

Godmanchester Town Council

Town Clerk
Vicky Pryce

e: townclerk@gmccouncil.com



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9th April 2021

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 15th April 2021 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/82918066577?pwd=VnZYTkl4Nko3ZmtQR2djOGF6RkhVQT09>

Meeting ID: 829 1806 6577

Passcode: 247309

One tap mobile

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Vicky Pryce

TOWN CLERK

AGENDA

To conclude by:

21/61 2 min	TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE	7.02
21/62 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
21/63 2 mins	MINUTES: To approve as a correct record the minutes of the Town Council meeting held on 18 th March 2021.	7.06
21/64 5 mins	TOWN MAYOR'S ANNOUNCEMENTS	7.11
21/65	PUBLIC PARTICIPATION SESSION:	7.20

9 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	
21/66 5 mins	OUTSTANDING ACTIONS: To receive a report and note progress on outstanding matters	7.25
21/67 5 mins	CORRESPONDENCE: To consider items of correspondence received	7.30
	BUSINESS & FINANCE PORTFOLIO MATTERS	
21/68 5 mins	FINANCIAL AND ACCOUNTS: 21/68.1 & 21/68.2 To approve the list of payments to be made. 21/68.3 To note receipt of petty cash reconciliation to 31 st March, monthly budget report on the year to date, monthly bank reconciliation.	7.35
21/69 20 mins	BUSINESS REPORT: To receive a report and consider recommendations (Cllr Thomas)	7.55
21/70 10 mins	SELECTION OF TOWN MAYOR AND DEPUTY TOWN MAYOR FOR 2021/22	8.05
21/71 10 mins	ANNUAL NEWSLETTER To receive the newsletter and approve its circulation	8.15
	PROPERTY PORTFOLIO MATTERS	
21/72 15 mins	PROPERTY REPORT: To receive a report and consider recommendations (Cllr Campbell)	8.30
	PLANNING PORTFOLIO MATTERS	
21/73 20 mins	PLANNING REPORT: To receive a report and consider recommendations (Cllr G Wilson)	8.50
	ENVIRONMENT PORTFOLIO MATTERS	
21/74 15 mins	ENVIRONMENT REPORT To receive a report and consider recommendations (Cllr A Hooker)	9.05
21/75 10 mins	LITTER REPORT To receive a report and consider recommendations (Cllr M Radford)	9.15
	PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC: To resolve 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 Public be excluded from the meeting.	
	PERSONNEL PORTFOLIO MATTERS	
21/76 10 mins	PERSONNEL REPORT To receive a verbal update and consider recommendations (Cllr Worthington)	9.25
	PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC. To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.	

The next Town Council meeting will be held on **Thursday 20th May** online, starting at 7.00pm.

Certified as a true copy of the agenda for the meeting held on Thursday 15th April 2021

.....
TOWN MAYOR
CLLR

.....
DATED

Outstanding Actions

PLANNING PORTFOLIO				
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. Meeting with Mr Westcott-Rudd scheduled for 16 th October (October 2020). Paperwork for the Town Hall, QES and War Memorial has been completed, statutory declaration to be witnessed. (Nov 2020) Paperwork sent to Land Registry (Jan 21)	PROPERTY PORTFOLIO	Jun-18
Aug-20	Public Toilet at Judith's Field	Tender process started. Advertised on Contracts Finder. Closing date 11 th September (Aug 2020). Two tenders received one from Danfoss and one from Healthmatic. Property group meeting with lowest tenderer to discuss detail (October 2020). Healthmatic selected as successful tenderer and Barkers Associates selected as administrator of the contract. Planning advise with HDC has been sought (Nov 2020). Healthmatic selected as successful tenderer and Barker Associates as Contract Administrator. HDC in consultation (Jan 21). Confirmation received that planning permission is not required and Healthmatic to confirm start date. (Feb 21). Confirmation that the toilets do not need planning permission received, toilets due for completion on 17 th May 2021 (Mar 21).	PROPERTY PORTFOLIO	Dec-20
Sep-20	Multi Wheel Fun Track	Invitations to tender advertised on Contract Finder. (October 2020).Tenders due to be received 18 th January 21 (Jan 21). Three tenders received to be considered by the Steering Committee (Feb 21). Review carried out by Cllr G Wilson and Cllr Round (Mar 21).	PROPERTY PORTFOLIO	
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		May-20

