

Girton Parish Council

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The Pavilion
Girton Recreation Ground
Cambridge Road, Girton
Cambridge CB3 0FH

Minutes of a meeting of Girton Parish on Wednesday 20th July 2011 at St Vincent's Close Community Centre at 7.30 pm.

Present: Cllrs de Lacey (Chairman), Bromwich, Clift, Cockley, Garner, Godby, Gordon, Hiley Johnson, Noble, Taylor (*to item 11.87.2*), Thorrold, Ziobro
County Councillor Reynolds (*to item 11/84*)
District Councillor Bygott
3 Officers from SCDC (James Fisher, David Hamilton and Stephen Reid)
3 Members of the Public
In attendance: Linda Miller (Acting Clerk) and Natalie Stone (RFO)

11/81 Welcome from the Chairman

The Chairman opened the meeting by asking all present to stand for a few moments to remember the late former Cllr Bill Parnwell.
The Chairman then welcomed everyone to the meeting

11/82 Apologies and reasons for absence

Apologies were received from Cllr Martin and were accepted by the Chairman

11/83 Members' declarations of interest for items on the agenda

Cllrs Hiley and Gordon: all items relating to Wellbrook Way..

11/84 Public Participation session on agenda items & matters of mutual interest:

1. Officers from SCDC to discuss Wellbrook Way S106
The Officers gave a presentation on the current situation and explained that it was open to the Parish Council to suggest changes to the Unilateral Undertaking but that these would need a new Bi-lateral Agreement and possibly revised planning permission. They agreed this seemed to be the only way to break the apparent logjam, and suggested that the Parish Council impose a deadline for negotiations. They would propose that Taylor-Wimpey should bear the legal costs. After extensive questioning on details, the Officers were warmly thanked for their help.
2. Members of the Public
One member of the public addressed the Council on the need for residents to keep their hedges from overgrowing footpaths. The Chairman agreed to publicise the issue.
3. County Councillor's Report (*Appendix A*)
Cllr Reynolds was questioned on the state of the cycle lane at the new NIAB development and promised to consult Officers.
4. District Councillors' Reports (*Appendix B*)
Cllr Bygott reported that Paul Wright, an SCDC Officer, had won a National Competition for an innovative mapping project. Cllr de Lacey reported on a meeting which he and Cllr Bygott had had with the Housing Portfolio Holder who has agreed that the SCDC land at Wellbrook Way should be offered to Girton Parish Council.
5. Police Report
Cllr Godby reported that PSCO Mani had apprehended the driver of a moped being driven on the Recreation Ground and requested that any similar activity should be reported to him.

At this point the Chairman brought forward Items 11/87.9 and 10

11/87 9. To request Linda Miller to act up as Clerk until the appointment of a new Clerk

Prop Cllr Godby

Sec Cllr de Lacey

Approved unanimously. The Chairman welcomed Ms Miller to her new role.

10. To respond formally to the questions raised by the S106 Officer from SCDC (see Appendix E)

The Chairman proposed to take each of the issues in turn..

1. Is Girton Parish Council satisfied to proceed with the adoption of the LEAP in it's current condition (subject to replacement planting and minor remedial works being carried out by Taylor Wimpey)?

A response of Yes was proposed by Cllr Godby, sec by Cllr Garner

Approved nem. con.

2. Does Girton Parish Council wish to proceed with the adoption of the community land separately to the adoption of the public open space areas (i.e. allowing the community land to be transferred without further delay)?

A response of Yes was proposed by Cllr Gordon sec by Cllr Noble

Approved nem.con.

3. Is Girton Parish Council satisfied that public open space areas A, B and C (as indicated on the attached plan) are to adoptable standard and no remedial work is required?

That Area A is adoptable was proposed by Cllr Taylor sec Cllr de Lacey

Approved 6 to 1 with 5 abstentions and 1 no vote

That Area B is adoptable was proposed by Cllr Garner sec Cllr Noble

Approved 7 to 1 with 4 abstentions and 1 no vote

That Area C is adoptable was proposed by Cllr de Lacey sec Cllr Ziobro

Approved 7 to 0 with 5 abstentions and 1 no vote

4. Do Girton Parish Council wish to commence adoption proceedings of any public open space areas prior to the whole public open space being provided (i.e. piecemeal adoption)?

A response of Yes was proposed by Cllr Taylor sec Cllr Cockley. Cllr Gordon noted that this would greatly complicate the management of the site.

Approved 5 to 3 , 4 abstentions, 1 no vote.

5. If so, which open space areas are identified by Girton Parish Council as in a satisfactory state in which to adopt?

This question was no longer applicable.

6. Would Girton Parish Council be prepared to adopt public open space area D (as indicated on the attached plan as soon as the planting work has been carried out by Taylor Wimpey (i.e. not allowing for a 12 month maintenance period)?

OR

7. Would Girton Parish Council wish to proceed with the adoption of public open space area D as soon as possible, subject to the negotiation of a capital contribution from Taylor Wimpey in order that the Parish Council undertake necessary remedial works in accordance with approved landscaping plans?

Approval of 7 was proposed by Cllr Godby sec Cllr Taylor

Approved nem. con.

8. Taylor Wimpey have proposed that the indexation for the community contribution (£100,000) and the establishment sum (£72,500) should stop at November 2009 which was the time at which they claim cheques had been drafted in respect of the community land and public open space (although the LEAP had not been provided until May 2010). The unilateral undertaking states that indexation was to apply from the date of the legal agreement until paid therefore neither the District nor Parish Council are in a position to accept anything less than this other by way of a deed of variation to the original unilateral undertaking. Does Girton Parish Council wish to accept any variation to the indexation arrangement?

