

CTC Covid-19 update 19/03/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19

Following an update to the Finance and Policy Committee Meeting held on 17th March 2020 and decisions made I will give the following update.

Council Operation

- It was agreed that all un-necessary Council meetings would be postponed until further notice. There are some statutory meetings that under current legislation still have to take place (Annual Town Meeting, Annual Council meeting and approval of the Annual return), however NALC and the SLCC are lobbying the Government for emergency legislation to cover this. I will keep you informed of developments.
- It was agreed at the Planning meeting to delegate responses to planning applications to the Town Clerk after consultation with the Planning Committee Members to ensure applications are dealt with within the consultation period during the current Emergency.
- It was agreed that the Town Clerk be delegated authority to carry out decisions on behalf of the Council in Consultation with the Chairs Group to ensure the Council can carry on operating during the current Emergency. Councillors will be kept informed about decisions taken.

Staff and Buildings

- The Council Office has been closed to the public, but remains open for phone and emails. The office staff will be working from home once the operating system for the server has been updated. All staff use laptops so are able to take them home.
- Measures are being put in place to enable those staff that can, to work from home as much as possible. Steps are being put in place to enable the Groundstaff to continue working in a safe manner. This will not be a full service but concentrating on what is felt to be priority areas.
The below list has been drawn up with the Head Groundsman

Things we can do to reduce risk to staff and the Public

- *Follow Government and Public Health England's guidelines*
- *Wash hands regularly*
- *Where gloves where possible*
- *Avoid working near people*
- *Work alone where safe to do so (our normal lone working policy will be in place).*
- *Stagger break times/places to maintain social distancing.*
- *Prevent public from entering play parks while work is being carried out. (Secure Gates)*
- *Avoid close contact with public*
- *Have any materials/supplies delivered where possible?*

Our priorities

- *Emptying bins*
- *Maintain sports turf/wickets to reduced standard so as not to let the surface get beyond repair*
- *Play park inspections/repairs*
- *Keep new hedges, trees and plants watered.*

What we can do due to reduced Manpower

- *Reduce the frequency of mowing verges and strimming*
 - *Cancel all sporting activities on sports turf to reduce maintenance needed (this has already been done including 3G).*
 - *Close play parks (extreme) not anticipated as it would be difficult to police.*
- Some Council staff fall under the categories that require them to self-isolate for 12 weeks.
 - All the Town Councils buildings have been closed and users have been informed. Where necessary refunds or credits have been given. There has been a lot of understanding by the users.
 - No bookings are being taken for dates before the 1st August with any after this date being taken as provisional with no payment taken until it is clear the current emergency measures have been removed or changed.
 - Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them.
 - The Blue School it has been agreed that the Preschool and the Kids R Use before and after school club can stay open in line with the latest Government Guidance to cater for the children of keyworkers and the most vulnerable. The Church Office is also operating along similar lines to the Town Council office.

Community Events

- The following events have been cancelled or postponed Cambourne 10k, Easter activity morning and the Community Action Day.
- The following dates will be reviewed during April as the advice develops and the time scale becomes clearer in relation to Covid-19 Emergency. Food Market at the end of May and the Repair Café in June. Events in July and later will be reviewed at a later date.

Community Volunteering

- We are working with various organisations within Cambourne and our insurance company regarding volunteering within the community during the current situation and will be sending out more information shortly.

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff.

CTC Covid-19 update 2 24/3/20



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Cambourne Town Council and Covid-19

Council Operation

- It was agreed that all unnecessary Council meetings would be postponed until further notice. There are some statutory meetings that under current legislation still have to take place (Annual Town Meeting, Annual Council meeting and approval of the Annual return), however NALC and the SLCC are lobbying the Government for emergency legislation to cover this. I will keep you informed of developments.
- It was agreed that the Town Clerk be delegated authority to carry out decisions on behalf of the Council in Consultation with the Chairs Group to ensure the Council can carry on operating during the current Emergency. Councillors will be kept informed about decisions taken.

Staff and Buildings

- The Council Office has been closed to the public, but remains open for phone and emails. The office staff will be working from home once the operating system for the server has been updated. All staff use laptops so are able to take them home. Two office staff are at home as they have childcare issues.
- Consideration is being given to placing some staff on furlough as they are unable to carry on their work given the new restrictions but in place. After discussions with the chairs group and the Head Groundsman it was decided that the ground staff would close all play areas, Tennis Courts and MUGA in light of the latest restrictions brought in by the Prime Minister. After doing this the ground staff have made sure the maintenance building and yard is secure with as much equipment put away. The three-ground staff currently working have then been sent home. Over the next three weeks Liam Jordan will be coming in three days a week to check the bins, watering the new hedges/trees, buildings and inspect the play areas and react to emergencies. Warren will be able to support Liam if required and will be carrying out administrative work from home. Both will keep in touch with the Town Clerk. After the three weeks we will review the situation and keep Councillors informed.

While working the ground staff will be following the steps below:

Things we can do to reduce risk to staff and the Public

- *Follow Government and Public Health England's guidelines*
- *Wash hands regularly*
- *Wear gloves when possible*
- *Avoid working near people*
- *Work alone where safe to do so (our normal lone working policy will be in place).*
- *Stagger break times/places to maintain social distancing.*

- *Prevent public from entering play parks while work is being carried out. (Secure Gates)*
 - *Avoid close contact with public*
 - *Have any materials/supplies delivered where possible?*
- Some Council staff fall under the categories that require them to self-isolate for 12 weeks.
 - Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them.
 - The Blue School it has been agreed that the Preschool and the Kids R Use before and after school club can stay open in line with the latest Government Guidance to cater for the children of keyworkers and the most vulnerable. The Church Office is also operating along similar lines to the Town Council office.
 - Allotments the water has been turned on and at the moment remain open. The plot holders have been given the following notice

“We currently have no plans to close the allotments, but we strongly advise you follow the Prime Ministers instructions on social distancing and keeping at last 2m apart when at the allotments and in general.

We will keep you updated if the situation changes.”

We decided keep the allotments open as it contributes to the health and wellbeing of the people using them and some have chickens on site that need feeding and watering.

Community Events

- The following dates will be reviewed during April as the advice develops and the time scale becomes clearer in relation to Covid-19 Emergency. Food Market at the end of May and the Repair Café in June. Events in July and later will be reviewed at a later date.

Community Volunteering

- We are continuing work closely with the various organisations within Cambourne and have forwarded the documents agreed with our insurance company regarding volunteering within the community during the current situation. The co-ordinators for each group are collecting the forms for checking against the electoral roll. We have placed a post on the Website and Facebook regarding those in need coming forward for help.

