

# PAPWORTH EVERARD PARISH COUNCIL

## Minutes of the Amenities Committee Meeting Held on Monday 16<sup>th</sup> December 2013 at 18.30 In the Parish Council Meeting Room Upper Pendrill Court

**Present:** Chris Meakin, Chairman (CM), Bob Baker (BB), Barry Hume (BH),  
Chris Howlett (CH), Mark Honeywood (MH)

**In attendance:** Mandy Smith, County Councillor (MS), Tess Rogers, Clerk

The Chairman welcomed Mandy Smith to the meeting.

**1. Apologies for absence**

All present

**2. Declarations of pecuniary interest**

None declared

**3. To confirm and approve the minutes of the meeting held on the 18<sup>th</sup> November 2013.**

It was resolved to accept the minutes as a true record of the meeting.

**4. Matters arising or carried forward from the last or previous meeting**

4.1 Village sign (4.1) Ongoing and to be revisited once cash flow is more settled.

4.2 To receive any update regarding the provision of a cycleway/footpath from Papworth

to Caxton Gibbet (this is to remain an agenda item)(4.2).

CM reported that he has made contact with Mike Davies, the cycle path officer at Cambs County Council (CCC). The CCC is sympathetic to a request for a cycleway/footpath however currently there is no funding available. MS said that she would arrange for Mike Davies to attend a meeting here at the parish council office to further discuss the matter.

4.3 To consider making a plan of the trees within the village for which the Parish Council has responsibility, this will then be passed to the tree warden to ensure regular inspections are carried out. (4.3)

CH has made a plan of the trees in the play area and will do so for those in the churchyard.

4.4 Water supply to the allotments (4.4). To consider the response received from Bidwells.

Bidwells are currently attempting to clarify from which mains the pipe leading to the allotment site feeds from and also the percentage of any maintenance costs each user serviced by the feed pipe will be expected to pay. A deed is required to allow the parish council to spur off from the feed pipe to the allotments; the Varrier Jones Foundation's solicitor is dealing with this.

4.5 Risk assessment - Various sites around the village – activity – children playing around culverts and ditches.

To consider any advice received regarding appropriate wording for safety signs to be placed near by the ditches. (4.6)

The clerk is awaiting advice from Algar signs and will bring this to the January meeting.

4.6 To receive an update on the repair of the see saw at Woodhead Place. (4.7)

The clerk has made contact with a representative of David Wilson homes.

Their engineer will visit the Woodhead Place play area to assess whether the

- see saw will be repaired or replaced. The clerk will remain in contact with David Wilson Homes until the matter is resolved.
- 4.7 To receive an update regarding the supply of electricity to the changing rooms (5)  
Following acceptance of the quote from John Kay, Tony Truett from that company, attended a meeting with CM, CH and BH to reconfirm the available capacity at the tennis club electricity supply to feed the changing rooms. Unfortunately he was unable to access the box, it having been locked for safety and no key being available. Mr Truett will return at a later date.
- 4.8 To receive an update regarding the supply of water to the changing rooms (5)  
Councillor Paul Phillips had made contact with Cambridge Water and was awaiting confirmation of a site meeting to ascertain which main should be used to spur off from to service the changing rooms. The clerk will check progress with Councillor Phillips.
- 4.9 To received a report from Mark Honeywood and Chris Meakin following their review of the external playground inspection report and to decide on any actions required resulting from this (6)  
CM had reviewed the report and having included his comments e mailed this to MLH for his considerations. Unfortunately due to IT problems MLH had not received this. Therefore at the meeting CM supplied him with a hard copy. MLH will bring his composite list to the next meeting. Most of the recommendations made on the report were low priority. It was noted that the report listed some items as not being to British Standards, the clerk will check this with the company that installed the equipment in 2010.
- 4.10 To receive a report received from the parish council's tree warden regarding the condition of the trees in the play area and to consider any action required resulting from this. (6)  
The main advice received was that a number of the trees required 'tidying up' at low level. One tree with branches overhanging one item of play equipment required a branch to be removed to ensure the children do not swing on it. It was agreed that the clerk will ask Michael Downs, the tree specialist who has undertaken tree works on behalf of the parish council more recently, to meet with CH and the tree warden to give advice and a quote on any necessary works.
- 4.11 To consider any comments received from Chris Meakin following his review of the risk assessment 'Use of play equipment by children and members of the public' with a view to adopting the review. (8)  
This will be deferred to the January meeting once clarification regarding some points mentioned on the assessment, have been received.
- 4.12 To receive an update regarding the overgrown hedgerow outside numbers 41, 43 and 45 Ermine Street North. (9)  
MS has forwarded this matter to the local Highways department suggesting that a site visit is made to ascertain whose responsibility the hedgerows are.
- 4.13 Better Bus Villages – unfortunately the parish council has been unsuccessful in securing funding towards a new bus shelter near to the Summersfield development. For information only.
- 4.14 Bench renovation project – to review which is to be next bench on the list (to include consideration to be given to the removal of the badly vandalised bench in Elm Way).  
The clerk will contact Papworth Trust to check ownership of the benches.
- 5 **Street Lighting – to consider the recent communication received from CCC and to provide a local view on any decisions that may impact on things unforeseen by them.**

MS tabled hard copies of the schedules of existing and proposed columns already in the village street by street, excluding any not the responsibility of CCC. CH volunteered to look through the schedules and highlight anything he advised to be further discussed with CCC. MS said that she would source a poster to be displayed advising residents that they can view these schedules on line and make any responses to CCC and Balfour Beatty

**6 To consider any information received back from the environmental health department regarding the sewerage treatment works at the north end of the village.**

This had appeared as an agenda item at the last full parish council meeting. The environmental health officer (EHO) had forwarded a template odour monitoring form to the clerk. Residents will be notified that these can be obtained from the parish council office and returned there whereby they will be forwarded to the EHO who will take any necessary action to ensure the source of the odour is dealt with. The clerk will leave some forms at the Shilpa restaurant

**7 Playground inspections report.**

CM reported that some knife damage had occurred to the junior multi play equipment; also the zipwire requires to be retensioned. The clerk will approach a neighbouring parish for details of whom they use for playground equipment repairs. MLH will undertake the playground inspections for the next month commencing the 23<sup>rd</sup> December.

**8 Matters for further consideration**

The parish council litter picking contractor has injured her leg and is likely to be unavailable for at least the next month. It was agreed that the committee will undertake the duty voluntarily, on a temporary basis.

**9 Date of next meeting.**

20<sup>th</sup> January 2014

Close of meeting

The meeting was closed at 20.01

Signed:  
Chairman

Date: