

Godmanchester Town Council

Town Clerk
Vicky Pryce

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14th August 2020

To: The Town Mayor and Members of Godmanchester Town Council.

You are hereby summoned to attend a Meeting of Godmanchester Town Council online on Thursday 20th August at 7.00pm for the purpose of transacting the following business. Members of the public and press are cordially invited to attend.

Join Zoom Meeting

<https://us02web.zoom.us/j/81911905519?pwd=K3U5UytORko4SGNNMkVDN0tmcVV4Zz09>

Meeting ID: 819 1190 5519

Passcode: 157637

One tap mobile

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Vicky Pryce

TOWN CLERK

AGENDA

To conclude by:

20/106 2 min	TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE	7.02
20/107 2 mins	DECLARATIONS OF INTEREST: To receive declarations of personal and/or prejudicial interest and the nature of those interests relating to any Agenda item.	7.04
20/108 2 mins	MINUTES: To approve as a correct record the minutes of the Town Council meeting held on 16 th July.	7.06
20/109 5 mins	TOWN MAYOR'S ANNOUNCEMENTS	7.11
20/110	PUBLIC PARTICIPATION SESSION:	7.21

10 mins	To hear from any member of the public in respect of an item on the agenda and other matters that are of mutual interest	
20/111 4 mins	OUTSTANDING ACTIONS: To receive a report and note progress on outstanding matters	7.25
20/112 5 mins	CORRESPONDENCE: To consider items of correspondence received	7.30
20/113 5 mins	DISTRICT COUNCILLOR REPORT: To receive a verbal update from District Councillor S Wilson	7.35
	BUSINESS & FINANCE PORTFOLIO MATTERS	
20/114 5 mins	FINANCIAL AND ACCOUNTS: 20/114.1 & 20/114.2 To approve the list of payments to be made. 20/114.3 To note receipt of petty cash reconciliation to 31 st July, monthly budget report on the year to date, monthly bank reconciliation.	7.40
20/115 15 mins	BUSINESS REPORT: To receive a report and consider recommendations (Cllr Thomas)	7.55
20/116 20 mins	CHARGING FOR COUNCIL LAND FACILITIES To receive a report and consider recommendations (Cllr Worthington)	8.15
20/117 20 mins	OUTDOOR CINEMA EVENT: To receive a report and consider recommendations (Cllr Radford)	8.35
	PLANNING PORTFOLIO MATTERS	
20/118 30 mins	PLANNING REPORT: To receive a report and consider recommendations (Cllr G Wilson)	9.05
	PROPERTY PORTFOLIO MATTERS	
20/119 10 mins	PROPERTY REPORT To receive a report and consider recommendations (Cllr Campbell)	9.15
	ENVIRONMENT PORTFOLIO MATTERS	
20/120 5 mins	ENVIRONMENT REPORT: To receive a report and consider recommendations (Cllr Hooker).	9.20

The next Town Council meeting will be held on **Thursday 17th September** online, starting at 7.00pm.

Certified as a true copy of the agenda for the meeting held on Thursday 20th August 2020.

.....
TOWN MAYOR
CLLR

.....
DATED

Outstanding Actions

PLANNING PORTFOLIO				
Jan-18	Additional entrance at JF	Gate installed. Repairs needed. Town Clerk chasing DWH to carry these out. PPA required. Mills & Reeve acting for landowners awaiting response from DWH (July 2018). Repairs to gate hastened through DWH. Details of PPA hastened through DWH (Aug & Dec 2018) Repairs remain outstanding (June 2019) DWH advise that a new gate has been authorised (July 2019) Agreement remains with Copleys (Dec 2019)	CLLR G WILSON	Jun-18
Dec-19	Tudor Road - Double Yellow Lines		CLLR G WILSON	
PROPERTY PORTFOLIO				
Feb-14	Ownership of Town Council land	Registration of all parcels of Town Council land and property to be undertaken. Deputy Town Clerk has checked Land Registry registers and is liaising with Land Registry re requirements to register Town Hall and QES. (Feb 2018). Cllr Irving arranging contact with Clerk and Mr Westcott Rudd (Nov 2019). Meeting at the end of February with the Clerk and Mr Westcott Rudd (Feb 20). Plans in place to register the Town Hall, QES and War Memorial to start, queries raised over the Recreation Ground to be resolved. (March 2020). Discussions ongoing with Mr Westcott-Rudd	PROPERTY PORTFOLIO	Jun-18
Aug-20	Public Toilet at Judith's Field	Tender process started. Advertised on Contracts Finder. Closing date 11th September (Aug 2020)	PROPERTY PORTFOLIO	Dec-20
BUSINESS & FINANCE PORTFOLIO				
Jun-19	Mill Steps	HDC renovating the Mill Steps site. Community working group set up with GMCIB, the Town Council, Ouse Valley Trust and the Community Association. A project board is also being set up including the EA, the Town Council, the A14 project and HDC as major contributors. (June		May-20