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

Staff Situation for next Three weeks

Name	Location	Position	Mobile Number
Office			
John Vickery	Work	Will be working from home as much as possible	07772703967
Heather Nigbur-Day	Home	Home due to Childcare. looking into placing on Furlough as there are no council meetings	
Jessica Lydon	Work	Will be working from home as much as possible	07875569200
Ellie Lydon	Work	Will be working from home as much as possible	07875999028
Mandy Simmons	Home	Home due to Childcare. looking into placing on Furlough as there are no bookings has no work	
Groundstaff			
Warren Bourne	Work	Will be working from home as much as possible and covering emergencies supporting Liam Jordan	07964652526
Kevin Taylor	Home	In isolation as he has an underlying medical condition (because of this he cannot be placed on Furlough.	
Chris Smith	Home	In isolation as he has an underlying medical condition (because of this he cannot be placed on Furlough.	
John Smith	Home	Home and looking into placing on Furlough due to limited work on grounds maintenance.	
Liam Jordan	Work	Will be working a restricted work schedule carrying out	07539024177
David Lawrence	Home	Self-isolation as had symptoms, but is awaiting advise due to underlying condition. If he does not have an underlying Condition we will look at placing him on furlough due to limited work on grounds maintenance.	
Cleaning			
Caretaker	Home	Self-isolation as a family member had symptoms due back Monday 30 th March 2020	

CTC Covid-19 update 3 27/3/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19**Staff and Buildings**

- The Council Office remains closed to the public, but remains open for phone and emails. The office staff are largely working from home as the laptops are now linked to the NAS Drive to support remote access.
- Head Groundsman and Liam Jordan closed all play areas, Tennis Courts and MUGA's following the restrictions brought in by the Prime Minister. Liam Jordan today (27th March) went around the dog and litter bins, inspected the buildings and play areas. The litter bins were not too bad, all but one dog bin was full. Although the Town was busy with people doing their exercise, they were respecting the social distancing and closure of the play areas etc. Liam messaged the clerk when he started work (including when he expected to finish) and then he messaged when finished. He will be in again on Monday following the same procedure.

After the three weeks we will review the situation and keep Councillors informed.

While working the ground staff will be following the steps below:

- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them.
- Blue School: the Preschool is currently open Mondays and Tuesdays. Kids R has now closed temporarily as they had only one child which has now found alternative provision. The Church Office is also operating along similar lines to the Town Council office.

Community Volunteering

- We are continuing to work closely with the groups in Cambourne and have checked a number of documents regarding volunteering within the community during the current situation. We have placed a post on the Website and Facebook regarding those in need coming forward for help.

Staff Situation.

- I have spoken to all staff today and all are coping well in the circumstances.

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

CTC Covid-19 update 4 03/04/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19**Staff and Buildings**

- The Council Office remains closed to the public, but remains open for phone and emails. The office staff are largely working from home as the laptops are now linked to the NAS Drive to support remote access.
- Ellie Lydon as the Office Administrator has been keeping the office work up to date including issuing the trailer park invoices. She has recently had a growing number of requests for Allotments and is working on getting the unused plots allocated. Ellie has also been supporting Jess with her work.
- Head Groundsman continues to supervise, inspect areas and is carrying out administrative functions. Warren is on call for emergencies.
- Liam Jordan on Monday 30th March, Wednesday 1st April and today Friday 3rd March went around the dog and litter bins, inspected the buildings and play areas. On Monday and Wednesday the litter bins were not that too bad, but today there were a number of bins with household rubbish in. The dog bins continue to be well used. Today Liam collected a lot of broken Glass at Swansley Lane, the Skate Park and a small amount of litter on verges. The Town was busy with people doing their exercise, they were respecting the social distancing and closure of the play areas etc.
Liam continues to message the Head Groundsman and clerk when he starts work (including when he is expected to finish) and then he messages when finished. He will be in again on the three days and will follow the same procedure.

After the three weeks we will review the situation and keep Councillors informed.

While working the ground staff will be following the steps below:

- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them.
- Blue School: The Preschool is currently opening on Tuesdays this week due to a reduction in numbers of children.
The Church Office staff are now operating from home.

Community Volunteering

- Jess Lydon as the Community Development Officer has been working very hard with the Town Clerk, South Cambs District Council and community groups to co-ordinate the response to the Covid-19 outbreak. Jess is continuing to check documents regarding volunteering within the community. Jess is acting as the link with SCDC and has been given a list of 400 residents that may need support within Cambourne. Jess produced 273 letters that Jess, Ellie and I delivered

Thursday afternoon and Friday morning. Jess has already received a number of responses from the letter some requiring help and others thanking the Council for the offer. Requests are passed on to the voluntary groups to help as required. Jess said that Cllr Nishat Akhter has been doing a lot of work co-ordinating the Volunteer Task Force that has already supported a large number of residents in Cambourne.

The Web Page and Facebook are being updated by Jess and Cllr Greg Thompson to keep residents informed

Staff Situation.

- Warren and I have spoken to all staff this week and all are coping well in the circumstances.

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

CTC Covid-19 update 5 09/04/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19**Staff and Buildings**

- The Council Office remains closed to the public, but remains open for phone and emails. The office staff are largely working from home as the laptops are now linked to the NAS Drive to support remote access.
- Ellie Lydon as the Office Administrator has been keeping the office work up to date including invoices for the buildings. She has recently had a growing number of requests for Allotments and is working on getting the unused plots allocated. Ellie carried out allotment inspections at Crow Hill and will be carrying out inspections at Brace Dein Next Week. (Due to social distancing she carried out the inspections on her own. She contacted the Town Clerk when she started work and when she finished). Ellie has also been supporting Jess and the Clerk with their work.
- Head Groundsman came in on two occasions this week to water the hedging and trees we recently planted. He continues to supervise staff, inspecting areas and is carrying out administrative functions. Warren is also on call for emergencies.
- Warren has been monitoring the verges etc and after a discussion today feels it would be good to give the verges a cut next week, so the grass does not get out of hand.
- Liam Jordan on Monday 6th April and today Thursday 9th April went around the dog and litter bins, inspected the buildings and play areas. On Monday and Wednesday the litter bins were not that too bad. The dog bins continue to be well used. Today Liam collected a lot of broken Glass from the Entrance Park, Broad Street and Swansley Lane. The Town was busy with people doing their exercise, they were respecting the social distancing and closure of the play areas etc.
Liam continues to message the Head Groundsman and clerk when he starts work (including when he is expected to finish) and then he messages when finished. He will be in again next week and will follow the same procedure.

After the three weeks we will review the situation and keep Councillors informed.

While working the ground staff will be following the steps below:

- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them.
- Blue School: The Preschool is still opening on Tuesdays this week. The Church Office staff are now operating from home.

Community Volunteering

- Jess Lydon continues to be kept busy working with all parties to co-ordinate the response to the Covid-19 outbreak. Jess is still checking documents regarding volunteering within the community. Jess is acting as the link with SCDC and has received a number of requests for support from the letters delivered last week. The Volunteer Task Force that has already supported a large number of residents in Cambourne. Cllr Nishat Akhter continues to work hard as the link between the Council and the Task Force.
- The Chairs Group agreed to support the Task Force by giving a grant of £500 towards the food bags.
The Web Page and Facebook are being updated by Jess and Cllr Greg Thompson to keep residents informed

Staff Situation.

