

Orchard Park Community Council

Minutes of the Orchard Park Community Council held on Wednesday 12th July 2017 at 7.00 pm at the Community Centre, Orchard Park, Cambridge

Present: Councillors: A Chan, Q Jawadwala, Y Macaulay (Chair), E Meschini, R Nixon, F Oboloje

In attendance: S Thompson (Clerk), L Owen (Centre Manager) County Cllr. D Jenkins

- CC17/032** To receive and approve apologies for absence. Apologies were received and accepted from District Councillor Cross.
- CC17/033** To receive declarations of interest. There were no declarations of interest.
- CC17/034** Public Participation: No members of the public were present.
- CC17/035** Minutes of Previous Meeting: The Minutes of the meeting held on 14th June 2017 were considered.

CC17/019 - Presentation from Carter Jonas.

Members received the following update from Carter Jonas in respect of queries raised during the presentation at the meeting on 14th June 2017:

Further clarification regarding the re-housing of the lizards: "The relocation of the lizards was carried out by WSP (Ecologists) following a detailed assessment of their presence on site over a number of weeks. The lizards were moved onto a wildlife corridor which sits at the rear of the Premier Inn and the Travelodge and indeed along much of the rear of the Orchard Park site adjoining the A14 (see attached plan, with apologies as to its quality). We are now going to keep vegetation under control on the site in order to ensure that the lizards do not seek to return, viewing the vegetation as a form of refuge".

Land Registry enquiry in respect of the 'bund' of unmaintained land, immediately in front of the site. "Ownership of this appears to remain with Kings Hedges Investments Limited as far as I can see from the title information. I am liaising with them to see if they believe this to be the case or not. I will come back to you shortly. As you know, we would like to take on responsibility for maintaining this land but need to be absolutely clear as to ownership first".

What investigations will be undertaken to ensure adequate drainage/sewerage provision to limit further problems on Topper Street? "I can confirm that investigative work will be undertaken into the existing drainage system to see if there are any underlying defects i.e. backing up or possibly an issue with the pumping station. As part of the project team a drainage engineer will be appointed to undertake a full drainage scheme which will be suitably designed so that the current drainage infrastructure will not be compromised, this will need to be submitted and approved by the local authority."

Cllr. Oboloje proposed the Minutes of the meeting held on 14th June 2017 be signed as a true record. Seconded by Cllr. Jawadala A vote of 'All in favour' is recorded. The Minutes were duly signed.

To Receive Reports from District and County Councillors:

- i) South Cambridgeshire District Council (Cllrs. Cross, Stonham and Davies). Cllr. Cross unable to attend the meeting, apologies accepted. No written report submitted for consideration.
- ii) Cambridgeshire County Council (Cllr. Jenkins). Members considered the report provided by Cllr. Jenkins. There were no questions arising from the report. Cllr. Jenkins referred to the overgrown vegetation and stated he would again follow this up with the County Council to establish why there has been no progress. Cllr. Jenkins suggested a meeting with the County Council and the new Clerk to identify areas requiring attention. The offer was accepted with thanks. **Action:** Cllr. Jenkins to organise meeting. Cllr. Oboloje reported visibility problems due to overgrown vegetation at the guided bus crossing, (opposite Buchan Street). **Action:** Clerk to report to Guided Bus provider.

To Receive Reports from Community Centre Manager: A report from the Centre Manager was received and noted, which included:

- i) Facilities new business, usage and monitoring - potentially there are two new health and fitness classes starting in the Autumn.
- ii) Facilities maintenance needs and contracts. The Astra-turf infill top-up work has now been completed at a cost of £695. The Sports Mugger power-wash and reline and the Road grip power-wash and spray paint work has also been completed during the month.

Cllr. Chan reported problems with some of the street lighting - **Action:** Cllr. Chan to provide full details to the Clerk (lamp numbers etc.).

The Chairman asked Members to report any faults to the Clerk/Centre Manager, (as soon as they are observed).

The Chairman reminded the Centre Manager that work to the Sports Centre playpark gate (previously reported) is still outstanding and should be completed without any further delay. **Action:** Centre Manager to progress.