		2019). Community liaison group have met and looked at the fish pass in Cambridge. Liaison group meeting at HDC on 16th July (June 2019). Community Liaison Group met on 12th September with N Sloper (HDC) and K Jerrom (EA) who advised a plan would be in place for January with two options including siting of the fish pass on either the left or right side of the Mill Steps. Advised expected work to begin in Autumn 2020. Clerk attended project board meeting and was advised that a third location for a fish pass is being considered. Community Liaison Group meeting held on 13th November. Still at scoping stage. Community Liaison Group encouraged to work with schools and decide what they want to see for the finished result. November 2019. Meeting being held on 9th December with the Community Group. Designs and Feasibility Study results to be available from HDC at January 2020 meeting.(Jan 2020). Piling to establish feasibility of a fish pass has began work - Community Group meeting again on 17th Feb (Feb 20). Piling completed and results to be discussed at the next Mill Steps meeting. (March 2020). The Mill Steps project has been put on hold due to the coronavirus outbreak (April 2020) Project on course for delivery in October 2020. (August 2020)		
July 20	EOI CCC	Nursery Grant	G WILSON	
ENVIRONMENT PORTFOLIO				
Aug-20	Grounds Maintenance Tender	Grounds maintenance tender due for renewal 1 st April 2021	ENVIRONMENT PORTFOLIO	Sep-20

CORRESPONDENCE

Mayor

Mayor of Huntingdon Town Council
Colonel Wendt, 501st Combat Support
Wing Commander RAF Alconbury

VJ Day Service (15.08.20)
Annual Reception (04.12.20)

Planning

Mr Sheppard
See additional report

MVAS

Environment

S Marsh
Mr & Mrs Kynoch

Trees & Shrubs Woodland Trust
Adult Play Equipment

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Current Account	31/07/2020		11,718.21
			<u>11,718.21</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			11,718.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			11,718.21
		Balance per Cash Book is :-	11,718.21
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Deposit AC	31/07/2020		1,105,385.94
			<u>1,105,385.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,105,385.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,105,385.94
		Balance per Cash Book is :-	1,105,385.94
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/07/2020		15.28
			<u>15.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			15.28
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	<u>0.00</u>
			15.28
		Balance per Cash Book is :-	15.28
		Difference is :-	0.00