A response of Yes was proposed by Cllr Godby sec Cllr Taylor

Approved nem. con..

AND

9. If so, what does Girton Parish resolve to accept?

Cllr de Lacey proposed that the precise sum be left to SCDC Officers to determine , sec Cllr Godby.

Cllr Gordon proposed an amendment which Cllr de Lacey accepted that a deadline of November

10. To respond formally to the questions raised by the S106 Officer from SCDC
(Appendix E, attached)

This item was brought forward: see above.

11/88 Finance & Resource Management:

1. To approve payments from 15 June to 20th July 2011

Prop Cllr de Lacey

Sec Cllr Godby

Approved *nem.con.*

2. To approve the balance sheet

Prop Cllr de Lacey

Sec Cllr Thorrold

Approved unanimously

3. To receive the Finance Report from 1st April 2010 to 20th July 2011

The Report was received. There were no questions..

11/89 Correspondence received:

Police Traffic Survey

Clerk's letter of resignation

Letter from a member of the public re dog walking

PC member of SCDC Standards Committee

Letter from Steve Shaw (see Item 11/86.6 above)

Email from Cllr Gordon dated 13 07 2011 re Clerk's appointment.

11/90 To receive reports:

1. Chairman's Report (Attached at Appendix F)

2. Girton Town Charity

Cllr Hiley noted that there is likely to be a vacancy for a Trustee in the near future and outlined qualifications needed. The Town Charity will advise the Council. The Charity has agreed the purchase of 3 Abbeyfield Flats .

3. Girton Youth Club

Cllr Johnson reported that the clubs were very busy

4. Footpaths and Rights of Way

Cllr Bromwich reported that some paths were very overgrown. The Probation Team could do this work but not until mid-August.

11/91 To receive unconfirmed Committee Minutes:

Planning Applications Committee: 15th and 23rd June and 11th July 2011

The minutes had been circulated..

11/92 Matters raised by Members:

Cllr Bromwich noted that he had recently installed solar panels. Cllr Garner commented that grants are available for such work.

Cllr Gordon noted that not everyone is keeping to the Dog Walking Route.

Cllr Garner informed the Council that she is still investigating alternative accounting packages

Cllr Godby noted that the Council needs to appoint a Trustee for Cotton Hall to replace the late John Stewart. A suitable candidate has been identified by the Trustees.

The meeting closed at 10.01

APPENDIX A

GOVERNMENT INVITES CAMBRIDGESHIRE TO BID FOR TRANSPORT FUNDING

Cambridgeshire's transport bid has potential says Government. Cambridgeshire is one of 13 authorities being asked by Government to re-submit bids for transport funding to boost economic growth and reduce carbon emissions. Ministers have said Cambridgeshire County Council's bid has potential and if approved in the next round would bring additional investment of £5 million over the next four years. The funds would improve walking and cycling facilities as well as Smarter Choices and travel promotion across the whole county. Funding would also go into the Transport for Cambridgeshire project which is looking to set up locally based transport solutions.

The Government agreed to fund 39 proposals as part of the first tranche of the Local Sustainable Transport Fund and invited a further 13, including Cambridgeshire, to re-submit. Around two thirds of the overall funds will be available in the later tranches.

In total there were 73 bids from authorities for the money and 21 were turned down completely.

In particular the funding would be spent on:

- * Continuing the successful work of the multi-million pound Cycle Cambridge project and take the approach into the rest of the county.

- * Providing support for the ongoing promotion of travel planning as a key tool in the management of the transport network, building and seeking to expand on the success of the Travel for Work Network.

- * Providing funding support for the Local Transport Consortia that will provide transport services for transport for Cambridgeshire.

"Bidding for funds is never certain but I am pleased that we have not fallen at the first hurdle and been told by Government our ideas have potential. We will now work up the details for the second round. The money would be spent on rolling out the successful work of the Cycle Cambridge project across the whole of the county as well as improving travel planning. It would also be used to back the Cambridgeshire Future Transport project to help communities access millions in funding to boost local transport and enterprise."

CAMBRIDGESHIRE'S TRANSPORT REVOLUTION TAKES A BIG STEP FORWARD

County Council's Cabinet have agreed bold steps to give local communities a much bigger say in how public money is spent to revolutionise transport in Cambridgeshire. It is proposed to combine around £34 million currently spent by a range of public services on transport and use the money to drive forward local transport solutions, and to support enterprise and economic growth.

A micro-franchise scheme will be piloted where small local companies can be set up with the support of the council - boosting local enterprise and transport. In light of good progress being made by the Cambridgeshire Future Transport initiative it is also being suggested that plans to reduce subsidised bus services over the next four years should be linked to the pathfinder projects.

This means no further bus subsidy reductions are to be made until it is clearer what alternatives can be put in place and not before the adoption of the 2012/13 Integrated Plan. Wherever possible a withdrawal of subsidies and the introduction of alternatives need to go hand in hand.

As pathfinder projects are developed, councillors will have a better chance to assess their potential and even see some in action by the end of this year. It will also give the council an opportunity to consult relevant groups and complete an in-depth assessment of the impact of the proposals on the community in light of the Cambridgeshire Future Transport project.

Cabinet also backed plans to approve the principle of establishing a Transport for Cambridgeshire partnership to oversee the implementation of these radical initiatives at their meeting today, Tuesday. As part of the new plans, local consortia could be set up to use the money to run statutory services as well as investing any surplus or profit made into improved local services.

A micro-franchise scheme will also be piloted where small local companies can be set up with the support of the council. This could see certain overhead costs initially picked up centrally, giving the franchise more chance of creating a successful business and thus able to look for more opportunities to provide transport in the local community.