		<p>project and HDC as major contributors. (June 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). Correspondence received from HDC advises that the project is estimated to cost more than originally planned and there may not be enough money to pay for the aesthetics of the site (September 2020). Design sent to working party for approval and Project Board to meet at the end of October to discuss (October 2020). Detailed drawings received for the fish pass, queries over the design finish (Nov 2020). Kye Jerrome attended the environment portfolio meeting and gave an update on the suggested final design of the Fish Pass. (Jan 21) HDC has requested that the Town Council commit to funding £40k towards the project and agree that the project can commence (Feb 21). The Clerk has requested detail of proposed finish of the 'topside' of the project. HDC have confirmed that the maintenance of this area is expected to be carried out a by a community group (Mar 21).</p>		
July 20	EOI CCC	<p>Nursery Grant. Correspondence received to advise that the grant of £190,000 has been agreed with match funding of £100,000 from CIL money. Project to start as soon as possible (September 2020). Meeting held with Qube to discuss possibilities of portable building, tender document to be produced (October 2020). Early Engagement advertised on Contract Finder (Nov 2020). Tenders due to be returned at the end of January (Jan 21). Three tenders received to be considered initially by a small working party (Feb 21). Following a query with HDC it has been confirmed that buildings can go on to the site within he permitted development, a clearer specification will be provided and the tender process revisited. (Mar 21).</p>	G WILSON	

ENVIRONMENT PORTFOLIO

Sep-20	Willow Walk	Cllr Hooker liaising with the Environment Agency for permit required (October 2020). Permission received from the Environment Agency (Dec 2020)	ENVIRONMENT PORTFOLIO	
Sep-20	Skyworld	Invitation to tender and tender details advertised on Contract Finder (October 2020). Kompan selected as successful tenderer and planning application submitted to HDC (Jan 21) Planning Application sent to HDC (Feb 21)	ENVIRONMENT PORTFOLIO	

CORRESPONDENCE

Mayor

Colonel Wendt, 501st Combat Support Wing Civic Leaders Update Briefing (via Zoom - 08.04.21)
Commander RAF Alconbury

Mayor of Szentendre Twinning Cities (15.04.21)

Colonel Wendt, 501st Combat Support Wing US Independence Day (02.07.21 – Save the Date Evening
Commander RAF Alconbury Invitation)

Colonel Wendt, 501st Combat Support Wing Civic Leaders Open Day (07.09.21 – Save the Date)
Commander RAF Alconbury

ACCOUNTS PAYABLE - 15 APRIL 2021								
CLLR	CLLR	DD	PAID TO	DETAIL	NET	VAT	TOTAL	
		DD	British Gas	Gas Supply Nursery			£ -	
		DD	HDC	Council Tax: Cemetery	£ 52.48		£ 52.48	
		DD	HDC	Council Tax: Judith's Field	£ 220.50		£ 220.50	
		DD	HDC	Council Tax: Public Toilet	£ 38.22		£ 38.22	
		DD	HDC	Council Tax: QES	£ 200.90		£ 200.90	
		DD	HDC	Council Tax: TH F/F Office	£ 93.10		£ 93.10	
		DD	HDC	Council Tax: TH G/F Office	£ 19.69		£ 19.69	
		DD	Lloyds Bank	Credit Card			£ -	
		DD	NEST	Pensions			£ -	
		DD	Plusnet	Broadband: TH	£ 22.00	£ 4.40	£ 26.40	
		DD	Plusnet	Broadband: JF	£ 22.00	£ 4.40	£ 26.40	
		DD	Plusnet	Broadband: QES	£ 20.33	£ 4.07	£ 24.40	
		SO	Savills	Rent for Allotments	£ 450.00		£ 450.00	
		DD	Total Gas & Power	Electric Supply QES			£ -	
		DD	Total Gas & Power	Gas Supply QES	£ 67.53	£ 3.38	£ 70.91	
		DD	Total Gas & Power	Electric Supply JF			£ -	
		DD	Total Gas & Power	Gas Supply JF			£ -	
		DD	Virgin	Town Office: Phone Line			£ -	
		DD	Virgin Media	Clerk's Mobile (Data)	£ 6.67	£ 1.33	£ 8.00	
		DD	Virgin Mobile	Clerk's Mobile (Handset)	£ 12.00		£ 12.00	
		DD	Wave	Water rates: Cemetery	£ 4.00		£ 4.00	
		DD	Wave	Water rates: QES	£ 30.00		£ 30.00	
		DD	Wave	Water rates: JF	£ 87.00		£ 87.00	
		DD	Wave	Water rates: Nursery	£ 49.00		£ 49.00	
TOTAL					£ 1,395.42	£ 17.58	£ 1,413.00	
CLLR	CLLR	BACS	PAID TO	DETAIL	NET	VAT	TOTAL	
			V Pryce	April Salary				
			J Royle	April Salary				
			C Whitlock	April Salary				
			M Grice	April Salary				
			S Wakeman	April Salary				
			M Hanson	April Salary				
			O Jeakings	April Salary				
			HMRC	Tax & NI 126PP00116523				
			TOTAL SALARIES, TAX & NI				£ -	
			A&K Builders	Repair: Kissing Gate at Buttermel	£ 200.00	£ 40.00	£ 240.00	
			ACR	Cleaning Contract: QES, JF & Public Toi	£ 318.00	£ 63.60	£ 381.60	
			Arthur Ibbett Ltd	Hose Connector: Pressure Washer	£ 7.49	£ 1.50	£ 8.99	
			Ask It	Splashtop Subscription	£ 54.00	£ 10.80	£ 64.80	
			Ask It	IT: Nursery	£ 261.68	£ 52.34	£ 314.02	
			Ball Colegrave	Nursery Bedding	£ 657.61	£ 131.52	£ 789.13	
			SERV Suffolk & Cambridgeshire	Grant Payment: Bloodrunners	£ 250.00		£ 250.00	
			Campbell McCrae	Professional Fees: Judith's Field	£ 195.75	£ 39.15	£ 234.90	
			Copleys Solicitors	Professional Fees: Nursery	£ 729.00	£ 150.00	£ 879.00	
			Custom Clothing	Town Warden Uniform	£ 31.61	£ 6.32	£ 37.93	
			Ecotricity Ltd	Nursery: Electric (Annual)	£ 706.95	£ 35.35	£ 742.30	
			FLP	Play Equipment Maintenance	£ 448.97	£ 89.79	£ 538.76	
			Fresh Air Fitness	Adult Gym Equipment: Final Payment	£ 1,434.75	£ 286.95	£ 1,721.70	
			Global Tree Solutions Ltd	Tree Maintenance: Osier Beds	£ 1,300.00	£ 260.00	£ 1,560.00	
			G Campbell	Zoom	£ 11.99	£ 2.40	£ 14.39	
			K Fergusons	Grounds Maintenance Contract	£ 3,085.00	£ 617.00	£ 3,702.00	
			K Fergusons	Grounds Maintenance: Extras	£ 596.00	£ 119.20	£ 715.20	
			M Grice	Nursery Equipment - Kettle	£ 35.00		£ 35.00	
			O Jeakings	Nursery Purchases	£ 57.26		£ 57.26	
			River Lane Nurseries	Plants	£ 75.00	£ 15.00	£ 90.00	
			S Wakeman	Mileage	£ 32.44		£ 32.44	
			St Mary the Virgin GMC PCC	Churchyard Grass Cutting Apr-Sept 202	£ 2,188.75		£ 2,188.75	
			Savills	Rent for Allotments - Shortfall	£ 15.00		£ 15.00	
			T Clarke East	Maintenance: JF Pavilion Boiler	£ 357.00	£ 71.40	£ 428.40	
			T & AC Allen (Services) Ltd	Grounds Maintenance: Nursery	£ 600.00		£ 600.00	
			Westley & Huff	Professional Fees: JF Pavilion	£ 350.00	£ 70.00	£ 420.00	
TOTAL					£ 22,833.31	£ 2,062.32	£ 24,895.63	
CLLR	CLLR	CHQ	PAID TO	DETAIL	NET	VAT	TOTAL	
TOTAL					£ -	£ -	£ -	
GRAND TOTAL					£ 24,228.73	£ 2,079.90	£ 26,308.63	