ACCOUNTS PAYABLE - 20 AUGUST 2020

CLLR	CLLR	DD	PAID TO	DETAIL	NET	VAT	TOTAL
		DD	HDC	Council Tax	£ 425.00		£ 425.00
		DD	Total Gas & Power	Electric Supply QES	£ 265.83	£ -	£ 265.83
		DD	Total Gas & Power	Gas Supply QES	£ 590.65	£ -	£ 590.65
		DD	Total Gas & Power	Electric Supply JF	£ 90.99		£ 90.99
		DD	Total Gas & Power	Gas Supply JF	£ 17.82		£ 17.82
		DD	Wave	Water rates: cemetery	£ 4.00	£ -	£ 4.00
		DD	Wave	Water rates: QES	£ 133.00	£ -	£ 133.00
		DD	Wave	Water rates: JF	£ 51.50	£ -	£ 51.50
		DD	Plusnet	Broadband @ JF	£ 66.00	£ 13.20	£ 79.20
		DD	Virgin	Town Office phone line	£ 13.34	£ 2.67	£ 16.01
		DD	NEST	Pension contributions	£ 518.25	£ -	£ 518.25
TOTAL					£ 2,176.38	£ 15.87	£ 2,192.25
CLLR	CLLR	BACS	PAID TO	DETAIL	NET	VAT	TOTAL
		B441	V Pryce	August Salary			
		B442	J Royle	August Salary			
		B443	C Whitlock	August Salary			
		B444	M Grice	August Salary			
		B445	S Wakeman	August Salary			
		B446	M Hanson	August Salary			
		B447	O Jeakings	August Salary			
		B448	HMRC	Tax & NI 126PP00116523			
			TOTAL SALARIES, TAX & NI		£ 8,520.27	£ -	£ 8,520.27
		B449	Fergusons	Grounds Maintenance & Extr	£ 2,598.41	£ 519.68	£ 3,118.09
		B450	ACR	Contract Cleaning	£ 318.00	£ 63.60	£ 381.60
		B451	S Wakeman	Mileage	£ 8.55		£ 8.55
		B452	M Grice	Mileage	£ 7.56		£ 7.56
		B453	M Grice	Expenses	£ 102.13	£ 11.64	£ 113.77
		B454	V Pryce	Zoom	£ 23.98		£ 23.98
		B455	D Bousfield	Tree Work Churchyard	£ 350.00	£ 70.00	£ 420.00
		B456	Cuckoo Bridge	Nursery Supplies	£ 671.60	£ 134.32	£ 805.92
		B457	Glasdon	Memorial Bench	£ 1,047.44	£ 209.48	£ 1,256.92
		B458	Hunts Pest	Hornet Nest Recreation	£ 60.00	£ 12.00	£ 72.00
		B459	Zurich	Insurance	£ 202.51		£ 202.51
		B460	J Halstead	Plumbing Public Toilet	£ 230.00		£ 230.00
		B461	TomTech	Anemometer Nursery	£ 400.00	£ 80.00	£ 480.00
		B462	FLP	See Saw & Installation	£ 4,909.50	£ 981.90	£ 5,891.40
		B463	Blueflame Heating	Gas Heater Service Nursery	£ 236.75	£ 47.35	£ 284.10
		B464	Berrycroft Stores	Nursery Supplies	£ 335.47	£ 61.00	£ 396.47
		B465	HSD Online	Toilet Tissue	£ 49.98	£ 10.00	£ 59.98
		B466	A&K Builders	Concrete Bases	£ 1,680.00	£ 336.00	£ 2,016.00
		B467	G Campbell	Zoom	£ 11.99	£ 2.40	£ 14.39
		B468	Ball Colegrave	Nursery Supplies	£ 592.62	£ 112.08	£ 704.70
		B469	P Irving	Flowers	£ 25.00		£ 25.00
		B470	London House Signs	Signs	£ 215.00	£ 43.00	£ 258.00
		B471	Custom Clothing	Uniform	£ 536.46	£ 107.29	£ 643.75
		B472	GMC Timebank	Grant	£ 500.00		£ 500.00
		B473	D Anderson	Cover Nursery	£ 161.50		£ 161.50
		B474	Camsar	Grant	£ 50.00		£ 50.00
TOTAL					£ 23,844.72	£ 1,020.72	£ 26,646.46
CLLR	CLLR	CHQ	PAID TO	DETAIL	NET	VAT	TOTAL
TOTAL					£ -	£ -	£ -
GRAND TOTAL					£ 26,021.10	£ 1,036.59	£ 28,838.71

RECEIPTS JULY 2020

Cemetery	Income	£2,104.00
HMRC	VAT Return	£3,267.03
HTC	Contribution Flowers	£300.00
Nursery	Sales	£1,955.00
	TOTAL RECEIPTS	£7,626.03

Paper Title:	Business Portfolio Report
Date of Paper:	11 August 2020
Paper Number:	20/114
Paper Presented by:	CLlr Thomas
Paper Contributions by:	Business Portfolio Core Group, Cllrs Campbell, Hladkiwskj, Hooker, Hyams, Irving, Morgan, Radford, Taplin.

Report Summary

This Paper contains items requiring Council to:

Approve concerning:

1. Infrastructure Policy
2. Remembrance Day & Civic Service Working Group
3. Nursery Business Plan
4. MAGPAS Grant Application
5. Council Covid Safeguard Co-ordinator
6. Mayoral Term

Note concerning:

5. Infrastructure Projects Presentations
6. Christmas Market Cancellation
7. Outdoor Cinema
8. Judith's Field Circus
9. Charging for the Use of Council Land
10. Draft Safeguarding Policy
11. Nursery Safeguarding Course

For Council Approval

1. Infrastructure Acquisition Policy

A proposed Infrastructure Acquisition Policy had been agreed by the Ad Hoc Infrastructure Working Group and had been circulated to all Councillors for comment. None have been received. The Policy document (attached), which lays down guidelines for the selection and implementation of all future potential infrastructure projects is, therefore, submitted to Council for formal approval.

Decision Required

The Business Group recommends that Council approves the Infrastructure Acquisition Policy

2. Remembrance Day and Civic Service events

The BG regrettably advises Council that, under the current circumstances, it does not consider it possible to hold the Remembrances Day and Civic Service events in the traditional and usual manner.

Instead the Group suggests that a Working Group is formed to devise, if possible, suitable alternative ways of marking both events within Covid guidelines and regulations. The Mayor has kindly agreed to form and Chair the Group.

As a contingency measure for Remembrance Day, Road Closure has been provisionally requested. The Working Group will liaise with the churches, Godmanchester Remembers, The Comrades Club and other concerned parties on a way forward.

Decision Required

The Business Group recommends that Council approves the formation of a Working Group led by the Mayor to devise and recommend appropriate arrangements for the Remembrance Day and Civic Service events.

3. Nursery Business Plan

In order to provide assurance about the future of the site and to enable the Nursery to run with autonomy on a day to day basis under the management of the Nursery Manager and Clerk, a comprehensive Business Plan for the Nursery (attached) has been circulated to all Councillors.