- iii) Community groups/issues update:
 - (a) Complaints received from residents regarding excessive noise. Members agreed the Booking Terms & Conditions should require all users to conduct a leaflet drop to properties in the immediate vicinity, when music is being provided.
Action: Centre Manager to update Terms & Conditions of Bookings.
 - (b) There has been a lack of supervision regarding the larger community groups; in particular, children being left unsupervised, whilst using the facilities. General wear and tear has increased to walls, fixtures & fittings; bicycles and scooters are being left in the building and areas are not being cleared away and left in safe manner. Cllr. Chan suggested users who do not provide a deposit, should be billed for any damages. This matter was discussed fully by Members.
Action: Centre Manager to review Terms & Conditions of Bookings to ensure provision for costs of any damage attributable to specific groups to be recovered (present to next Resource Committee for consideration).
Action: Centre Manager to meet with Group Leaders to undertake formal induction (August).
- iv) Update on forthcoming events - see item CC17/037 (v) below.

- v) Summer Fiesta Update. Notes of the Meeting held immediately prior to this Council meeting will be issued to Members. Members reiterated the need for a leaflet drop to properties in the immediate vicinity (as recorded above).

CC17/038 Committee Reports

- i) To receive the Minutes of the Resource Committee meeting held on 7th June 2017. These Minutes were considered at the last meeting. Agenda should have stated Resource Committee meeting to be held on **Friday 7th July 2017**. Unfortunately, the Resource meeting due to be held on 7th July was cancelled, due to lack of attendees.

CC17/039 Councillor Vacancies. Since updating the vacancy advertisement on Facebook and the Noticeboards, the Clerk had received enquiries from two interested parties. Information has been supplied to both applicants and an invitation extended for them to attend this evening's meeting. **Action:** Clerk to follow up.

CC17/040 Clerks Report. The Clerk provided details of forthcoming training events, reminding Members of their duty to ensure they have received adequate training to perform their duties. Members agreed training for new Councillors could be undertaken in-house (and made available to other parishes), once current vacancies filled.

CC17/041 To Review Council and Committee Meeting Days. Members were advised that the current meeting date structure does not comply with Schedule 12 of the 1972 LGA (or Standing Orders). Resource Committee meets 1st Friday and Council on 2nd Wednesday of each month; does not allow the Clerk sufficient time to compile and post the agenda (taking into account any matters for consideration by Resource Committee). Having reviewed the room availability, Members were asked to consider meeting on the following dates:-

Resource Committee – 2nd Wednesday of each month

Council – 4th Wednesday of each month

The Chairman stated due to other commitments, he would prefer Council to continue to meet on the second Wednesday of each month but did not wish to unduly influence Members. Having discussed this matter, Members agreed **Council meetings would remain on the second Wednesday each month and Resource Committee would meet on the fourth Wednesday each month**. Cllr. Jawadala asked if the start time of the Resource Committee meeting could be reviewed.

It was proposed by Cllr. Meschini and seconded by Cllr. Jawadala:

- (a) to alter the Resource Committee meetings to the fourth Wednesday of each month;
- (b) to consider an earlier start time of the Resource Committee at its next meeting
- (c) amend Standing Orders to reflect agreed changes to meetings

A vote of 'All in favour' was recorded.

CC17/042 To Consider the Police Crime Report. Members considered the detailed report of the 42 crimes recorded for the month of April 2017 (latest statistics available from Police website). **Action:** Clerk to email the report to Cllr. Jenkins as requested.

Discussions took place in respect of:

- i) recent motorbike racing along Kings Hedges Road;
- ii) vehicle crime and signage for "Lock It or Lose It" - Members to remind residents, where they see vehicles being left unattended, windows open etc.