RECEIPTS MARCH 2021				
		Cemetery	Income	£300.00
			TOTAL RECEIPTS	£300.00

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 3 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2021		2.92
			<hr/> 2.92
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			2.92
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			2.92
		Balance per Cash Book is :-	2.92
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 2 - Unity Deposit AC #9540**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Deposit AC	31/03/2021		1,033,697.68
			<u>1,033,697.68</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,033,697.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,033,697.68
			<u>1,033,697.68</u>
			Difference is :- 0.00



Paper Title:	Business Portfolio Report
Date of Paper:	8 April 2021
Paper Number:	4/21
Paper Presented by:	Cllr Thomas
Paper Contributions by:	Business Group, Cllrs Hladkiwskyj, Hyams, Irving, Morgan, Radford, Taplin, Town Clerk

Report Summary

This Paper contains the following items for Council to **Note**:

1. Standing Order/Policy – Quick Start Guide
2. Millside Canoe Hire
3. 5-Year Rolling Plan
4. Annual Report Newsletter
5. Acquisition – Office Check List
6. Nursery Resources Acquisition Update

This Paper contains following items for Council **Decision**:

1. Town Show 2021– Use of Nursery
2. Platinum Jubilee Working Party
3. Annual Report Delivery
4. May Council Meetings
5. Delegated Authority to Town Clerk

Items to Note

Standing Order/Policy – Quick Start Guide

1 Production of the Quick-Start Standing Order/Policy reference guide by Cllr Worthington is in train.
Millside Canoe Hire

2. HDC has authorised the use of the river bank by Millside Canoes and the Town Clerk has informed the Company of this and the need to operate within Covid-safety guidelines.

5-Year Rolling Business Plan

3. The current BG input to the 5-year Rolling Business Plan is complete. Other Groups are requested to submit outstanding inputs to the Town Clerk.

Annual Report

4. The BG input to the Annual Report complete and has been submitted to the Town Clerk. When all contributions have been received, Cllr Hyams will compile and illustrate the Report ready for printing. It is hoped to distribute the Report in early May.

Acquisition – Office Check List

5. The Town Clerk is producing a Check List for office use to ensure that essential actions in the Acquisition process are both taken and recorded. This will be reviewed by the Business Group before being submitted to Council for approval.

Nursery Resources Acquisition Update

6. Council will recall that approval has been granted in principle for the acquisition of several facilities in

pursuance of the Nursery Business Plan. An update on the current situation is provided in an Attachment to this Report.

Decision Items

Town Show 2021

7. The 2021 Town Show will take place on 25 September. The Business Group has reviewed the appropriate Council policies and the Nursery Business Plan, and received full support and agreement from for the Nursery manager for the proposal that the Show should be housed in the Godmanchester Community Nursery.

It is recommended that Council approves that, subject to Covid-safety regulations, the Godmanchester Community Nursery should host the 2021 Town Show on 25 September.