It is proposed that a small advisory Steering Group is established to be comprised of councillors, staff and members of the public to help provide input to the Council's thinking about future development of the site. This group would be advisory and feed back to the Business Group, who would continue to provide updates to Council, with all decisions which fell beyond the scope of the Business Plan coming back to Council for approval.

Decisions Required

The Business Group recommends that Council approves:

The Nursery Business Plan.

The Formation of an advisory Nursery Steering Group

4. MAGPAS Grant Application

MAGPAS is an emergency medical charity. It is a multi-million-pound organisation whose service covers not only the East Anglia but also the counties of Lincoln, Leicester, Bedford, Northampton, and Hertfordshire. It seeks a grant of £500. Our Grant Policy stipulates that, if applicants are not local to Godmanchester and have national affiliations, the maximum sum we may grant is £50. This is in keeping with the last award in 2018.

Decision Required

The Business Group recommends that Council approves a grant of £50.

5 Council Covid Safeguard Co-ordinator

Revised Covid safety regulations and recommendations continue to emerge and are not always easily comprehended. In order to ensure as much consistency as possible in interpretation and implementation, the Business Group recommends that Council has a single point of perception and advice. Cllr S Wilson has offered to undertake this role.

Decision Required

The Business Group recommends that Council agrees that Cllr S Wilson adopts the role of Council Covid Safeguard Co-ordinator

6 Mayoral Term

Recent NALC advice and amendments to Temporary Regulations 2020, have both anticipated that remote meetings will continue until May 2021, and that much regular, routine Council business will continue to be suspended. Accordingly, the Mayor and Deputy Mayor have kindly agreed, subject to Council approval, to extend the current Mayoral term until May of next year.

Decision Required

The Business Group seeks the approval of Council for the current Mayoral Term to be extended until May 2021.

For Council to Note:

7. Infrastructure Projects Presentations

The Business Group has failed to reach agreement on a prioritised list of some 15 potential infrastructure projects. The number of variables to be considered for a selection template are many and these in turn may need weighting. Moreover, what holds sway now may not be as relevant tomorrow; and, because of resource constraint, some of our potential projects may not emerge for some time.

But, the Group notes that the Mill Steps, Nursery Polytunnel and Judith's Field Toilets projects are underway currently. In addition, a final submission for Defibrillator acquisition (already approved in principle) is upcoming, and a preliminary case for EV Charge points is being considered. Both of these possible projects could be realised without undue impact on the Office.

However, most importantly, and in accordance with the new Policy, Council must receive presentations on the major projects of: Wheelchair Access to the Recreation Ground; a Revised Project for Log World; and the Pump Track. In order not to cause undue delay, it may be necessary to schedule these briefings outside the usual monthly TC meeting

Moreover, as we can perhaps only proceed with one or two of these in the mid-term, Council should decide on an order of priority for these once the presentations have taken place.

8. Christmas Market Cancellation.

The Business Group noted with regret the understandable conclusion reached by the Christmas Market Working Group that the event should be cancelled. Cllr Irving and his team are considering possible appropriate alternatives and Minutes from the recent Group meeting will be circulated

9. Outdoor Cinema

The Business Group received a presentation from Cllr Radford, supported by Cllr Taplin, on a proposal to hold an Outdoor Cinema event on the Recreation Ground on 12 September. The Group offered advice and comment, and Council will be asked to take a view on this issue following a presentation in a separate Agenda Item.

10. Judith's Field Circus

The circus event scheduled for October, which has previously received provisional approval from Council, continues to be planned albeit on a smaller scale and to be fully Covid-safe. The detailed proposal will be put before Council for final approval.

11. Charging for the Use of Council Land

The Business Group discussed at length the range of options for Charging for the Use of Council Land outlined in the latest paper drafted by Cllr Worthington. The Group agreed that there were many potential aspects and complications yet to be resolved, and that the views of Council as a whole should be gained through a separate Agenda discussion item

12. Draft Safeguarding Policy

Council needs to revise its Child Safeguarding and Adults at Risk policies. A draft is attached. This is a complicated issue and Councillors are requested to consider it carefully and submit any comments and queries to Cllr Conboy with a view to the Business Group submitting a final document to Council for the September TC meeting.

13. Nursery Safeguarding Course

The Nursery Manager is scheduled to take a Safeguarding Course and we are considering whether this may be appropriate for other staff as roles change under the current circumstances.