- Warren and I have spoken to all staff this week and all are coping well in the circumstances.

Council Business.

- The Clerk will be issuing a briefing document next week clarifying what the situation is with meetings and Audit.
- We are looking into the various options for virtual meetings taking into account the Government legislation and NALC guidance.
- The Planning committee in consultation with the Town Clerk have looked at the first two planning applications received and will be submitting our responses next week.

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

Finally

We have had a lot of positive comments regarding the Spring Flowers, which have been fed back to the Groundstaff.

“I want to say how lovely the tulips planted around Cambourne are, they look absolutely beautiful and are raising my spirits every time I see them.”

“Finally, can I just say I live in Cambourne and have very much appreciated the spring flowers that the groundsmen have planted so thoughtfully around the parish. I can't say I've really noticed them in the past or perhaps just took them for granted but they have certainly lifted my spirits these past couple of weeks. Please pass on my thanks to all those involved.”

CTC Covid-19 update 6 17/04/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19**Staff and Buildings**

- The Council Office remains closed to the public, but remains open for phone and emails. The office staff are largely working from home as the laptops are now linked to the NAS Drive to support remote access.
- Ellie Lydon as the Office Administrator has been keeping the office work up to date including invoices for the buildings. She has recently had a growing number of requests for Allotments and is working on getting the unused plots allocated. Ellie started the allotment inspections at Brace Dein. (Due to social distancing she carried out the inspections on her own. She contacted the Town Clerk when she started work and when she finished). Ellie sent an email to all allotment holders regarding the maintenance plots in case they were having difficulty attending due to Self-isolation issues. Ellie has also been supporting Jess and the Clerk with their work.
- Head Groundsman came in on Tuesday, Wednesday and Thursday this week to carry out grass cutting. He continues to supervise staff (Carried out their appraisals over the phone), inspecting areas and is carrying out administrative functions. Warren is also on call for emergencies.
- Liam Jordan and John Smith were also cutting grass Tuesday, Wednesday and Thursday this week. Liam also emptied the dog and litter bins on Tuesday and Friday. The bins were not that full so we have agreed that he will only do Monday and Friday next week unless there is an increase in usage. Liam continues to message the Head Groundsman and clerk when he starts work (including when he is expected to finish) and then he messages when finished. He will be in again next week and will follow the same procedure.

Warren and I have reviewed the situation after the first three weeks and the open spaces, bins etc. are being kept under control. We have agreed that after the next three weeks we will review the situation again and keep Councillors informed.

While working the ground staff will be following the steps below:

- Using the appropriate PPE and ensuring social distancing is maintained while working.
- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them.
- Blue School: The Preschool is still opening on Tuesdays this week. The Church Office staff are now operating from home.

Community Volunteering

- Jess Lydon continues to be kept busy working with all parties to co-ordinate the response to the Covid-19 outbreak. Jess is continuing to check documents for volunteers within the community. Jess is continuing as the link with SCDC and has received a number of requests for support. The Volunteer Task Force has already supported a large number of residents in Cambourne. Cllr Nishat Akhter continues to work hard as the link between the Council and the Task Force and is producing an update on the work carried out.
- The Web Page and Facebook are being updated by Jess and Cllr Greg Thompson to keep residents informed

Staff Situation.

- Warren and I have spoken to all staff this week and all are coping well in the circumstances.

Council Business.

- The Clerk has attached an update on the current position for the Council.
- We are looking into the various options for virtual meetings taking into account the Government legislation and NALC guidance.
- The Planning committee in consultation with the Town Clerk are looking at a further three planning applications received and will be submitting our responses next week.

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

CTC Covid-19 update 7 24/04/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19**Staff and Buildings**

- The Council Office remains closed to the public, but remains open for phone and emails. The office staff are largely working from home as the laptops are now linked to the NAS Drive to support remote access.
- Ellie Lydon has been keeping the office work up to date including statements for the buildings. She has completed the allotments inspections and has been working on getting the unused plots allocated. As a result of the email Ellie sent to all allotment holders regarding the maintenance plots, she has received a few requests for help which we are trying to assist with. Ellie has also been supporting Jess, Heather and the Clerk with their work.
- Heather continues to work from home looking after the finances and also looking at preventative maintenance schedules for the buildings.
- Head Groundsman came in most of this week to carry out maintenance work, the watering of the new trees, shrubs and hedges and has started to spray the verges. He continues to supervise staff and is carrying out administrative functions. Warren is also on call for emergencies.
- Liam Jordan and John Smith were in this week. Liam also emptied the dog and litter bins on Tuesday and Friday. The bins were quite full, so we have reverted back to Monday, Wednesday and Friday going forward. John has been strimming the verges etc to keep on top of them.
Liam and John message the Head Groundsman and clerk when he starts work and then he messages when finished. He will be in again next week and will follow the same procedure. This is so they can maintain social distancing by staggering breaks or using different buildings.

Warren and I continue to review the situation to ensure the open spaces, bins etc. are being kept under control and are open for exercise. We have agreed that after the next three weeks we will review the situation again and keep Councillors informed.

While working the ground staff will be following the steps below:

- Using the appropriate PPE and ensuring social distancing is maintained while working. We took delivery of 5ltr's of hand sanitiser which is being decanted into small bottles they have with them so they can regularly use it when working.
- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them.
- Blue School: The Preschool is still opening on Tuesdays this week.

Community Volunteering

- Jess Lydon continues to work with all parties to co-ordinate the response to the Covid-19 outbreak. Jess is continuing to check documents for volunteers within the community although this has slowed. CVTF currently have 51 vetted volunteers. Jess is continuing as the link with SCDC and has received a number of requests for support. The Volunteer Task Force has already supported a large number of residents in Cambourne.
Jess is the Data Controller for the list received from SCDC. There are strict rules on how this data is used and has to be deleted as soon as the emergency finishes.
Cllr Nishat Akhter continues to work hard as the link between the Council and the Task Force and is producing regular updates on the help carried out. They have helped on 228 occasions. This includes food parcels, collecting prescriptions, collecting grocery shopping and phone support. They have some trained volunteers who speak to those that are lonely or need support with health or mental issues and direct them to the support needed.
- The Web Page and Facebook are being updated by Jess and Cllr Greg Thompson to keep residents informed.

The following Questions have been raised by a Councillor

- How many COVID cases do we have?
This information is not shared with the Town Council
- How are people following the COVID quarantine? Social distancing in Cambourne?
We do not have information on the number of people that are shielding due to health issues. Residents are following the guidance on social distancing well.
- How many total volunteers and community groups do we have on COVID-19 in Cambourne?
See above
- How many have received the COVID relief?
See above.
- Any report on small business owners, elderly, home-lessness, job-lessness, vulnerability?
We have not received any reports about these, as they are dealt with by the Cambridgeshire Hub.
- Any report on mental well-being issues?
We have not received any reports
- How are we supporting mental wellbeing issues?
See above and the Council has been posting links on the website and facebook to direct residents in the right direction for help.
- How we are supporting if there is domestic violence?
The Council has been posting links on the website and facebook to direct residents in the right direction for help.