Platinum Jubilee Working Party

8. Next year marks the HM the Queen's Platinum Jubilee, and the Community Association is requesting Council involvement in celebrating the event along the lines of the 1977 Silver Jubilee and the 2012 800-year Birthday of the Town. The Association seeks our involvement in a Working Group comprising all the Towns associations and bodies to plan the Way Ahead for the event, which will take place on 6 February 2022.

9. Cllr Young has indicated his willingness to be involved in this project.

It is recommended that Council approves the formation of a small working party under the leadership of Cllr Young to join the Godmanchester Platinum Jubilee Working Group

Annual Report Delivery

10. We have been approached by Chris' Local Leaflet Distribution, a registered Peterborough-based Company, who would guarantee distribution of a Council Newsletter to all homes in Godmanchester at a time of our choosing for a net cost of around £395. The RFO has been in contact and would support this trial.

It is recommended that Council approves the use Chris' Local Leaflet Distribution for delivery of the Annual Report in early May.

Council Meetings in May & June

11. A detailed Background Paper to this item is attached.

12. In sum, the authority for Council holding decision-making public meetings remotely expires on 7 May. After this, all decision-making Council meetings must be face-to-face and provide the facility for public attendance. Along with a large number of Councils across the land, we cannot house such meetings readily within the Covid-safety guidelines in place until 21 June. Having consulted other authorities and reviewed the appropriate regulations, the Business Group is proposing a number of courses which will keep us both legal and hopefully safe.

It is recommended that Council approves that:

1. The mandatory Annual Council Meeting takes place virtually on 5 May for the statutory purpose of Mayor-Making, with all other non-essential tasks being deferred.

2. The Annual Town Meeting will take place, as already notified, virtually on 11 May.

3. Subject to Covid-constraints, the June Town Council Meeting will take place physically on 24 June and will incorporate matters outstanding from 5 May and the public change of mayor ceremony.

Town Clerk Delegated Authority

13. Between the hiatus of 7 May and 21 June, there will be a few routine issues that will require action. For example, Planning matters must be actioned against a strict timetable and bills and payments need to be approved. To accommodate this whilst Council is unable to meet face-to-face, the Business Group proposes that temporary authority for necessary routine action is delegated to the Town Clerk, who, if required, may also obtain guidance (not authority) from the appropriate Portfolio Chair or the Mayor.

It is recommended that Council approves that the Town Clerk is awarded delegated Powers as follows:

The Town Clerk is the Responsible Financial Officer and Proper Officer and has authorised authority and responsibility for management within these roles. In addition, the Town Clerk has delegated authority in accordance with Standing Orders, Financial Regulations, the Council's Policy Framework, statutory Common Law, existing Contractual Requirements and this Scheme of Delegation to undertake the following matters on behalf of the Council:

- a. Consideration and Processing of Planning Applications in consultation with the Planning Portfolio Group.
- b. Authorisation of Routine Expenditure within the Agreed Town Council Budget
- c. Emergency expenditure up to £2500 outside of the Agreed Budget
- d. To take any decision that cannot be reasonably deferred and must be made to comply with a financial, commercial or statutory deadline.

This delegated authority commences on 7 May 2021 and ceases upon the first physical meeting of the Council thereafter.

CS Thomas
For Business Group

Property Portfolio Report

Paper Title	Property Portfolio Report
Date of Paper	April 2021
Paper Number	21/72
Paper presented by	Councillor Campbell,
Paper Contributions by	Councillors Morgan, Radford, Taplin, Hladkiwskyj, Irving, Worthington and Young

Recommendations

- 1 To note the work of the Portfolio Group by reference to the attached Meeting Notes
- 2 To note the progress of the Judith's Field Toilet/store building and the anticipated completion date of late May 2021.
- 3 To note the appointment of Chris Allgood to carry out redecoration work to the Town Clerk's Office, top of the stairs area, QES small hall, QES large hall and QES men's toilet in the sum of £1,410 including vat following a competitive tendering process.
- 4 To agree to the formation of a cross portfolio working group to develop policies for a town anti litter campaign.
- 5 To approve a new policy document for the use of CCTV
- 6 To receive a verbal update on progress on the Multi Wheel Fun Track