C S Thomas

CHARGING FOR USE OF TOWN COUNCIL LAND

Introduction

At the July Town Council meeting it was agreed that all organisations and individuals wishing to run group activities on TC land will require a licence from the Council, authorising access on a pre-notified basis. In order to qualify for a licence applicants will have to provide details of their liability insurance, complete a risk assessment (which will have to cover Covid risks) and undertake to indemnify the Council against any possible claims and/or damage caused. Licences may be granted free-of-charge unless the organised activity requires participants to pay fees, in which case a charge may be made for the licence.

In view of Covid, it was agreed that no charges will be levied until the beginning of October at the earliest.

Charging Regimes

From research into other councils' practices, there is wide variation on how groups are categorised and charges calculated and on the actual amounts charged. Most councils use frequency of activity and/or size of group as a starting point but some then go into immense detail covering every type of activity you could name, down to in one case fun runs with and without parking. Some make an annual charge for a licence, others a quarterly one and a minority just on week-by-week basis. I think we should keep things as simple as possible and propose that we use frequency rather than group size as the calculation basis. Below are some thoughts for the Business Group to consider.

Fitness and Similar Groups

For Outdoor fitness Classes 1 to 2 times per week – Suggested annual Fee of £200

For Outdoor fitness Classes 3 to 4 times per week – Suggested annual Fee of £300

For Outdoor fitness Classes 5 to 7 times per week - Suggested annual Fee of £400

The annual fee could be pro-rata'd for seasonal activities.

Commercial Events

Most councils charge such things as funfairs or circuses on a daily basis but the fee often includes a day either side of the event to set up and take down, so in effect the organiser gets two extra days without charge. Other councils charge a lesser fee for the set-up and dismantle days.

Compared to larger councils, we have few large commercial events. A recent exception is the circus due to come to Judith's Field from 4 – 8 October. Our original decision was to charge them £150 per day but this was revised down to £700 for the whole period to be in line with what Brampton Parish Council had agreed to charge.

Our original fee of £150 per day for the circus is much less than many councils charge for use of a whole site – around £600 per day seems to be the norm, but many of the spaces are bigger than Judith's Field and possibly even than the Rec. My suggestion is that we stick with £150 per day for Judith's Field and offer set-up and takedown days either free or at a substantially reduced rate. This would not include use of the pavilion, for which we would make an additional charge. I think we could charge more for the Rec and also set conditions for vehicular access and any consequent damage, something that is common with other councils.

Canoe Hire

I have not yet researched what other councils charge for things like boat hire operating from their land. Sarah Wilson has warned Andrew from Millside Canoes that we are likely to be charging him from next year. I feel that an hourly fee might be appropriate here – or we could ask him to pay a proportion of an agreed annual fee.

Other Points to Consider

It's quite common for hire terms to preclude organisers from using what is termed 'park infrastructure' as part of their training sessions. Park Infrastructure is defined as including fencing, goalposts, benches and walls. Organisers are always required to pay for making good any damage. If organisers do want to use e.g. goalposts (thinking of goalkeeping coaching at JF), then it usually has to be agreed in advance and an additional charge paid.

Some councils also make an additional charge for activities such as football training, which result in facilities being unavailable for the public whilst the activity is in progress. A typical additional charge is around £80, which strikes me as a bit high, but it is something to consider.

Many councils now require people running fitness-type classes to be registered with the relevant professional body, such as the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA). The councils' justification for requiring this is that increasing numbers of individuals are now setting up open air classes and they want to protect their residents from 'cowboy' operators. I don't think we ask people hiring the halls if they are professionally qualified or registered, so I don't think we should treat people running things outside any differently – but you may disagree!

Sue Worthington

Report Paper / Proposal

Paper Title:	Outdoor Cinema
Date Of Paper:	10th August 2020
Paper Number:	20.117
Paper Presented by:	Cllr Miriam Radford
Paper Contributions by:	Cllrs Taplin, Hooker

Summary of Purpose

To provide an afternoon and evening outdoor cinema event on Saturday 12th September 2020 as a benefit to the community.

Action Recommended

Council is asked to discuss and approve the recommendation to:

- Hire Lush Digital Media to provide screen, sound and a generator on the Rec at a cost of £1,300 ex VAT plus £21.00 for a temporary event notice licence
- The hire of two films, one for children and one for adults at the cost of not more than £200 from FilmBankMedia
 - Note: this price depends on the films chosen

Decision Required

The Council is asked to

- **Approve this request:**

Because of the lockdown we had to cancel the very popular annual Gala Day and subsequent Picnic in the Park. Godmanchester, like everywhere else has been affected by the effects of Covid-19.

Collectively we have pondered as to what we can provide to our Town as a little light entertainment. Hinchingsbrooke District Council have held a couple of outdoor cinema events in the Country Park which have proved to be very popular. The company used by HCP is Lush Digital Media (LDM) – their offices are in Huntingdon.