Staff Situation.

- Warren and I regularly speak to all the staff to ensure they are well and coping in the circumstances.

Council Business.

- **Chairs Group:** are looking to have a test virtual meeting next week.

- **Planning committee:** in consultation with the Town Clerk are looking at a further two planning applications received and will be submitting our responses next week. Attached to the email is a report on decisions made.
- **AGAR PKF Littlejohn** issued the documents this week.
- **Staff furloughing:** we are attempting to claim for the four staff listed on the Update 6 under the **Government Job Retention Scheme**.
- **Land Transfers:** attached below is the report from Mills and Reeves giving the current position.
- **Local Electricity Bill:** The Council received a request from the Power for People group to support a bill being taken before Parliament. The Chairs Group agreed to support this and sent a letter of Support. This was copied to Anthony Browne MP.
- **Community Capital Fund:** An expression of interest has been submitted to the County Council for grant funding towards the youth Building through our County Councillor.
- **Youth Building:** an application has been submitted via CaPALC for agreement to take out a loan.
- **Skateboard Park:** a grant application was submitted to the Community Asset Fund in February and a response is awaited to see if we will be offered a grant.
- **20mph Speed Limit:** the resurvey of the final two locations are on hold due to the current Covid-19 pandemic and will be programmed in once traffic movements return to a more normal state.
- **Blue School:** the remedial works are almost complete and the Lease is with our solicitors.
- **Staffing Structure Review:** this is temporarily on hold due to the current Covid-19 situation. I have spoken to all the staff so we may be able to get this back on track. I will keep you updated on this.
- **Annual Staff review and appraisal:** this has been carried out and the Chairs Group has considered a report and agreed that the staff due an increment should receive it from the 1st April. The report will be on the next Council meeting for information.

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

Land Transfer Update

Please find below an updated status report on current matters involving the Town Council.

1. Upper Cambourne Northern Greenway SIP –MCA (59)

As indicated in my March Report, the Transfer was completed on 6th March 2020 and my application to register the same was submitted to the Land Registry on the 10th March.

In light of the current situation we have been advised that registration applications of this nature are suffering “serious delays”.

2. Cambourne Youth Centre – MCA (63)

As indicated in my March Report, my application to register the Transfer to the Town Council remains with the Land Registry.

The Transfer was completed on the 4th September 2019 and the registration application was submitted on the 19th September 2019.

See my note above on delays at the Land Registry.

3. Cambourne School Lease Variation – County Council (65)

I have the draft Lease for review and will aim to provide my comments on this during the course of next week.

4. Land Parcel GC29 – Bovis Homes (73)

As indicated in my March Report, I was advised on 19th March 2020 by Bovis Homes’ Solicitors that they were in contact with the Town Council concerning the discrepancies between the Transfer plan and the layout on the ground and that the Transfer plan was being revised as a result.

A copy of that revised plan is, however, still awaited. I have chased on this again today.

5. Various Land Parcels – Taylor Wimpey (69)

As indicated in my March Report, we completed the Transfers for tranches 3, 4 and 5 on the 4th February 2020 and applied to the Land Registry to register the same on 7th February 2020.

The completed Transfers are for land parcels:

LC06	LC09	LC05
LC14	GC17	LC02
LC13		

The Transfer for tranche 6 cannot be completed at this time, as there is a restriction on the title to the land which would currently prevent registration of the land in the name of the Town Council.

This Transfer relates to land parcels UC1A, UC1B and LAP1-4 and the restriction affects parcel UC1A.

The restriction is in favour of GTC Pipelines and relates to a Deed of Grant of Easement on the registered title. In order to satisfy the restriction, a Deed of Covenant is required and Taylor Wimpey’s in-house legal adviser is trying to obtain a draft from GTC Pipelines.

I have enquired today as to the current position.

6. Priory Walk Car Park – MCA (72)

As indicated in my March Report, I received the Transfers signed by the Town Council, however the signatures had not been witnessed as required.

I can arrange for the Transfers to be returned for re-execution during the course of next week John if you are able to arrange this, otherwise I can retain the Transfers for the time being.

7. Land Parcel GC06 – MCA (69)

As indicated in my March Report, the Transfers have been signed by the Town Council and were forwarded to Taylor Wimpey's in house legal adviser for signing by Taylor Wimpey on 9th March 2020.

I await confirmation that execution has been achieved, at which point we can move to completion. I have chased on this again today.

8. Cherry Tree Court – David Wilson Homes (74)

We await clarification from David Wilson Homes as to the extent of the area to be transferred, as the plan supplied including a LAP which had been removed from a previous Transfer following objections from local residents.

Do let me know should you have any queries on the above John.

Kind regards,

Allison

Allison Hopkins
Senior Paralegal
for Mills & Reeve LLP

CTC Covid-19 update 8 1/05/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19**Letter to Parish and Town Councils**

Please see the [Letter](#) from the Secretary of State Robert Jenrick thanking town and parish councils for their work during the pandemic.

We have also received the following [letter](#) from the Local Government Secretary thanks councils in England for their support during the pandemic and outlines how staff can get tested. This has been circulated to all staff.

Staff and Buildings

- The Council Office remains closed to the public, but remains open for phone and emails.
- Ellie Lydon has continued to work from home. Ellie has also been supporting Jess, Heather and the Clerk with their work, this included.
- Heather continues to work from home.
- Head Groundsman came in most of this week to carry out maintenance work, the watering of the new trees, shrubs and hedges and has started to spray the verges. He continues to supervise staff and is carrying out administrative functions. Warren is also on call for emergencies.
- Warren, Liam Jordan and John Smith were in this week. They were carrying out grass cutting, strimming, weeding and emptying of bins. They will be in again next week. They continue to maintain social distancing by staggering breaks or using different buildings and traveling in separate vehicles.

Warren and I continue to monitor the situation to ensure the open spaces, bins etc. are being kept under control and are open for exercise. We have agreed that after the next three weeks we will review the situation again and keep Councillors informed.

- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them.
- Blue School: The Preschool is still opening on Tuesdays, but this week they had an additional day.

Community Volunteering

- Jess Lydon continues to work with all parties to co-ordinate the response to the Covid-19 outbreak. CVTF currently have 55 vetted volunteers. Jess is continuing as the link with SCDC and has received a number of requests for

support. The Volunteer Task Force has already supported a large number of residents in Cambourne.

Jess is the Data Controller for the list received from SCDC and has now received a list from the County Council via Cllr Mark Howell. There are strict rules on how this data is used and has to be deleted as soon as the emergency finishes.