Paper Title:	Planning and Transport Working Party Report
Date of Paper	15 Apr 2021
Paper Number:	21/73
Paper Presented by:	Cllr G Wilson
Paper Contributions by:	Cllrs Irving, Young, Morgan, Radford, Round Cllrs Taplin (part)

<p>The Town Council is recommended to:</p> <ol style="list-style-type: none"> 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)
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PLANNING APPLICATIONS

Planning 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
21/00509/HHFUL	2 Golden Rod	Single storey extension to the front and side of the property Recommendation: approve
21/00733/FUL	3 Cow Lane	Change of use from residential dwelling to children's day nursery (Class D1) including addition of ground floor rear extension with terrace and lift enclosure over, addition of balustrade and external staircase, blocking up garage entrance and creation of parking/cycle storage areas. New application to pick up a "technical" reason for the application being refused by HDC. Further update after meeting with applicant Recommendation: Refusal Whilst welcoming additional nursery places in Godmanchester, we still have concerns expressed during the previous application about: <ul style="list-style-type: none"> access to the site under the A1307 and across the busy slip roads and 60mph Cambridge Road crossing Cow Lane when Mick George lorries use it to their disposal site and parents will be dropping off and collecting children impact on the neighbour from noise of children playing outside We want this application to be referred to DMC so we can present our objections
21/00493/LBC	2B Earning Street	Repairs to timber frame on rear elevation gable to include replacement pentice board over window Recommendation: approve
20/01150/REM	Land East Of 1 Cardinal West	Reserved matters sought for landscape, appearance, layout and scale relating to 19/00489/OUT for development of 59 dwellings Planning WP met applicant Accent Homes and heard their answers to our concerns.

Planning 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
		<p>Recommendation: whilst acknowledging the applicant’s desire to build subsidised social housing using a government grant, we maintain objection based on:</p> <ul style="list-style-type: none"> • Not a mixed community and applicant has not provided information on similar sites which work as a cohesive community, this is against the policies in our Neighbourhood Plan • Overdevelopment and too dense • Unimaginative layout • Inadequate noise attenuation measures from Cardinal Park and A1307 with potentially costly to run artificial forced air ventilation systems • Doesn’t follow Romans Edge Design Code • As the roads are very narrow and there is virtually no space for on road parking, suggest applicant considers a one way system <p>We want this application to be referred to DMC so we can present our objections</p>
20/02113/FUL	Land North West Of Bearcroft Farm	<p>Landscaping and associated boundary treatments to areas adjacent to the attenuation basin (near A1198), the swale corridors (running through the site), the side of retail area (next to Co-op), and adjacent to LAP (Parcel 10 - near Godley Green), along with external lightning details of public areas on the development.</p> <p>note also email from DWH and HDC on allotment discussion. HDC say: “updated allotment plan ahead of your internal planning meeting today which includes the following:-</p> <ul style="list-style-type: none"> • Increased parking provision; Increased by 2. • Provision of cycle stands (recommend 4 stands); 4 stands added. • Provision of different sized allotment pitches by T’ing off the main access path; 9 smaller allotments added for variation. • Reduction in number of water taps, but spread along the access path for ease of access; 4 added. • Landscaping to be provided at eastern end of access road and also at the end of the agricultural access where the dig-zag line is located; there is a timber 3 bar post and rail fence that’s extends the eastern boundary – this is also rabbit proof so technically the allotments will have double rabbit proofing as a result. Added to key. • Confirm what the dig-zag line illustrated on the plan is and to be show on the key; timber 3 bar post and rail rabbit proof fence. <p>Recommendation - maintain recommendation for refusal until further changes are made to the allotment design, in particular:</p> <ol style="list-style-type: none"> 1. Don’t plant trees around the site as trees cast shade, and draw water and nutrient from allotments, maintain slow growing hedge around the site instead 2. Provide more than one pedestrian access, just one by the main entrance will not be sufficient 3. Provide a locked access to entrances, just to discourage unauthorised entry
20/00652/FUL	11 The	Demolition of existing bungalow and use of land as a caravan site