I contacted LDM about whether we could host an outdoor cinema event and subsequently Cllr Taplin and I held a Zoom meeting with them to discuss the possibility of when and how this could be done. We believed that it could not be before schools restart and thus would have to be on a Saturday. To allow time for Council agreement and suitable publicity, the earliest date would have to be in September; LDM are available on Saturday 12th September and have pencilled in this date for us. The cinema event

would take place on the Rec, two films would be shown, one in the afternoon for the children and one in the evening for the adults. Times are to be confirmed.

We are assured that the suspended 5m wide and 3m tall LED screen will be large enough for everyone to see, even those sitting at the back of the marked out areas. The company will erect the screen on the day, provided it is not raining, thunderstorms or blowing a gale. It will take about three or four hours to erect the screen, two engineers will be onsite for the duration.

The speakers used will give directional sound and should not affect residents living along The Causeway or those in the vicinity of Island Hall. I have written to Cllrs Young and Vane Percy to ask whether they have any concerns about noise, but have not yet received a reply. A site survey will take place following the Council meeting on 20th August should the Council agree that the event can take place. It's important that viewing of the film is not impaired by the afternoon / evening sun or that sound will be a nuisance to local residents.

Local businesses can be invited to advertise free of charge, these messages to be shown before and after the films plus a gentle reminder to patrons to take all litter home and to leave the Rec quietly.

LDM have quoted a price of £1,300 ex VAT for the erection of the screen and the provision of a "Silent" generator to power it. Should the event not be able to take place because of bad weather, we will be able to reschedule but hopefully the weather will be kind. The licence fee for the films are not included in the price but should not be more than £200 – it depends on what films are chosen and whether or not a charge for admission is levied. LDM will confirm the fee when we confirm the film chosen. If we make a charge for tickets we are liable to pay FilmBankMedia 40% of all ticket sales – however, our intention is that this is a facility for the Town, and thus we would not make a charge for the either film.

I have asked Cllr Hooker as a member of the Community Association to assist with the logistics, ie marshalling, marking out of socially distanced areas for people to sit and the area for the cinema taped off although as it is a public area, we cannot stop dog walkers etc accessing the Rec. Clearly we will have to have a ticketing system as, for safety reasons, numbers will have to be limited. I also asked if they could help with advertising via Facebook, GMC Living. Hopefully an advertising poster will be displayed on the Vicarage Wall and the Town Office will post details on the Council website and noticeboards.

Finance

As Picnic in the Park did not happen, there is grant money in reserve which could be used for the outdoor cinema. It's a community event, hopefully to be enjoyed by as many people as possible. It will bring residents together in a safe and friendly environment.

Paper Title:	Planning and Transport Working Party Report WP meeting held via Zoom on 12 Aug 2020
Date of Paper	20 Aug 2020
Paper Number:	20/118
Paper Presented by:	Cllr G Wilson
Paper Contributions by:	Cllrs Campbell, Radford, Young, Morgan, S Wilson, Mahmood, Taplin, Irving, Hladkiwskyj Apologies: Cllr Hyams

The Town Council is recommended to:

1. Support the recommendations of the Planning Working Party on the planning applications received this month (red)
2. Note the correspondence received this month and agree actions proposed (red)
3. Note the transport issues and agree actions proposed (red)
4. Agree to seek advice from HDC on revisions to our Neighbourhood Plan

PLANNING APPLICATIONS

Application No	Location	Comments and recommendation <i>Comments in italics do not need to go back to HDC</i> Response to go back to HDC in red below
20/00615/FUL	49A Post Street	Change of use from office (Class B1) to residential (Class C3) with one bedroom apartment with kitchen / dining / living area and bathroom. Sympathetic conversion of redundant office to house, Recommendation approval
20/01130/LBC	45 Post Street	Replacement of 2No first floor upvc dormer windows with timber Support replacement of uPVC with timber, but would prefer double glazed windows – Recommendation: approval
20/01096/LBC	5 Old Court Hall	Replace slate tiles on eastern roof and surrounding guttering. Like for like replacement of slate tiles and uPVC guttering – Recommendation approval
20/01085/HHFUL	41 Silver Street	First floor rear extension First Floor extension over existing ground floor to the rear of 41 Silver – will not affect neighbours Recommendation: approval