Cabinet will also be asked to support plans to invite expressions of interest from businesses and other organisations wishing to contribute to the provision of local passenger transport. Work has already started with partners and bus operators on delivering this new approach, which followed a very well attended transport summit held in February at March Town Hall. The County Council has been joined by city and district councils together with the NHS and transport providers to take the project forward.

"This is an exciting and bold project which could see the tens of millions of pounds spent across the county of passenger transport put in the hands of our communities to provide locally targeted transport. Not only does it give the decisions about how to provide local transport to local people, but through the micro-franchise scheme could see local enterprise being given a real boost. This franchise model gives people a better chance to set up

their own business while looking for even more opportunities in the community they serve to meet transport needs."

"In light of the good progress the Initiative is making, I am keen that we link future reductions in subsidies with the implementation of alternatives. Wherever possible a withdrawal of subsidies and the introduction of alternatives need to go hand in hand. With trials of new local transport pilots due to take place later this year it is sensible to see how effective they are. It also gives us an opportunity to carry out in-depth consultation with communities and other groups about the proposed service reductions in the light of these potentially alternative schemes. That is why recommended there be no further reductions until the review is carried out."

SENIOR MANAGEMENT REMUNERATION (SMT)

Much has been said nationally about the salaries of senior council officers. For Cambridgeshire all officer salaries over £50k are available to view at any time on the County Council's website. Our Chief Executive, who started work in 2007, has not received any increase in salary but has this year taken a £20k pay cut. The Council has also been able to reduce the SMT by some 30% over the past four years.

FREE ADVICE SESSIONS TO HELP BUSINESSES GROW

A partnership approach which is offering free advice and support for small and medium size firms could help business to cut costs and take advantage of grant funding opportunities. Cambridgeshire County Council, Huntingdonshire District Council and Bedford College have joined forces to organise the event and to provide advice and support to private sector organisations based in the East of England with fewer than 250 employees.

1. Businesses with an energy audit to identify possible cost savings and grant funding opportunities
2. Grants advice, with experts in funding opportunities for small and medium size enterprises.
3. Experts in construction training to improve staff skills to enable businesses to take advantage of the growing green agenda and identify appropriate courses which focus on sustainable construction.
4. Guided tours of the greenhouse which has been retrofitted with technology to significantly upgrade its energy efficiency rating.
5. Free diagnosis of working practices, highlighting opportunities that can help cut costs and improve business practices through resource and energy efficiency.

"This free advice evening is a good way for small and medium size businesses to tap into the kind of support and advice which can be expensive to gain and may normally be beyond their resources. It's also another good example of how local authorities and educational establishments across the region are helping and encouraging local business to take advantage of the growing green agenda nationally."

NEW SMARTLIFE LOW CARBON CENTRE REACHES CONSTRUCTION MILESTONE

Cambridgeshire County Council and Cambridge Regional College, partners in SmartLIFE's new skills centre for renewable energy, will celebrate a milestone in the development of the SmartLIFE Low Carbon Centre on Friday 8 July. The £3.1 million Centre at The Hive will help speed up growth of the low carbon economy in the East of England. The building is due to be completed in October.

The Hive will eventually be home to three projects:

- * SmartLIFE Low Carbon
- * A SmartLIFE technologies expo
- * The Future Business Centre.

A national leader in business support activities for social enterprises, construction of The Future Business Centre's support and incubation space for up to 50 new companies is expected to start in September 2011.

"SmartLIFE training can prepare our local construction industry to take advantage of business opportunities to come. Demand for new skills is being driven by the requirement for zero carbon homes by 2016 and tighter standards for building regulations. In the renewable energy market, this is being accelerated by the Green Deal - where home energy efficiency improvements will be paid for by savings from energy bills. These changes are creating tremendous new business opportunities for local people.

To improve local workforce skills for both new entrants to construction industry and the existing workforce, CRC will offer qualifications in six technology areas: installation of photo-voltaic panels for electricity generation, solar thermal heating for hot water, ground and air source heat pumps for heating, rain water harvesting, advanced gas heating systems, and solid wall insulation. Modules in low carbon technologies will boost traditional skills training. To reduce the impact of CO₂ locally, homeowners will also be able to learn about sustainable refurbishment and retro-fitting of renewable energy systems to existing properties.

This new centre represents a step into the future, bringing innovation in renewable energy systems for our students, the construction industry and the local community. We already have a SmartLIFE Centre at CRC where we teach modern methods of construction, and the new Low Carbon Centre will allow us to go even further in teaching the skills to build low carbon homes and install renewable energy systems.

Kier has recently sponsored 25 students from the Cambridge and Peterborough region on the Construction and Built Environment Diploma for an additional two day Innovative Methods of Construction (IMC) training programme run by SmartLIFE. There can be no doubting that our industry needs projects like this. The SmartLIFE

Low Carbon centre has been designed to be a low impact and highly energy efficient building. The visual character of the building is strong, simple and modern."

FIRST TIME TRIAL FOR NEW CYCLEWAY SURFACE IN CAMBRIDGE

Cambridgeshire County Council have been using a new material for the first time as it re-surfaces short sections of cycleway. The two trial sites are on Castle Hill outside

The Old Police House and in Grange Road from the junction with Clarkson Road going northwards. If the new material proves successful it will be used to resurface the northern part of Grange Road later in the summer.

"Supporting cycling is vital to help reduce congestion and improve the environment. With fuel prices at an all time high, cycling represents an affordable and enjoyable way to keep active whilst contributing to reducing traffic congestion and improved air quality. One of our commitments is to improve safety for pedestrians and cyclists and this work will deliver benefits to the local communities. The new material is less expensive than traditional surfacing methods and has been used successfully for a range of purposes in other parts of the country."