Cllr Nishat Akhter continues to work hard as the link between the Council and the Task Force and is producing regular updates on the help carried out.

- The Web Page and Facebook are being updated by Jess and Cllr Greg Thompson to keep residents informed.

Staff Situation.

- Warren and I regularly speak to all the staff to ensure they are well and coping in the circumstances.

Council Business.

- **Chairs Group:** are looking to have a test virtual meeting.
- **AGAR** Having received the AGAR from PKF Littlejohn work has commenced on this week on the return and a timetable will be issued.
- **Planning committee:** in consultation with the Town Clerk are looking at a further Five planning applications received and will be submitting our responses next week.

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

CTC Covid-19 update 9 7/05/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19**Staff and Buildings**

- The Council Office remains closed to the public, but remains open for phone and emails.
- Ellie Lydon has continued to work from home She carried out further inspections of the allotments. Ellie has also been supporting Jess, Heather and the Clerk with their work, this included.
- Heather continues to work from home.
- Warren, Liam Jordan and John Smith were in this week. They were carrying out grass cutting, strimming, weeding and emptying of bins. They will be in again next week. They continue to maintain social distancing by staggering breaks or using different buildings and traveling in separate vehicles.
- Head Groundsman is also on call for emergencies.

Warren and I continue to monitor the situation to ensure the open spaces, bins etc. are being kept under control and are open for exercise. We have agreed that after the next three weeks we will review the situation again and keep Councillors informed.

- Some online training on sports pitches by the IOG has been identified and Kevin Taylor will be looking at this while he is shielding at home.
- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them.
- Blue School: The Preschool is still opening on Tuesdays.

Community Volunteering

- Jess Lydon continues to work with all parties to co-ordinate the response to the Covid-19 outbreak. CVTF currently have 55 vetted volunteers. Jess is continuing as the link with SCDC and has received a number of requests for support. The Volunteer Task Force has already supported a growing number of residents in Cambourne.

Jess is the Data Controller for the list received from SCDC and has now received a list from the County Council via Cllr Mark Howell. There are strict rules on how this data is used and has to be deleted as soon as the emergency finishes. Jess and Ellie delivered 80 further letters to residents.

Cllr Nishat Akhter continues to work hard as the link between the Council and the Task Force and is producing regular updates on the help carried out.

- The Web Page and Facebook are being updated by Jess and Cllr Greg Thompson to keep residents informed.

Staff Situation.

- Warren and I regularly speak to all the staff to ensure they are well and coping in and are in good spirits considering the circumstances.

Council Business.

- **AGAR** Having received the AGAR from PKF Littlejohn work has continued this week on the return and a timetable will be issued.
- **Planning Committee:** in consultation with the Town Clerk are looking at a further Two planning applications received and will be submitting our responses next week. Attached is the update on decisions submitted.

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

CTC Covid-19 update 10 12/05/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19

This update is based on the latest Guidance released following the PM's statement.

This update concentrates on step One of the Phased approach to opening up of the restrictions. I will be circulating additional information in a subsequent document following discussions with the relevant Chairmen.

I have added a link to the document below in case you want to read the whole document.

[Our plan to rebuild: The UK Government's COVID-19 recovery strategy](#)

Step One

Will apply from Wednesday 13th May 2020

Excerpt from page 25 of the plan

Work

For the foreseeable future, workers should continue to work from home rather than their normal physical workplace, wherever possible. This will help minimise the number of social contacts across the country and therefore keep transmissions as low as possible. All those who work are contributing taxes that help pay for the healthcare provision on which the UK relies. People who are able to work at home make it possible for people who have to attend workplaces in person to do so while minimising the risk of overcrowding on transport and in public places.

All workers who cannot work from home should travel to work if their workplace is open. Sectors of the economy that are allowed to be open should be open, for example this includes food production, construction, manufacturing, logistics, distribution and scientific research in laboratories. The only exceptions to this are those workplaces such as hospitality and nonessential retail which during this first step the Government is requiring to remain closed. ([Closing premises guidance](#))

As soon as practicable, workplaces should follow the new "COVID-19 Secure" guidelines, as set out in the previous chapter, which will be published this week. These will ensure the risk of infection is as low as possible, while allowing as many people as possible to resume their livelihoods.

It remains the case that **anyone who has symptoms, however mild, or is in a household where someone has symptoms, should not leave their house** to go to work. Those people should self-isolate, as should those in their households.

Excerpt from page 27 of the plan

Public spaces

SAGE advise that the risk of infection outside is significantly lower than inside, so the Government is updating the rules so that, as well as exercise, people can now also spend time outdoors subject to: not meeting up with any more than one person from outside your household; continued compliance with social distancing guidelines to remain two metres (6ft) away from people outside your household; good hand hygiene, particularly with respect to shared surfaces; and those responsible for public places being able to put appropriate measures in place to follow the new COVID-19 Secure guidance.

People may **exercise outside as many times each day as they wish**. For example, this would include **angling and tennis**. You will still not be able to use areas like playgrounds, outdoor gyms or ticketed outdoor leisure venues, where there is a higher risk of close contact and touching surfaces. **You can only exercise with up to one person from outside your household** – this means you should not play team sports, except with members of your own household.

People may drive to outdoor open spaces irrespective of distance, so long as they respect social distancing guidance while they are there, because this does not involve contact with people outside your household.

When travelling to outdoor spaces, it is important that people respect the rules in Scotland, Wales and Northern Ireland and **do not travel to different parts of the UK** where it would be inconsistent with guidance or regulations issued by the relevant devolved administration.

These measures may come with some risk; it is important that everyone continues to act responsibly, as the large majority have done to date. The infection rate will increase if people begin to break these rules and, for example, mix in groups in parks, which will trigger the need for further restrictions.

Excerpt from page 29 of the plan

Enforcement

The Government is examining more stringent enforcement measures for non-compliance, as it has seen in many other countries. The Government will impose higher fines to reflect the increased risk to others of breaking the rules as people are returning to work and school. The Government will seek to make clearer to the public what is and is not allowed.

NOTE

The clerk is liaising with staff on new signs for the Tennis Courts and Basketball Court giving rules for use under the new guidance above. We will add new notices on Play areas repeating that they are closed including an excerpt from the above document. A post will be placed on Facebook and the web site regarding Public spaces and their safe use.

Annex A: Staying safe outside your home

This guidance sets out the principles you should follow to ensure that time spent with others outside your homes is as safe as possible (unless you are clinically vulnerable or extremely vulnerable in which case you should follow separate advice on [GOV.UK](https://www.gov.uk)). It is your responsibility to adopt these principles wherever possible. The Government is also using these principles as the basis of discussions with businesses, unions, local government and many other stakeholders to agree how they should apply in different settings to make them safer. All of us, as customers, visitors, employees or employers, need to make changes to lower the risk of transmission of the virus. The Government has consulted with its scientific advisers to establish the principles that will determine these changes.