Application No	Location	Comments and recommendation <i>Comments in italics do not need to go back to HDC</i> Response to go back to HDC in red below
20/01078/HHFUL	7 Corpus Christi Lane	<p>Construction of timber frame garage. Construction of timber framed summer house. Retrospective permission for erection of timber fencing.</p> <p>Garage looks OK. Fencing looks OK. Summer house at rear of garden will be close to boundary with 10 Allen Farm Close, max height 3.5m, 1.6m from boundary</p> <p>Recommendation: Approval</p>
20/01192/HHFUL	8 York Close	<p>First floor side extension and single storey front extension</p> <p>Two storey extension, gains extra bedroom and larger garage. Only issue is Juliet balcony which could become ordinary balcony with implications for overlooking of neighbours.</p> <p>Recommendation: Approval with condition that Juliet balcony should not be converted in future.</p>
20/01285/FUL	Westberry Farm Berry Lane	<p>Construction of a general purpose agricultural building</p> <p>The proposed building will be of a typical modern agricultural design. The building will have a steel form and will have juniper green profile sheet clad walls above low level concrete panels. The roof will be composed of grey fibre cement roof sheets. It is very large - a total floor space of 270sqm (15m x 18m). The building will have an eaves height of 4.3m and ridge height of 6.85m. No landscaping is proposed.</p> <p>Recommendation: Approval, although we would like to see a condition requiring landscaping around the site to soften the impact of the large building on the surrounding.</p>
20/01202/FUL	43A West Street	<p>Demolition of existing dwelling and erection of dwelling including detached garage and hardstanding, alteration of brick wall to form an amended access.</p> <p>Proposal for very large house at right angles to road, up to three storeys high.</p> <p>Recommendation: Approval, although we recognise the neighbouring properties may be anxious about the change in outlook from their gardens and this should be checked.</p>
20/01327/HHFUL	25 West Street	For discussion at Council

PLANNING CORRESPONDENCE

From	Subject	Comment
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Planning Inspectorate	Chief Planning Officer's Newsletter July 2020	Includes sections on: <ul style="list-style-type: none"> • Building Up - New permitted development rights are being introduced to extend buildings upwards to create new homes and living space • Demolition and Rebuilding as Residential - A new permitted development right to allow vacant and redundant free-standing commercial and light industrial premises, and residential blocks of flats, to be demolished and replaced with new residential units. At the same time the right will allow up to 2 storeys to be added to the height of the original building, to help create more homes, as long as the resulting residential building is no higher than 18 metres.
HDC	Planning for the Future White Paper	Proposes changes to planning process with consultation until 29 Oct – Recommend we respond and agree comments at next meeting
CCG	Consultation on proposed relocation of Urgent Treatment Centre	Public consultation 30/9/20 to ask for on the proposed relocation of the Urgent Treatment Centre (UTC) from City Care Centre, Thorpe Road in Peterborough to Peterborough City Hospital. – Recommend do not respond

TRAFFIC MATTERS

From	Subject	Recommended Action
CCC	LHI Bids	Submit a bid for double yellow lines along parts of the east side of London Road – see separate note to follow
CCC/CPCA	A141 Study	Note confirmation that the 3 rd River Crossing has been scrapped and further work to be undertaken on the A141 corridor and around St Ives – see CPCA Board paper here
	Transport Plan	<ul style="list-style-type: none"> • Agree the specification to produce a Transport Plan for Godmanchester (see attached proposal) • Agree a list of consultants to be approached for their proposals ((verbal report) • Agree a budget of £10k for the work
CCC	Pop-up cycle ways	<ul style="list-style-type: none"> • Note info from CCC (see report to follow)

NEIGHBOURHOOD PLAN

We need to modify our adopted Neighbourhood Plan to ensure conformity with Huntingdonshire's Local Plan to 2036 adopted in May 2019 and updates to national policy, particularly the National Planning Policy Framework 2019 (NPPF).

The draft document attached will include amendments to:

- modify Policies to remove reference to development of up to 59 dwellings on the boundary of the town
- update the settlement boundary to include development that has received planning permission since the Neighbourhood Plan was adopted
- include all new developments over 10 dwellings which are included in the Local Plan
- update the references to transport, community nursery and other local issues
- make minor grammatical and formatting changes and update some photographs

HDC have previously advised us on the changes to be made and process for consultation and adoption. We are now at the stage where further advice would be beneficial. HDC can also update the settlement maps and add a table on relevant policies from their Local Plan.

Cllr Radford has kindly volunteered to proofread it, correct formatting and sort out the numbering and contents list

NEXT WP MEETING - Wed 9 Sept 7:30pm

Property Portfolio Report

Paper Title	Property Portfolio Report
Date of Paper	August 2020
Paper Number	20/119
Paper presented by	Councillors Campbell,
Paper Contributions by	Councillors Morgan, Radford, Taplin, Hyams, Hladkiwskyj Vane Percy, Irving, Worthington and the Town Clerk

Recommendations

- 1 To note the work of the Portfolio Group recorded in the minutes of the August meeting of (attached)
- 2 To note the expenditure of £520 plus vat for pigeon spikes from Hunts Pest and Wildlife Management Ltd to the town hall.
- 3 To receive an update on the malfunctioning of the public toilet.
- 4 To decide whether to continue to offer subsidised skateboard lessons.