STREET LIGHT REPLACEMENT PROGRAM STARTS

The County Council is about to start work on replacing more than 50,000 street lights as part of a project to improve lighting and safety for communities across Cambridgeshire.

The Private Finance Initiative (PFI) funded partnership with Balfour Beatty will replace most of the street lighting columns in the county with improved lighting levels and reduced maintenance and replacement costs over the next 25 years.

Consultation has already started with local communities and will continue throughout the replacement program.

The replacement program schedule for the first six months has now been published by the County Council (details below) and work on the ground is expected to commence in August.

Currently the County Council maintains around 56,000 street lights in Cambridgeshire with a further 5,000 lights owned by district and parish councils. Under the PFI contract a single lighting standard will be introduced across the whole county using modern energy efficient lights which will cut maintenance and electricity costs. The existing lighting network costs more than £3.2 million to maintain and light – the new network and its operation is expected to save around £350,000 annually. Street lights will be replaced over the next five years by Balfour Beatty with the company then maintaining the network for a further 20 years.

The Government has awarded Cambridgeshire around £52 million for the project. This allows the County Council to use a private contractor to do the replacement over five years but for the Council to pay back over the full 25 years, rather like a mortgage. This has made it possible to tackle the backlog of poor lighting stock across the county. Over the lifetime of the PFI the government funding is expected to total around £100 million.

"The development of the PFI street light replacement program and our partnership with Balfour Beatty gives us an opportunity to make significant improvements to street lighting and community safety in Cambridgeshire. We have already been talking to local communities about the replacement work and any areas of concern where they would want to see better lighting to improve safety. At the same time, by using the most modern lamps and control equipment available we will be able to reduce the number of columns needed in some areas, cut replacement costs and make significant saving on electricity bills and carbon output to help protect the environment."

CHECK OUT NEW TECHNOLOGY FOR CAMBRIDGESHIRE LIBRARIES

A highly successful scheme to introduce new self-service technology in libraries is being rolled out across Cambridgeshire. The latest phase of the project will see nine libraries have the technology installed, with the rest being completed later.

Where the technology has been installed more than 90 per cent of transactions, such as issues, returns, renewals and payments, are carried out using the equipment.

Cambridge's Central Library alone sees some 834,002 transactions through its equipment since 29 September 2009.

The new self-service machines enable customers to:

- * Issue and return books, story cassettes, DVDs and CDs quickly and easily
- * Check what books they already have out on loan
- * Renew items
- * Pay overdue and loan charges for story cassettes, DVDs and CDs

The self-service is quick and easy to use and staff will be on hand to explain how the machines work and to answer any questions. Libraries will close for a week to enable the installation work to take place. During closure, Library services will be available as usual at all the other libraries in Cambridgeshire. Books and other material on loan can be renewed by phone: 0345 045 5225 or via the online library catalogue.

"Self-service has been highly successful in the libraries we have already introduced it. The equipment is easy to use and library staff will be on hand to help people using it. We apologise for any inconvenience while the work is being carried out and the library temporarily closed."

When the library reopens, customers will need a PIN number to use the self -service machines. Please ask a

member of staff for a PIN as soon as possible in order to prepare for the new system.

Local Library closures

Arbury Monday 18th July Mon 25th July

Histon Monday 25th July Monday 1st August

Cherry Hinton Monday 1st August Monday 8th August

Burwell Monday 8th August Monday 15th August

Barnwell Road Monday 19th September Tuesday 27th September

NEW BROADBAND AGREEMENT NETS MAJOR SAVINGS FOR CAMBRIDGESHIRE

The County Council and other public sector bodies across the region are set to see major savings and benefits from a new Cambridgeshire IT Network agreement, linking Cambridgeshire public services and improving broadband for schools. The new Cambridgeshire Public Sector Network contract has been awarded to Virgin Media Business following a successful partnership procurement led by the County Council.

The new network will provide increased bandwidth for more than 200 schools and provide significant savings thanks to improved IT, making it easier for public services to work in partnership. Currently the partnership includes Cambridgeshire County Council, Fenland District Council, Huntingdonshire District Council, South Cambridgeshire District Council, Cambridgeshire and Peterborough Fire Authority as well as the voluntary and community sector represented by the Cambridge Citizen's Advice Bureau.

"The new Cambridgeshire Public Sector Network agreement will provide faster, more cost-effective and secure networks that will enable public services across Cambridgeshire to deliver more efficient services.

Shared networking will keep costs down, delivering more for less while providing real benefits for our communities.

We're absolutely committed to helping the public sector do more with technology, whether that be connecting multiple buildings with a super-fast network, empowering them to use the cloud or sharing valuable data across organisations. The CPSN Framework is a great example of the future of public sector technology procurement and we're incredibly proud to be making this happen.

FOCUS LED TO ROMAN FORT ON CAMBRIDGE'S CASTLE HILL

The story of how Cambridge grew out of a Celtic river crossing and was once called Duroliponte in Roman times was revealed on a special guided walk of Castle Hill. Whilst the modern Castle Hill is the site of Cambridgeshire County Council's Shire Hall headquarters, it has more to offer than just a great view over the city.

It has been the centre of Cambridge since before the Roman invasion, when a defended Celtic settlement was built here to control the crossing of the river. After the Roman invasion a fort may have been built on the site and this later developed into a small Roman town known as Duroliponte. After the Norman Conquest, the first of two medieval castles were built, giving its name of Castle Hill, and the site continued to be of importance when in the English Civil War it was fortified with cannons. Later history of the site includes its use as a gaol in the 19th Century.

Local County Councillor John Reynolds, said: "Castle Hill is a site people may walk by every day on their way to work or use just to view the city, but never know much about. This is a chance for people to discover the history of the site."