Planning 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
	Avenue	Proposal to replace one bungalow by eight park homes Recommendation: object based on: <ul style="list-style-type: none"> • Over-development of site • Impact of increased traffic at junction with Park Lane to residential estate, plant nursery and swimming pool, and where children and cars pass on way to primary school • Insufficient access for refuse bins and larger delivery lorries • Development in flood plain when EA has objected
21/00369/LBC	5 Earning Street	Replacement of back door Recommendation: approval
21/00318/FUL	49 Post Street	Change of use from office use Class B1 to residential Use Class C3 to form three two bedroom apartment with kitchen/dining/living area and bathroom. Replace UPVC windows with conservation style timber windows. Repair stone cills. Repair wooden lintels and detail where required. Small first floor extension to Unit 3. Recommendation: support redevelopment of redundant office building

PLANNING CORRESPONDENCE

From	Subject	Comment
HDC	Street naming	Allocation of addressing to 46 new dwellings at Ermine Street, Godmanchester. To Be Known As: 2 – 48 (<i>evens</i>) ERMINE STREET & 2 – 18 (<i>evens</i>) RUSSET CLOSE & 2 – 26 (<i>evens</i>) PIPPIN CLOSE Note houses facing Ermine Street named after A1198 and have Ermine St in Huntingdon. Suggest instead the road should be renamed “Papworth Road”.
Mr Wiggam	21/00733/FUL	Resubmission of nursery on Cow Lane – Zoom meeting – update to be provided
Bellway Homes	Dexter’s farm development	Zoom discussion – update to be provided

TRAFFIC MATTERS

From	Subject	Recommended Action
CCC for HE	TTRO 21/377 - Cambridge Road, Godmanchester	Work to deal with pigeons due to start end of April. This is a road closure to allow works across whole carriageway to be completed in May
CCC	Install parking restrictions in a form of double yellow lines in pre-agreed locations along London Rd.	Our project is “above the line” after CCC LHI scoring so is likely to progress to consultation stage after CCC committee meeting.

Environment Portfolio Report

Paper Title:	Environment Portfolio Report
Date of paper:	9 th April 2021
Paper Number	21/74
Paper Presented by	Cllr Hooker
Paper contributions by	Cllrs Irving, Radford, Taplin, Campbell Morgan, Vane Percy & Young

Recommendations

- 1 To note the discussions of the Environment Portfolio Group, and the ongoing general works.
- 2 To approve the new London Road Cemetery Policy Paper.

Reports

- 3 **Skyworld final details-** HDC will hopefully be making their planning decision on the 19th of April for this project it. It will enable Kompan to be contracted to fulfil the work, a final run through of the detail was undertaken. Items previously agreed were confirmed: Available extras not agreed on thus far were the inspection Options, it was agreed to take on the 3 Operational inspections per year at a total annual cost of £ 357, commencing November 2021. Also ROSPA are to be approached for a price to include this structure in its annual independent inspection of all our play equipment. It was felt that the signage needed should be worded and produced by Kompan to ensure all issues specific to this installation were covered correctly.
- 4 **Cemetery Policy paper** – Changes and updates to the price list were discussed and agreed. The document is now ready for submitting to council for approval.
- 5 **Osier beds matters-** GTS has completed the cutting down of the willows obstructing the river and the Volunteers had been installing the Shrubs and plants that have been supplied by the Town Council, lots of good comments were being received by passers-by. It had been noted that as the area was becoming more accessible, there are concerns for the safety of walkers and the newly planted ground cover and shrubs. To assist with this Cllrs AH & CH have worked on warning signage to be fixed to the existing steel posts at either side of the area, The size of these 2 signs would be a modest 250mm x 350mm. Details to be presented to council and would cost less than £100.
- 6 **Adult gym** – The final wheelchair user kit has been installed completing this project.
- 7 **Litter officers report** – AH commended MR on behalf of the group at the committed way she had taken up the challenge of her new role. She updated the meeting as to the litter situation over the past few weeks and issues arising. It was agreed the best vehicle to properly address these issues would be a cross party group to co-ordinate a strategy on the various elements needed.
- 8 **Sapling protection at Skyworld** – GC felt that although there was a plan to protect the 2 new saplings adjacent to the Skyworld installation during work it would be better if longer-term protection was sourced, maybe for a few years if the area was to be well used. He will bring some proposals to the group at the next meeting for consideration.