- iii) Neighbourhood Watch - The Chair encouraged Members to sign up to the Neighbourhood Watch scheme. **Action:** Cllr. Chan to see if Neighbourhood Watch could attend a future Council meeting.
- iv) Trygve - a free social networking app/website designed to help communities to support each other and combat crime. Members can share information on an interactive map and leave comments. It is not designed to replace the official crime reporting protocols such as 101. The advantages with this app is that the police are able to use it to communicate with members of the community and they are in contact with the developers to see how best to improve the app. A specific group for Orchard Park has been set up and anyone can join. More information can be found here:
<https://www.trygve.se/gb/en>
- v) Crimestoppers - Report anything suspicious on 101.
- vi) Cllr. Chan reported all the non-painted street lights on Cornell Court did not work (when he walked through the area a few days ago around 10pm)- believed to be responsibility of Papworth Trust. **Action:** Clerk to report.
- vii) Travellers on Neal Drive - These have now been moved on by Cambridgeshire County Council. The Council now has a 24/7 telephone contact for the Enforcement Officer. Members are asked to report any future incidents immediately.

CC17/043 To Receive an Update on IT Solutions. Members considered the written report provided by the Clerk. Email accounts need to be transferred as quickly as possible. Website training for Clerk & Centre Manager to arranged.

CC17/044 To Receive an Update on Traffic Management & Road Safety Issues, including:

- i) LHI application for implementing safety measures outside the school.

The Clerk has received confirmation that the Governors of Orchard Park Primary School have decided to implement **enforceable parking restrictions with Traffic Regulation Order (TRO) at an approximate cost of £2,200 (Applicant costs £264).**

Advantages:

- Parents and road users can be fined for parking on the zig zags
People will be illegally parked if they park on the zig zags

Disadvantages:

- TROs require informal and formal consultation periods meaning a minimum of 3-4 months for the scheme to be approved (Providing there are no objections to the scheme)
- Costs are increased to advertise and implement the TRO
- There will need to be a police/parking enforcement presence to actually catch the drivers parking there.

Latest update from Cambridgeshire County Council Highways Department is that a TRO is no longer required but the Highways Department are obliged to carry out an informal consultation with local residents (via letter drop) to gauge their opinion before works can commence. If significant objections are received, other options may have to be considered. We now await further update from the Highways Department, upon completion of their consultation process.

CC17/045 Update on Sports Facilities Extension. Members noted the Minutes of the last meeting held on Tuesday 27th June 2017 (circulated with meeting papers). Work is on schedule and nothing further to report. It was agreed to update the public on the extension works via Facebook and the Council website. **Action:** Clerk/Cllr. Chan.

CC17/046 Finance:

- i) Payments for June were considered. Cllr. Meschini proposed they be approved; seconded by Cllr. Nixon. A vote of 'all in favour' recorded. Payments approved and signed.
- ii) To review and approve the BCR. Members considered the BCR; as it is early in the financial year, nothing noteworthy to record. Cllr. Nixon stated the Council should remain prudent and limit capital expenditure for the current year; given the additional funding required to cover professional and incidental costs related to the Sports Extension (excluded from contract costs).

CC17/047 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Exclusion of the press and the public.

MOVE: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting. Members of the public were requested to leave. Proposed: Cllr. Oboloje, seconded by Cllr. Nixon; a vote of 'all in favour' recorded to close the meeting to the public.

The meeting moved to confidential matters at 8.20 pm.

CC17/048 Personnel Matters to include:

- i) To Receive an Update on Resource Review. Members considered the report provided by the Centre Manager. The full Minute for this item is recorded in the Confidential MinuteBook.

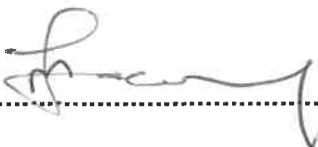
CC17/049 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960. Re-admittance of the press and public. **MOVE:** that the confidential nature of the business having been transacted, the Press and Public be re-admitted to the meeting. There were no public or press present.

CC17/050 To Accept Notices & Matters for the next agenda. *Please note that no decisions can lawfully be made under this item. LGA 1972 s.12 102)(b) states that business must be specified; therefore the Council cannot lawfully raise matters for discussion.*

There were no matters for consideration.

CC17/051 To Confirm the Date of the Next Meeting - Wednesday 9th August 2017 commencing at 7.00 pm. (Next Resource Committee meeting will be held on Wednesday 26th July 2017, commencing at 7.00 pm).

There being no further business, the meeting closed at 9.03pm.

Signed.....

Date 9-8-17.