Keep your distance from people outside your household, recognising this will not always be possible. The risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact: you are very unlikely to be infected if you walk past another person in the street. Public Health England recommends trying to keep 2m away from people as a precaution. However, this is not a rule and the science is complex. The key thing is to not be too close to people for more than a short amount of time, as much as you can.

Keep your hands and face as clean as possible. Wash your hands often using soap and water, and dry them thoroughly. Use sanitiser where available outside your home, especially as you enter a building and after you have had contact with surfaces. Avoid touching your face.

Work from home if you can. Many people can do most or all of their work from home, with the proper equipment and adjustments. Your employer should support you to find reasonable adjustments to do this. However, not all jobs can be done from home. If your workplace is open and you cannot work from home, you can travel to work.

Avoid being face to face with people if they are outside your household. You are at higher risk of being directly exposed to respiratory droplets released by someone talking or coughing when you are within 2m of someone and have face-to-face contact with them. You can lower the risk of infection if you stay side-to-side rather than facing people.

Reduce the number of people you spend time with in a work setting where you can. You can lower the risks of transmission in the workplace by reducing the number of people you come into contact with regularly, which your employer can support where practical by changing shift patterns and rotas to match you with the same team each time and splitting people into smaller, contained teams.

Avoid crowds. You can lower the risks of transmission by reducing the number of people you come into close contact with, so avoid peak travel times on public transport where possible, for example. Businesses should take reasonable steps to avoid people being gathered together, for example by allowing the use of more entrances and exits and staggering entry and exit where possible.

If you have to travel (to work or school, for example) think about how and when you travel. To reduce demand on the public transport network, you should walk or cycle wherever possible. If you have to use public transport, you should try and avoid peak times. Employers should consider staggering working hours and expanding bicycle storage facilities, changing facilities and car parking to help.

Wash your clothes regularly. There is some evidence that the virus can stay on fabrics for a few days, although usually it is shorter, so if you are working with people outside your household wash your clothes regularly. Changing clothes in workplaces should only normally be considered where there is a high risk of infection or there are highly vulnerable people, such as in a care home. If you need to change your clothes avoid crowding into a changing room.

Keep indoor places well ventilated. Evidence suggests that the virus is less likely to be passed on in well-ventilated buildings and outdoors. In good weather, try to leave windows and doors open in places where people from different households come into contact – or move activity outdoors if you can. Use external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the fresh air flow rate. Heating and cooling systems can be used at their normal temperature settings.

If you can, wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas, for example on public transport or in some shops. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. If you have symptoms of COVID-19 (cough and/or high temperature) you and your household should isolate at home: wearing a face covering does not change this. A face covering is not the same as the surgical masks or respirators used as part of personal protective equipment by healthcare and other workers; these supplies should continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers and those in industrial settings like those exposed to dust hazards. Face coverings should not be used by children under the age of 2 or those who may find it difficult to manage them correctly, for example primary school age children unassisted, or those with respiratory conditions. It is important to use face coverings properly and wash your hands before putting them on and taking them off.

You can make face coverings at home; the key thing is it should cover your mouth and nose. You can find guidance on how to do this on [GOV.UK](https://www.gov.uk).

You should follow the advice given to you by your employer when at work.

Employers have a duty to assess and manage risks to your safety in the workplace. The Government has issued guidance to help them do this. This includes how to make adjustments to your workplace to help you maintain social distance. It also includes guidance on hygiene as evidence suggests that the virus can exist for up to 72 hours on surfaces. Frequent cleaning is therefore particularly important for communal surfaces like door handles or lift buttons and communal areas like bathrooms, kitchens and tea points. You can see the guidance on [GOV.UK](https://www.gov.uk) and can ask your employer if you have questions.

CTC Covid-19 update 11 13/05/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19

This update is based on the latest Guidance released following the PM's statement.

And the publication of [Our plan to rebuild: The UK Government's COVID-19 recovery strategy](#) a number other documents have been issued some of these have an impact on the Town Council and we have to take into account.

I have added a link to these documents below in case you want to read the whole document. I have also been through them to try and summarise the measures we must take and how these are being addressed (Page 7).

[New guidance on spending time outdoors](#) this then has information, guidance and links to the following new information and updated documents. Relevant excerpts below.

From today (13 May 2020) people in England can spend more time outdoors and enjoy a wider range of activities for any length of time, subject to social distancing rules.

People and their households can relax in the park, sunbathe, go for a picnic and go fishing.

They will also be able to spend time with one member of another household, one-on-one, as long as they adhere to strict social distancing guidelines at all times, staying 2 metres apart.

Outdoor sports facilities can reopen including outdoor tennis courts, golf clubs and basketball courts meaning that people can play a greater range of sport. Again, they will be able to do this alone, with their household or one other person, while adhering to social distancing.

Guidance that said people could only go out to exercise once a day have also been removed.

Today's advice is strictly limited to spending time with your household or with one other person and is subject to social distancing rules.

It remains the case that you cannot gather with more than one member of another household for example to play sports. You also cannot:

- *go on holiday*
- *visit and stay overnight at a holiday home or second home*
- *visit the homes of friends and family, unless it's to help a vulnerable person, for medical reasons, or to take a child to another household with whom parental responsibilities are shared*

More stringent enforcement measures for non-compliance with the new rules have also come into effect today.

Fines have been increased, and will now start at £100, which will be lowered to £50 if paid within 14 days. This will double on each further repeat offence up to £3,200.

This is vital to send a clear message to the small minority who break the law, and to safeguard the country's recovery.

The police will continue to use their common sense, discretion and experience when people are not following the guidelines. As they have throughout, they will engage, explain, encourage and only as a last resort consider enforcement by way of fixed penalty notice.

To support this change in advice, the government is also publishing guidance on how to do it safely. This includes [guidance on accessing green spaces](#).

Safer public places during coronavirus in urban centres and green space guidance, also published today, sets out how high streets and areas around transport hubs and parks can be managed and operated safely, giving people confidence to return to public spaces.

This also suggests practical measures owners and operators can take to help people socially distance in public places including making more room for pedestrians and making it easier for people to cycle or walk to work.

Measures suggested in the guidance include:

- *introducing new cycle paths or extending existing paths*
- *making high-streets streets pedestrianised or introducing one-way traffic*
- *separate entry and exit routes in shops*
- *changing car parking layouts*
- *widening footpaths, temporary barriers or spray markings outside shops to support queueing*
- *signs to encourage people to wait to allow others to pass on footpaths*

Developed with local councils and town and city managers as well as landowners, commercial landlords and management companies, the guidance also sets out measures for land around commercial buildings, transport hubs and green spaces including parks and cemeteries.

The government is also publishing guidance today (13 May 2020) on outdoor sport and recreation, to increase people's access to local, outdoor physical activity.

The guidance details how the public can carry out more regular and diverse exercise, and how outdoor sports courts and facility providers can consider reopening, in line with the government's advice.

Further information

The government's [COVID-19 Recovery strategy](#) can be read online.