9 HDC Rubbish bin schedule for emptying- PM asked if we could request from HDC their schedule for emptying bins in Godmanchester, specifically if there was any chance, they would have a record of the ones that were overflowing in half the time of the rest? This would enable them to empty those more often. He volunteered to identify the heavily used ones for them if they had no record.

Alan Hooker

12th March 2021

Report Paper / Proposal

Paper Title:	Litter
Date Of Paper:	15 th April 2021
Paper Number:	21/75
Paper Presented by:	CLlr Miriam Radford
Paper Contributions by:	CLlrs Irving, Morgan, Campbell & Hooker

Summary of Purpose

To tackle the problem of the unwanted deposits of litter in the town and green open spaces by involving the community in organised events to help combat this situation.

Action Recommended

Council is asked to discuss and approve the recommendation to:

Approve a cross party portfolio group to take this initiative forward:

Decision Required

Council is asked to discuss and approve this request:

The Council is asked to

- **Approve this request:**

Following the Property and Environment meetings, it was suggested that a cross-portfolio group would be a more practical way in addressing the problem we have with litter and how we deal with it. Litter is an endemic curse nationwide, we cannot deal with the litter outside of our town boundaries, but we can try and maintain a litter area within Godmanchester, but it does need community involvement.

Some methods as to how this can be done are as follows:

1. Use GMC Living to get the message to all residents who use Facebook;
2. Could we use a suitable header picture on Godmanchester Living plus a strap line – "Keep Godmanchester Tidy" or similar. Discuss whether this is possible with Mr Phillip Malley who is the Admin for the page;
3. Use Godmanchester Living to arrange community litter picks at regular intervals;
4. Residents to indicate which area they will take care of and to register with a co-ordinator;
5. Provide HDC litter pickers and bags;
6. Publish the results of the litter pick and show photographs;
7. Corresponding message to be added to the Godmanchester Town Council website;
8. Use the schools via Head Teachers, if possible ask the children to help; - (Cllr Hooker)
9. Have a competition for the children to design posters which could be:
"Keep Godmanchester Tidy", "Don't be a Litterbug", "I'm a Litter picker" other straplines welcomed; - (Cllr Hooker)
10. It's important that there are different age categories of the competition for the children to enter;
11. If the schools are too busy, announce the competition on Godmanchester Living / Community Association and invite someone exciting, not a Council member, to judge the winners - (Cllr Hooker to appoint);
12. Award a suitable prize to the winner of each category;
13. Use the Council's newsletter to update the community about the amount of litter and maybe include articles from residents?
14. Use the "graffiti wall" at Judith's Field to display a modern/youth message about taking care of the environment and encouraging all visitors to take their litter home;
15. Involve the Youth Council and ask their opinion about how we can tackle this problem;
16. Contact local businesses, Co-ops, Rumbles, Riverside Fish and Chips, One Stop about a message on their premises reminding customers to dispose of their rubbish responsibly. SW mentioned byelaws for businesses, ie McDonalds have to clear all the litter around their premises.
17. Encourage people to provide their own cup when buying coffee etc;
18. Involvement of District Council. It seems that we are assisting the District Council in their responsibility for local highways by keeping our verges in Godmanchester and beyond, free from litter.
19. When appropriate use Facebook, Hunts Post and any other relevant publication that Godmanchester is litter free.