ROAD SAFETY OFFICERS BACKING NATIONAL ACCIDENT REDUCTION CAMPAIGN

Road Safety Education Officers and Cycle Training Instructors from Cambridgeshire County Council will be out and about in support of a campaign to reduce accidents and injuries to youngsters. The Child Accident Prevention Trust's annual Child Safety Week is a community education campaign that aims to raise awareness of the number of accidents that seriously injure, disable or kill children and the steps that can be taken to prevent them.

One of the key messages of the courses will be the importance of taking a second look behind for traffic before making right hand turns. Each year, around 3,500 schoolchildren countywide are trained on the road. The aim of the training is to give young people the basic skills to cycle on the road in simple traffic conditions and encourage safe cycling habits for life.

GUIDED BUS UPDATES

PUMP UP TO AVOID THE JAMS AS BUSWAY BLAZES A TRAIL

Fire engines were rolling onto The Busway as drivers carried out training on the concrete track. Some fire crews have already been on the guideway, but other crews from in and around Cambridge, St Ives and Huntingdon will all be trained so they can respond quickly if an emergency occurred on any part of the 16-mile route.

Council and emergency service have agreed a protocol which will see fire engines use the guideway while the police and ambulance service vehicles use the maintenance track that runs next to the entire length of the guideway. The plan in place will make sure all vehicles can get to, and away, from any emergency as quickly as possible without the maintenance track being blocked by one for the other emergency services in attendance.

"The Council and emergency services have had a plan in place to deal with any emergency situation on the

guideway for some time. Now we are at the start of the home straight before buses being to run on Sunday 7 August, it is important we complete all the final training necessary. Everyone is very focussed on the start of bus services and a huge number of people will be very pleased when buses begin to run.

KEEPING YOUR BUSWAY RELIABLE, FAST AND FREQUENT

Recovery trucks have completed final trials to make sure The Busway remains reliable - even in the event that a bus needs to be towed out of the track. Unlike rail, where a break down disrupts the entire line and causes long delays for other trains, guided buses can be immediately diverted around the section where a bus is being recovered which means only a few minutes delay for passengers.

Busway bosses have said they do not expect the recovery vehicle to be called on often, but the final trials have confirmed vehicles can be towed away quickly as expected. Recovery firm Allways will have a vehicle on standby 24/7 so they can get to any problems swiftly and the successful recovery trials are the latest step the Council is taking to prepare for The Busway opening on Sunday 7 August.

"A broken down train between Cambridge and London this week meant trains were cancelled, but on The Busway buses will simply divert around a section if there is a problem. This will cause minimal delays for other buses. We expect it to be rare for a bus to need to be towed, but the process will be quick, easy and we will be able to keep services running without long delays. It is important for The Busway to offer a reliable, fast and frequent service and these recovery trials help make sure that is the case under all circumstances.

POLICE AIR SUPORT HEADS FOR CHANGE.

Cambridgeshire Police Authority members have discussed a proposal from the constabulary to change the way in which air support is provided in the force area. The constabulary had recommended it entered into a consortium with Chiltern Air Support Unit, backed up with existing arrangements with Suffolk and Essex police forces.

The move will save an estimated £0.5 million and provide 500 flying hours at a reduced cost per flight hour. Members scrutinised a comprehensive briefing paper and took the opportunity to ask the force's ACPO team questions on the recommendation before making the decision to approve the proposal. The constabulary asked the authority to consider this proposal at the finance and resources committee on June 16. It was decided to take the decision to the full authority meeting to enable all members to consider its strengths and weaknesses.

We are confident that the move will provide a borderless air support service, which can be called upon 24/7 and result in more efficient tasking across the region and greater resilience.

John Reynolds July 2011

APPENDIX B

Report from District Councillor Douglas de Lacey

11. 7. 2011

Last month I traduced the County Council's approach to localism, and apologise. There is no intention of trying to block any speed limit applications by applying conditions. This means that as long as a local group will accept the legal obligations of changing a limit, and the costs, it can do so I am therefore in discussion with the College and City and County Councillors to bring forward a proposal to achieve our long-held goal to reduce the Huntingdon Road limit to 30.

The NW Cambridge Project Team held another Community Forum on 14 June. Its major concern was Community Cohesion and I was rather startled to discover that to the project this had nothing to do with the permeability of the Huntingdon Road, despite the fact that many of the facilities for residents will be located on the NIAB site. I had to leave before the end of the session but I hope my concerns (not only over this) were noted.

The CCWG meeting scheduled for 5 July was cancelled at very short notice. Several of us complained both about the message this sent out about the Council's attitude to Climate Change and about the delay in many significant issues. This resulted in a half-hearted attempt to reinstate it but more importantly in the chairman and the relevant PFH agreeing to take firmer control of the group. We may hope this increases its usefulness; in many ways in the previous year it had dwindled to an impotent talking-shop.

Another significant cancellation was that of the LSP Board meeting; frustrating for Girton since it should have considered our Village Plan. It is not now due to meet until November. I do not know whether this represents over-work among our over-stretched officers or lack of interest among Board members; either way it bodes ill.

The Corporate Governance Committee meeting on 7 July, under a new and dynamic chairman, had a very different style. Before the tedious but necessary business of vetting the accounts we were presented with two reports from other areas of our corporate life: on our use of natural resources and on our illness statistics. It made the Committee realise that there is more than money in governance issues! We also noted that the new blue bin recycling scheme is already saving the Council more than anticipated.

The Electoral Arrangements Committee had an item on its agenda to consider re-drawing the City/SCambs boundary. Although this proposal did not affect Girton, and was rejected on the grounds of significant changes since the original proposal, both in developments here and in Boundary Commission guidance, we are likely at some stage in the future to face a proposal for changes to Girton's boundary.