People in the shielded group with very specific medical conditions who are likely to be at the greatest risk of serious complications from coronavirus, have been advised to continue to shield until the end of June and to do everything they can to stay at home. The government has a support scheme in place to provide help with access to food and basic supplies, care, medicines and social support.

This guidance is for people in England. When visiting Scotland, Wales and Northern Ireland, you must adhere to the advice of the devolved administrations at all times.

From today, people in England are able to:

- *spend time outdoors, including exercise, with one person who is not in your household as long as you stay 2 metres apart*
- *exercise more than once a day*
- *go for a picnic, to sunbathe or relax and read a book*
- *spend time at sports courts, including outdoor tennis, basketball courts and golf courses*
- *go fishing on their own, with their household, or with one other person while adhering to social distancing rules*
- *drive to outdoor open spaces irrespective of distance. You can travel to outdoor open spaces, in a private vehicle, alone or with members of your own household*
- *travel to beaches and beauty spots. But you should check first if facilities, such as car parks, are open to receive visitors*
- *travel to the countryside – but continue to follow the Countryside Code by respecting the local community and protecting the natural environment*
- *go swimming in either lakes or the sea as part of daily exercise provided that social distancing guidelines are observed – advice against using public indoor and outdoor pools remains in place.*

This new provision enabling increased outdoor activity does not allow people to:

- *go on holiday*
- *visit and stay overnight at a holiday home or second home*
- *visit the homes of friends and family, unless it's to help a vulnerable person, for medical reasons, or to take a child to another household with whom parental responsibilities are shared*
- *gather with more than one member of another household for recreational reasons e.g. to play group sports*
- *swim in a public pool*
- *use a playground or outdoor gym*
- *exercise in an indoor fitness studio, gym, swimming pool, or other indoor leisure centres or facilities*
- *visit a private or ticketed attraction*

Read the full Safer public places guidance.

([Coronavirus \(COVID-19\): safer public places – urban centres and green spaces](#))

This is a new 35-page document. I will detail implications later in the update.)

Access to green spaces guidance can be read online and has been updated on Wednesday 13 May. ([Guidance on using green spaces and protecting yourself and others.](#))

*This says what people can do for leisure with the constant theme that you can exercise **alone, with your household, or with one person who is not in your household as long as you stay two metres apart.** This does not need any steps by the Council as it is for residents.)*

Business like pubs, clubs, restaurants, and theatres will also remain closed.

Owners and operators of public spaces will need to consider the impact of any new measures on people with disabilities and other affected groups and ensure clear information is made available to all users on how they can continue to access public places in a safe way.

The Safer public places guidance also encourages owners and operators of public places to increase cleaning at touch points such as handrails and gates, and to ensure there are facilities available for people to maintain good hygiene.

Suggestions include replacing hand dryers with paper towels, minimising use of portable toilets and increasing rubbish collections in public places.

This is an Updated document.

[Closing certain businesses and venues in England](#)

Relevant excerpts below

1. Businesses and venues that must remain closed to members of the public

The following are unchanged and must remain closed

Non-residential institutions **Exceptions**

Libraries	Digital library services and those where orders are taken electronically, by telephone or by post (for example no-contact Home Library Services) may continue.
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Community centres	Community centres can open for the purpose of hosting essential voluntary activities and urgent public services, such as food banks, homeless services. A community centre can open temporarily to host a blood donation session for these services only. The government strongly advises that <u>Public Health England guidelines</u> are followed.
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Assembly and leisure **Exceptions**

Indoor fitness studios, gyms, swimming pools or other indoor leisure centres	Any suitable assembly or leisure premises may open for blood donation sessions.
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Amended from earlier guidance

Outdoor recreation **Exceptions**

Playgrounds, outdoor gyms and outdoor swimming pools	Outdoor sports courts, including public and private outdoor enclosed areas such as tennis courts, golf courses, basketball courts, bowling greens and football pitches, can open. The government strongly advises that social distancing guidance is followed when using these facilities. Bars and clubhouses at outdoor sports facilities must remain closed other than for takeaway to be consumed off site.
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Parks, open countryside, beaches and waterways can remain open. See further [government guidance on access to green spaces](#) and outdoor recreation.

4. Length of closure

We asked the businesses and venues outlined above **not to open for trade from close of trade 23 March 2020**.

Following the second point of review of these measures on 7 May 2020, the government has set out its [plan](#) to rebuild, including easing existing restrictions in phases. As part of this, the government has provided clear guidance on staying [alert and safe](#).

5. Compliance

As of **26 March 2020** these restrictions became enforceable by law in England. These Regulations were then amended on [22 April 2020](#) and [13 May 2020](#) due to the threat to public health.

Everyone is required to comply with these Regulations issued by the government in relation to coronavirus, in order to protect both themselves and others.

An owner, proprietor or manager carrying out a business (or a person responsible for other premises) who contravenes the Regulations, without reasonable excuse, commits an offence.

In England, Environmental Health and Trading Standards officers will monitor compliance with these regulations, with police support provided if appropriate. Businesses and venues that breach them will be subject to prohibition notices, and a person, who is 18 or over, carrying on a business in contravention of the Regulations may be issued with a fixed penalty. The government is introducing higher fines for those who do not comply, to reflect the increased risk to others of breaking the rules.

With the support of the police, prohibition notices can be used to require compliance with the Regulations including requiring that an activity ceases. It is also an offence, without reasonable excuse, to fail to comply with a prohibition notice.

If prohibition notices are not complied with, or fixed penalty notice not paid, you may also be taken to court with magistrates able to impose potentially unlimited fines.

Updated document.

[Staying safe outside your home](#)

This gives advice on precautions people take when away from their house.

[Coronavirus \(COVID-19\): safer public places – urban centres and green spaces](#)

The bulk of the document deals with the principles and Urban Centres. Below are excerpts that we need to consider or publicise.

2. Principles for safe urban centres and green spaces

2.1 Social distancing

Public Health England (PHE) has advised maintaining 2 metres (6ft) distance from others (outside of your immediate household) to reduce the risk of transmission of coronavirus. Where social distancing is not possible, owners and operators as well as the general public, are advised to do everything they can to reasonably reduce the risk. Links to further guidance can be found in the Appendix.

2.4 Cleaning

Owners and occupiers are advised to implement cleaning protocols to limit coronavirus transmission in public places. It is advised that touch points (e.g. handrails and gates) should be particular areas of focus for increased cleaning. Links to further guidance can be found in the Appendix.

2.5 Hygiene - hand washing

- Provision of more waste facilities and more frequent rubbish collection in public places.

3. Identification of issues in urban centres and green spaces

Using the latest government advice on social distancing, this decision tree sets out a process to identify issues and interventions for maintaining social distancing in urban centres and green spaces. Using this will allow key design issues and potential temporary interventions to be identified.

4. Management of urban centres

The Clerk will be going through this in relation to green spaces and will take appropriate steps to address any issues identified. This mostly affects other land owners, but may have an impact on what we do.