Environment Portfolio Report

Paper Title:	Environment Portfolio Report
Date of paper:	14 th August 2020
Paper Number	20/120
Paper Presented by	Cllr Hooker
Paper contributions by	Cllrs Irving, Campbell, Taplin, Radford, Young, Morgan, S Wilson & Town Clerk

Recommendations

- 1 To note the discussions of the Environment Portfolio Group, and the ongoing general works.
- 2 To agree for time to be made available for the Environment Groups papers on Log World Replacement and Willow Walk be reviewed in the near future.

Reports

2.1 New See Saw on Queens Walk-is now installed and in use, a replacement 'play area' sign has been agreed and being made.

2.2. Covid Assessments- SW commented that as well as risk assessments there was a need for 'COVID ASSESSMENTS' in particular at the cemetery where we supplied 'touchy' equipment. She agreed to produce a Covid assessment and the proposed content for a guidance sign sufficient to comply with requirements.

2.3 Adult Gym-AH reported it was currently being installed and would be ready for use by Friday. **SIGNAGE**- It was agreed to remove the reference to disabled additions in 2021. **SIGNAGE SUPPORT**- it was agreed that PI, PM, CVP, JY & AH meet at the adult equipment to discuss options. AH suggested that **8+ TOWN COUNCILORS** should volunteer for a photo shoot, while benefiting from the new equipment, for promotional use. A member of the public had queried whether a risk assessment was available for the site, DT agreed to produce one and also visit the Kynoch family who had voiced concern at the 'over development' of Queens Walk(opposite their garden)

2.4 Log World Replacement - AH had produced a summary of visuals and quotations received from the 5 equipment companies approached by the Town Office admin staff. The overall feeling of the group was that the Kompan proposal was by far the most exciting and would be a great asset to present the Townsfolk with. It was agreed AH should prepare a proposal paper for submission to the council as a start point for consideration at its earliest Convenience. **Update-During research for the Log World paper it has come to light that a paper on the topic was presented to council on the 11th May 2017. item 2 agreed 'to insert lines in future budgets to re-provide log world (or its equivalent) in FY 21/22.**

That is **next year!**

2.5 Cill Expenditure – The portfolio had put forward a few projects for consideration, in line with proposed new rules, should the Council approve them, it was agreed that, along with a paper for the Log World Replacement a second one should be produced and put forward for the 'Willow Walk' project, both for consideration to be agreed in principle as desirable for the council to enable further investigations to be undertaken into the issues involved. The group felt that given numbers who would benefit from the log World project, this would be their priority if one were needed. Or if rejected letting those involved move on to other matters

2.6 Tree Stuff- GC confirmed that during the past dry spell all young trees at Judith's Field and the Cemetery had been frequently watered by him. 6 dead trees had been removed at Buttermel meadow. **DEVANA PARK**:GC had visited the garden of the resident of Silver Street property adjacent to Devana Park about his concerns of trees on our land impinging on his garden and also his concerns about the

height of the trees blocking out light. GC concluded there was no urgent concern. Devana Park trees are now mature enough to be included in our triennial Arboricultural survey which is due next year. When appointed the consultant should be directed to look at this specific issue. Consideration also should be given to include Buttermel Meadow. **TC** will need to respond to the resident in writing to inform him of our proposed action. It has been agreed to replace the dead Foxglove tree on the recreation ground with a new 'Red Oak' paid for by relatives of Robert Hughes in his memory, this is being sourced from River Lane Nurseries for planting in November.

Roger Leivers has received an invite to request a seed from a surviving tree from Hiroshima as part of a worldwide commemoration, he had offered this up for suggestions should he be successful and AH had passed this on to council to see if the council would be mindful to host its planting and nurturing until it was strong enough to plant out, however the seed may not be forthcoming due to worldwide interest. The Nursey has asked for suggestions to find homes for a large stock of Geraniums they have left, **suggestions invited.**

2.7 Memorial Benches- at the last meeting, an additional bench was agreed to make a curve out of 4 benches x 6 meters apart around the sluice pond. 3 of these are now installed and on review it would make sense to add a further bench making it up to a set of 5 facing the Chinese Bridge. Bench policy Document to be amended and brought to council in due course.

2.8 Damaged Hanging Baskets- The hanging basket holder outside Gatehouse estates is scheduled to be re fitted correctly to enable it to carry its 2 hanging baskets. In the recent road closures a juggernaut got as far as the Town hall before realising the error of the situation and attempted an about turn around the roundabout resulting in the hanging basket on the far side of the road to Gatehouse being broken. This repair needs scheduling for attention at the same time as the one booked already.

2.9 Quarterly repair report, Judith field-Various repairs and resurfacing that had been reported previously was covered at a cost of £1839.40 + vat and agreed to be authorised from **budget line 4755**