Cllr Bygott and I have met the PFH for Housing to discuss the SCDC land on Wellbrook Way. Cllr Bygott is now in favour of having this land transferred to the Parish, and the prospects now look good, though the Parish will have to raise a significant sum of money.

Douglas de Lacey

APPENDIX C

1. The Council shall appoint a working party of 3, including at least one male and one female member.
2. The advertisement below shall be submitted to CPALC, SLCC and any cost-free agencies the Clerk shall identify, with a closing date of ???
3. The details in the job description and personal profile below shall be sent to all applicants.
4. The working party shall draw up a short list and arrange interview dates.
5. At interview the working party shall give each candidate a typing test and an interview, and then draw up a recommendation for the Council.

Girton Parish Council is seeking to appoint a Parish Clerk to undertake day-to-day management of the council's business.

The post is permanent subject to suitable references and a 6-month probationary period. The job is part-time (currently 20 hours a week) and salary will be on SCP scale 18-22, depending upon ability and experience.

The council has 14 elected members. Girton lies some two miles from Cambridge and has a population of approximately 4,000. The Parish Precept for 2011 – 2012 is £82,953.

The Council has a playing field and recreation ground, which includes a children's play area, a number of public open spaces, streetlights and street furniture. In addition to this, the Council undertakes an annual programme of grass cutting of playing areas, open spaces and verges around the village.

There is a staff of four Ideally, applicants must be able to demonstrate that they have supervisory experience with an administration and financial background. Preferably, they should also have a working knowledge of local government law and procedures, or show they have the potential and willingness to learn with training. The successful applicant would be expected to have or obtain within 12 month period, the Certificate in Local Council Administration (CiLCA).

Applications or for further details contact the Chairman,

Closing Date for Applications:3 September 2011.

Interviews anticipated to begin:5 September 2011.

Proposed Start Date of employment: asap.

Application Form for Clerk to Girton Parish Council

1. Personal details.

Surname/Family name:	
Forename/s:	
Name by which you would like to be known:	
Address:	
Telephone No.s.: (Day/Evening/Mobile/Work)	
Email address:	
Preferred contact	<i>Email, Letter or Phone</i>
May we contact you at work:	<i>Yes/No</i>

2. Education and skills

(a) General education:

Highest level achieved (e.g. degree, GCSE, NVQ):	
Please list subjects and grades. If you have a degree please include A Level (or equivalent) details.	

(b) Any other qualifications and professional membership:

Examination level (e.g. Certificate, Diploma):	
Certifying body Grade:	
Membership of professional bodies (if any):	

(c) Clerical skills:

Typing speed (w.p.m):	
Computer programs you are familiar with (e.g. MS Word, QuickBooks, SQL): <i>(The interview may include a typing test on a Computer keyboard.)</i>	

3. Employment history

Please list your employment history with most recent first, continuing on a separate sheet if necessary.	
List should contain: <i>Employers name & address, dates of employment, job title/ description and reason for leaving.</i> <i>(If there are gaps in your employment history please give a brief explanation on a separate sheet.):</i>	
If you are currently employed length of notice required:	
May we ask your employer for a reference?	Yes/No
Have you been convicted of a criminal offence? If yes, please give details on a separate sheet. (Note: Such a declaration is subject to the Rehabilitation of Offenders Act. You do not need to declare any spent convictions.)	Yes/No

4. Health

<i>Applicants wishing to discuss with or inform the Council of any special arrangements for their special needs can do so here or during the recruitment process.</i>	
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5. References

Please give details of 2 referees, at least one of whom should be a current or former employer and at least one of whom could touch on your skills in handling people.

Name and contact details of referee No.1	
Name and contact details of referee No.2	

6. Availability

<p>Please list any dates and times of day in September 2011 on which you will not be available for interview.</p> <p>NB: <i>We cannot guarantee to arrange our interviews to satisfy all candidates, but will do our best to do so.</i></p>	
--	--

7. Declaration

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the Application Form will be destroyed within six months.

I hereby declare that to the best of my knowledge, all the information given by me is correct, and that I possess all the qualifications I have listed on this form. I agree that the Council has the right to validate any of the information provided. I consent to the information I provide being kept on file and processed for recruitment purposes in accordance with the principles of the Data Protection Act 1998.

I understand that any false statements could result in my dismissal if appointed.

I confirm that I am legally eligible to work in the United Kingdom.

I **do/do not** require a work permit (*please delete as appropriate*).

Signature.....

Date

Please return this form to the Chairman at the address below by **3 September 2011**.

You are encouraged to add a CV and a statement of your interest in and fitness for this particular post if you wish.

We welcome applications by email, in which case you will be asked to sign the declaration if invited to an interview.

Return to:
Douglas de Lacey, Chairman
Girton Parish Council
The Pavilion
Girton
CB3 0FH

(Version 2.2 of 27/07/2011)

JOB DESCRIPTION

CLERK TO GIRTON PARISH COUNCIL

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk is responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The Clerk is accountable to the Council for the effective management of all its resources and will report to the Council as and when required.

Specific Responsibilities in approximate order of priority. Items 1-14 are regarded as essential;
Items 15-20 are regarded as desirable

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Planning Application database is maintained.
3. To ensure that the Council's obligations for Risk Assessment and insurance are properly met and to manage the Council's building, land and property, and account for them as required.
4. To monitor the Council's accounts.
5. To prepare agendas for meetings of the Council and Committees, in consultation with the appropriate Chairman.
6. To attend all meetings of the Council and all meetings of its Committees and sub-committees, unless excused by the Council or relevant Committee; and to prepare minutes for approval, and to action decisions.
7. To prepare notices, agenda and minutes for the Annual Parish Meeting, and to attend and to implement the decisions made there that are agreed by the Council.
8. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or to bring such items to the attention of the Council. Reply to correspondence on behalf of the Council in accordance with its instructions or its known policy.
9. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
10. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
11. To supervise the Assistant to the Parish Clerk and the other staff employed by the Council as line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment, health & safety issues, obtaining time sheets, appraisal of staff, and contractors.
12. To act as the representative of the Council as required when dealing with principal authorities and other bodies such as developers, and to provide advice to electors.

