is in discussion with CCC to press for Stapleford to be included in CCC’s verge rewilding project. The Parish Council has received emails from residents who want to leave verges with long vegetation to encourage wildlife, and others who want them cut tight. The Parish Council will not be able to please everyone and will do its best to ensure highways sightlines are maintained, and that verges suitable for rewilding are managed sensitively, provided CCC is in agreement.

Cllr J Flynn

Highways:

Gog Magog Way survey: CCC will review the inspection report provided by Cllr Flynn.

Request for double yellow lines in Dolphin Way: Cllr Flynn has liaised extensively with a resident around inappropriate parking, which is created mainly by staff members of local businesses.

Dropped kerb from Haverhill Road for inclusive access: The Parish Council will discuss the most appropriate position of an inclusive dropped kerb.

Cllr Flynn will supply highways updates for the PC website.

Cllr Pepperell advised that the resurfacing in Bury Road had obliterated the 20mph road roundels.

Damage to speed sign: update: The Clerk is awaiting a price and will submit to the insurer.

Communications: Cllr Pett will do the next portfolio update.

Wider consultations will be through Survey Monkey which is to be purchased once consultations have been developed.

Cllr J Raphael IT:

The front page of the website has been reorganised, and booking the MUGA and the cemetery regulations are more easily accessed.

Cllr G Pett:

Management of Pavilion & Play Area:

Management of key and access: the key safe is working well.

Damage to windows: reported to Police: action: new windows on order.

Play Area renovation:

Kompan was chosen because the equipment fits the brief for the playground refurbishment, the company is known to be reliable, and the equipment is of good quality and good value for money. They are also a company used to dealing with Parish Councils and funding bodies. In addition,  Kompan is a member of the Association of Play industries, the lead trade body of the play industry promoting best practice and high quality play provision.

A discussion was held with the playground group, Cllr McPhater and a representative from Kompan to clarify issues re terms and conditions.

Kompan will provide 2 invoices for the work:

1. £24,000 when the equipment is ordered and delivered (£20,481.54 +£2,698.93 + VAT)
2. On completion, following an independent Post Installation Inspection, the balance of around £40,000 + VAT will be invoiced. The cost of this inspection is included in the quotation and any problems will be rectified by Kompan before the invoice is raised. There is a 12 month period following completion during which defects will be rectified by Kompan (as long as they have not been caused by misuse of the equipment)

The clerk will need to claim the VAT back

Nothing is paid for in advance and the final payment is to be made when all parties are satisfied with the work. Payments are due within 30 days of the invoice but Kompan is aware that where grants are concerned there may be a delay.

see attached for:

* detailed sales quotation, costs and total to be paid
* information re post installation inspection services,  £399 for one annual inspection and one operational inspection package.
* costs and timeline

Once the order is placed, the project is initiated, ie ordering equipment and delivery to the site. The time line for this is approximately 10 weeks from placing the order, with a probable start date of late September/early October.  The duration of installation of the equipment will be about 3 weeks.

In order for payment to proceed smoothly the playground group, via Cllr Pett, needs preapproval for payments.

Standard warranties will be issued once the work is complete, and this handover will be emailed to the clerk and Cllr Pett once the work is complete.

Cllr Pett will be the main contact for Kompan during the equipment installation.

Before we proceed with the project the PC needs to confirm where they would like the grant paid. It could be paid direct to the PC, but if this is the case the money will only be reimbursed by FCC once there is evidence the money has been paid. The second option is that the PC may wish the money to be paid direct to Kompan. In either case FCC will require bank details. We also need to send FCC PC minutes documenting the agreement that Kompan should be the provider. This should be in hand. Other details needed by FCC are also in hand. Once these details are finalised we can send a letter to Kompan instructing them to proceed with the work.

The caretaker had been, as part of his role, doing a weekly visual inspection of play equipment on the recreation ground. Since the reopening of the playground Cllr Pett and Cllr Gatward have been fulfilling this role. This is something the PC needs to consider. The PC pays ROSPA for a yearly safety inspection. Some repairs mentioned in the report this year have not been done in anticipation of the refurbishment planned.

**PROPOSAL: *That Stapleford Parish Council herewith agrees an overall cost for the playground renovation of £60,481.54 to be completed by Kompan, with grant income provision of £40,481.53 with the outstanding £20,000 to be provided by Stapleford Parish Council S106 fund.*** PROPOSED: Cllr McPhater, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY. A vote of thanks was extended to Cllr Pett and the volunteer group.

Cllr Greenhalgh Sports update: by email

Cllr Greenhalgh reiterated his request for new rope and spikes to protect the cricket square.

**PROPOSAL: *That Stapleford Parish Council herewith agrees to provide £100 for the purchase of new spikes and rope to protect the cricket square.*** PROPOSED: Cllr Raphael, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY.

Cllr D Pepperell: a significant number of wine bottles have been smashed on the concrete pads around the benches in the Slaughterhouse Gardens. Cllr Pepperell and a volunteer cleared this the results of the anti-social action to ensure all users are kept safe. A vote of thanks was extended to Cllr Pepperell and the volunteer for their outstanding community spirit.

**128.2021 Clerks’ updates and reports**

a) Zero Carbon Communities: Grant: PECT inspection due July

b) Pavilion: Sky/BT Openreach: line installation: The Clerk advised that Sky has again had to cancel the contract and resubmit to BT Openreach to install a line, as Openreach records show there is an existing line and it just needs to be connected, which is clearly not the case. Openreach is not taking action on the reports from its own engineers, or Sky. It is hoped the situation will be resolved in the very near future.

c) Pavilion & Slaughterhouse: electricity contracts: both contracts are with British Gas.

d) Street lights:

Chalk Hill: street light not connected: no recent update available

Granta Terrace: street light to be transferred from Gt Shelford to Stapleford PC when the contract is changed by CCC

e) Haverhill Road highways verge: tree management: The Clerk has reported the trees on the CCC highways website for management.

**129.2021 Correspondence:**

Mr S Webster: Vicarage Lane complaint that vegetation has not been cut. Mr Webster submitted a Freedom of Information application for copy of SPC/CCC verge mowing agreement – referred to CCC as the Clerk does not have a copy. Not received to date. A group of volunteers including Cllr Pett undertook to clear as much vegetation as possible. A vote of thanks was extended to the volunteer group for their hard and effective work.

**130.2021** **Date of Next Meeting**: To be held in the Jubilee Pavilion at 7.30pm

PC Meetings: 2nd Wednesday of each month

Those present at the meeting did not support an extraordinary meeting taking place in August.

8th September,

**PROPOSAL: *That Stapleford Parish Council herewith agrees to change the day of its meetings to the First (1st) Thursday of each month excluding August, to commence October 2021***

7th October, 4th November, 2nd December.

*Meeting closed at 9.20pm*