13. To attend an annual staff appraisal interview.
14. To monitor the policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. If not already so qualified, to work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council by attending courses, and obtaining advice from the Cambridgeshire & Peterborough Association of Local Councils, and The Society of Local Council Clerks as required by the Council.
18. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required by the Council.
19. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
20. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council; and to advise on practicability and likely effects of specific courses of action.

Emergency powers

The Clerk may use delegated emergency powers as laid down in the Financial Regulations to Authorise expenditure in an emergency, or to ensure the health & safety of staff, Councillors, Contractors, or parishioners subject to consulting with the Chairman, or Vice Chairman, and making a report to the Parish Council at the next meeting.

(Version 2.2 of 27/07/2011)

PERSON SPECIFICATION

CLERK TO GIRTON PARISH COUNCIL

Knowledge, skills and experience required for role

Education & qualifications	Educated to A level standard or equivalent experience	Essential
Specialist knowledge & skills	Organisational skills Office management skills IT literacy and ability to use standard office applications, including spreadsheets and databases Preparing agendas and minuting formal meetings	Essential Essential Essential Desirable
Interpersonal & communication skills	Good communication skills Supervisory skills	Essential Desirable
Relevant experience	Experience of working in a small office Experience of working in local government or similar environment Working with and corresponding with the general public	Desirable Desirable Desirable
Other	Ability to work to deadlines Ability to work independently and as a member of a team High level of accuracy and attention to detail	Essential Essential Essential

EMAIL FROM CLLR GORDON

Douglas / Gillian

I assume that we will be discussing advertising for a Parish Clerk at our meeting on the 20th? If so I would like to propose:-

That the Parish Council Office opening hours for the general public and councillors, other than the Chairman and Vice Chairman, be restricted to between 10 am and 12 noon on Tuesday's and Thursday's only and the hours that the clerk is to required to work be flexible outside of these hours.

The purpose of this is two fold:-

1) We are unlikely to solve the issue of the cramped office and by opening the office for fewer hours to the public there will be less interruptions and make concentration easier for the persons working there. It would also enable the clerk and others to work at other times if they wish.

2) By making the clerks hours more flexible it might make the job more attractive to say, a young mother who could work around her families needs and sometimes work from home.

I am sure that this proposal will be contentious but it just might work.

Ray Gordon

APPENDIX D

Dear

Street Lighting PFI Project – Cambridgeshire

You may be aware that the County Council has been successful in securing PFI Credits from Government to replace about 80% of the street lighting in Cambridgeshire over the next 5 years. The project will enable us to provide a high quality lighting service for our communities for the next 25 years.

We want to allow your council to have a say in the future lighting provision and this letter is to provide some background into what you are going to be invited to comment on as we move through the replacement programme. It is important that when you are invited to comment that you do so promptly because the service provider is contractually required to deliver a very tight programme of replacement.

One of the significant benefits of the programme is that we will be able to change all our lighting to a modern specification and we will move from yellow light to white light, giving better colour rendition and helping with community safety.

Table 1 attached to this letter sets out the proposed street lighting changes as a result of the PFI Project.

In line with the ‘localism agenda’ I am consulting you on whether your Council is content with these proposals or whether it wishes to vary some or all of the elements. If you do decide to vary any of these elements, then I am afraid there will be an increased cost for you to support the decision. I am not providing any costings with this letter as I am seeking to give you early warning of the decisions we will be asking you to make. In the next letter costings will be provided and you will be asked to come back with your decisions.

To help the Council understand the decisions it is being invited to make, I have added Notes along side each of the items.

County Council Street Lighting Proposals as a result of the street lighting PFI project	Notes
Reduction in street lighting columns on residential roads.	<p>The impact will be a slight reduction in lighting columns in most residential streets. The County Council will remove the lights as they are deemed to be surplus to requirements. However, the change in lighting from yellow to white will significantly compensate for this minor reduction in number of columns.</p> <p>The parish council may wish to take over the ownership, future maintenance and energy responsibility for those columns that we intend to remove.</p>
Dimming of traffic routes at 2000 hours by 20% and a further 20% at 2200 hours.	The proposed dimming is considered to be the maximum percentage reduction for the traffic routes. If the Council wants a single dimming or no dimming, then the additional cost for energy usage they will be required to commit to paying the additional energy costs.
Dimming of residential roads by 40% from 2200 hours to 0600 hours.	The proposed dimming is considered to be the maximum percentage reduction for the traffic routes. If the Council wants no dimming, then the

	additional cost for energy usage they will be required to commit to paying the additional energy costs.
Provision of the standard lantern	The proposed street light lantern is considered to deliver cost effective lighting. If the Council wishes to replace this with another type of lantern, assuming the desired lantern is technically acceptable, the difference in the capital cost between the standard and any 'value added' lantern must be funded by the Council. If there are any additional maintenance and energy costs from this proposed lantern, these will also need to be supported by the Council.
Provision of the standard column	The proposed street light column is considered to be a functional and good value in terms of its whole life cost. If the Council wishes to replace this with another type of column. Assuming the desired column is technically acceptable, the difference in the capital cost between the standard and any 'value added' column must be funded by the Council, together with any additional maintenance and energy costs from this proposed column which are associated with the proposed column.
Provision of attachments, i.e. hanging baskets, banners, festive lighting, external power sockets, waste bins, and so on.	Where attachments already exist on a street light column the proposed street light column will be designed and manufactured to take account of the additional loading. If the Council wishes to attach any future approved apparatus the type of column must be technically acceptable, the difference in the capital cost between the standard and any 'value added' column must be funded by the Council, together with any additional maintenance and energy costs from this proposed column which are associated with the proposed column.
No switch off of lighting over night	The County Council does not intend switching off residential lighting over night, however some Councils may want to consider whether it would like to have lights switched off between midnight and 6am.

I hope the above is of some use, but please do not hesitate to contact me if your require further clarification.

Yours sincerely,



Chris Capps
Head of Transport Asset Management

APPENDIX E

Wellbrook Way Girton

Answers to the following questions need to be formally provided by Girton Parish Council in order that outstanding matters at Wellbrook Way Girton can be resolved:

1. Is Girton Parish Council satisfied to proceed with the adoption of the LEAP in it's current condition (subject to replacement planting and minor remedial works being carried out by Taylor Wimpey)?
2. Does Girton Parish Council wish to proceed with the adoption of the community land separately to the adoption of the public open space areas (i.e. allowing the community land to be transferred without further delay)?
3. Is Girton Parish Council satisfied that public open space areas A, B and C (as indicated on the attached plan) are to adoptable standard and no remedial work is required? **NB David Hamilton and Rob Mungovan are undertaking a site visit to see if any planting has failed since the last inspection.**
4. Do Girton Parish Council wish to commence adoption proceedings of any public open space areas prior to the whole public open space being provided (i.e. piecemeal adoption)?
5. If so, which open space areas are identified by Girton Parish Council as in a satisfactory state in which to adopt?
6. Would Girton Parish Council be prepared to adopt public open space area D (as indicated on the attached plan as soon as the planting work has been carried out by Taylor Wimpey (i.e. not allowing for a 12 month maintenance period)?

OR

7. Would Girton Parish Council wish to proceed with the adoption of public open space area D as soon as possible, subject to the negotiation of a capital contribution from Taylor Wimpey in order that the Parish Council undertake necessary remedial works in accordance with approved landscaping plans?
8. Taylor Wimpey have proposed that the indexation for the community contribution (£100,000) and the establishment sum (£72,500) should stop at November 2009 which was the time at which they claim cheques had been drafted in respect of the community land and public open space (although the LEAP had not been provided until May 2010). The unilateral undertaking states that indexation was to apply from the date of the legal agreement until paid therefore neither the District nor Parish Council are in a position to accept anything less than this other by way of a deed of variation to the original unilateral undertaking. Does Girton Parish Council wish to accept any variation to the indexation arrangement?

AND

9. If so, what does Girton Parish resolve to accept?

Indexation details are highlighted in table A below

<http://www.statistics.gov.uk/StatBase/expodata/files/5490337161.csv>

Wellbrook
Way Girton

Suggested
date by
TW

Date LEAP
provided

Most
recent
indexation

		Trigger	Indexation (all items RPI)	date	Indexation at trigger	Indexation at Nov 09	Nov 09 contribution	Indexation at Jun 10	Jun 10 contribution	Indexation at May 11	May 11 contribution	Interest
Community land	£100,000	No dwelling should be occupied	From date of agreement	10/09/2002	177.6	216.6	£121,959.46	224.1	£126,182.43	235.20	£132,432.43	Only if payment delayed from date of transfer completi on of transfer
Establishment sum	£72,500	Prior to occupatio n of 80 free market dwellings	From date of agreement	10/09/2002	177.6	216.6	£88,420.61	224.1	£91,482.26	235.20	£96,013.51	Only if payment delayed from date of transfer completi on of transfer

£210,380.07

£217,664.70

£228,445.95

APPENDIX F

Chairman's Report to Girton Parish Council
7. 7. 2011

I would like to report a number of items of interest but none I think of significant concern.

Our response to the planning application by Mr Calladine has been submitted, and I have endorsed it as District Councillor. If necessary I shall attend the SCDC Planning Committee meeting. While on planning, I note that the Mayfield Road site has been put up for sale, so we may yet be spared the flats.

Last year we agreed to allow NHBC grub up an overgrown hedge on Weavers Field. NHBC has agreed to contribute towards replanting and I have asked the Environment chairman to coordinate this.

Signs designed by and paid for by the Town Charity have now been affixed to the St John's Field gates.

Following the email responses concerning the valuation of the SCDC land, and given that we had to make a response to SCDC by 6 July, I have been in discussion with SCDC officers. We have agreed to a site visit and meeting between the PFH Mark Howell, Tom Bygott and myself as soon as possible; the PFH has told me that he is now in no hurry to make a final decision on the sale of the land.

I have also had a meeting with the chairmen of Longstanton and Oakington & Westwick Councils, at the latter's invitation. We met at the Oakington pavilion and were able to begin with a quick tour of the most impressive excavations of the Saxon burial ground which lies below the playing field. The item on the agenda was the opening of the airfield road. Although formally closed to all but PSVs it is much trafficked with many vehicles speeding. Longstanton PC has declared it would like it opened; Oakington & Westwick PC has declared it wants it to stay closed (but have anti-speed devices placed on it). Our discussion indicated that the major issue for Longstanton is its gridlock as soon as there is an accident on the A14; we agreed that there might be other ways of solving this without any harm to Oakington or Girton. Suggestions will be made to the AJC.

Finally, I was invited to represent the Village at the installation of the new Rector but unfortunately had a clashing engagement. I am grateful to Cllr Hiley (who was there wearing another hat) for being able to step in.

Douglas de Lacey