5. Management of green spaces

The Clerk and Head Groundsman will be going through this in relation to green spaces and will take appropriate steps to address any issues identified.

Steps to be considered/taken by Cambourne Town Council

1. Tennis and Basketball Courts can open. **These are opened and appropriate signing has been put in place. In discussion with the Tennis Club steps are being put in place to meet updated LTA guidance for the main Courts on Back Lane.**
2. Play Areas to remain closed. **Notices have been updated to reflect up to date guidance.**
3. Outdoor Gym's to remain closed. **Residents have been using the equipment. The Groundstaff will be looking at fencing of the equipment with orange mesh and lamp pins with the appropriate signage (similar to play areas) and possibly disabling some equipment.**
4. Bowls Green. **The groundstaff are working to bring the green up to a playable standard, but this will take a bit of time. The bowls club have been asked to provide details on how they will manage safe play in line with the Government Guidance and Bowls England.**
5. Football Pitches. **These have not been closed of as we treated it as green space, but we will be putting up signs.**
6. Outdoor Sport. **The government is also publishing guidance today (13 May 2020) on outdoor sport and recreation, to increase people's access to local, outdoor physical activity. This will be reviewed when received**
7. Open Spaces. **We will be looking at areas and will be putting up temporary signs about maintaining social distance and staying 2m apart. This an interim measure until the results of working through the safer Public Places document**

8. Suggestions include replacing hand dryers with paper towels, minimising use of portable toilets and increasing rubbish collections in public places. **The hand dryers will be considered prior to buildings are re-opened. Dog and Litter bins are collected three times a week currently which is a high rate and keeps them under control (District empty bins once a week). No additional steps required**

CTC Covid-19 update 12 15/05/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19**Staff and Buildings**

- The Council Office remains closed to the public, but remains open for phone and emails.
- Ellie Lydon has continued to work from home, she carried out further inspections of the allotments. One eviction notice has been served. Ellie has started to research information on the keeping of chicken and bees so she can update the policy and give suitable guidance. Ellie laminated over 50 signs for open spaces, play areas and sports facilities giving information on use. Ellie has also been supporting Jess, Heather and the Clerk with their work, this included.
- Heather continues to work from home.
- Warren, Liam Jordan and John Smith were in this week. They were carrying out grass cutting, strimming, weeding and emptying of bins. The Ground Staff have fenced off the outdoor gym and put up all the notices. They continue to maintain social distancing by staggering breaks or using different buildings and traveling in separate vehicles.
- Head Groundsman is also on call for emergencies.
- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them.
- Blue School: The Preschool is still opening on Tuesdays. The clerk is discussing with the Preschool and Kids club about their phased opening following the Governments guidance on returning to school etc.

Community Volunteering

- Jess Lydon continues to work with all parties to co-ordinate the response to the Covid-19 outbreak. CVTF currently have 57 vetted volunteers. Jess is continuing as the link with SCDC and has received a number of requests for support. The Volunteer Task Force has already supported residents in Cambourne on over 320 occasions.
Jess is the Data Controller for the list received from SCDC and has now received a list from the County Council via Cllr Mark Howell. There are strict rules on how this data is used and has to be deleted as soon as the emergency finishes. A further 10 letters were delivered to residents.
Cllr Nishat Akhter continues to work hard as the link between the Council and the Task Force and is producing regular updates on the help carried out.

- The Web Page and Facebook are being updated by Jess and Cllr Greg Thompson to keep residents informed.

Staff Situation.

- Warren and I regularly speak to all the staff to ensure they are well and coping in and are in good spirits considering the circumstances.

Council Business.

- **AGAR** Having received the AGAR from PKF Littlejohn work has continued this week on the return and a timetable will be issued.
- **Planning Committee:** in consultation with the Town Clerk are looking at a further Three planning applications received and will be submitting our responses next week.
- UK Government further guidance has been issued since issuing Updates 10 and 11 these are being reviewed and an update will be issued if required.

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

CTC Covid-19 update 13 22/05/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19**Staff and Buildings**

- The Council Office remains closed to the public, but remains open for phone and emails.
- Ellie Lydon has continued to work from home, after carrying out the inspections of the allotments, Ellie issued some warning letters to plot holders. Ellie is in the process of producing a policy on the keeping of chicken and bees and give suitable guidance. Ellie has also been supporting Jess, Heather and the Clerk with their work.
- Heather continues to work from home.
- Warren, Liam Jordan and John Smith were in this week, they were joined by Chris Smith as he felt it was safe to return under our current working arrangements. They were carrying out grass cutting, mulching the flower beds and emptying of bins. Liam also cleared up broken glass at the skatepark, cones and canes moved by the three youths that were causing an issue overnight earlier in the week.

They continue to maintain social distancing by staggering breaks or using different buildings and traveling in separate vehicles.

- Head Groundsman is also on call for emergencies.
- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them. Ross has been carrying out cleaning and maintenance tasks in the buildings.
- Blue School: The Preschool is still opening on Tuesdays. The clerk is continuing to discuss with the Preschool, Kids club and Cam Academy about their phased opening following the Governments guidance on returning to school etc.

Community Volunteering

- Jess Lydon continues to work with all parties to co-ordinate the response to the Covid-19 outbreak. CVTF currently have 57 vetted volunteers. Jess is continuing as the link with SCDC and has received a number of requests for support. The Volunteer Task Force has already supported residents in Cambourne on over 360 occasions.
A further 11 letters were delivered to residents.
Cllr Nishat Akhter continues to work hard as the link between the Council and the Task Force and is producing regular updates on the help carried out.

- The Web Page and Facebook are being updated by Jess and Cllr Greg Thompson to keep residents informed.

Staff Situation.

- Warren and I regularly speak to all the staff to ensure they are well and coping in and are in good spirits considering the circumstances.

Council Business.

- **AGAR** Having received the AGAR from PKF Littlejohn work has continued this week on the return and a timetable will be issued.
- **Planning Committee:** in consultation with the Town Clerk are looking at a further Four planning applications received and will be submitting our responses next week. I have attached the responses issued this week.

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

P.S.

We are unable to use one of our tractors at the moment as a Blue Tit has made a nest in the arm of the loader and the groundstaff have heard the sound of the chicks.

CTC Covid-19 update 14 29/05/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19**Staff and Buildings**

- The Council Office remains closed to the public, but remains open for phone and emails.
- Ellie Lydon has continued to work from home, she has dealt with an issue at the trailer park. Ellie has drafted a policy on the keeping of chicken and bees with give suitable guidance this is being checked. Ellie came into the office for a few hours to contact any remaining bookings up to August and arranged refunds or agreed alternative provisional dates and has also been supporting Jess, Heather and the Clerk with their work.
- Heather continues to work from home and organised a further payment run.
- Warren, Liam Jordan, Chris Smith and John Smith were in this week. They were carrying out grass cutting, watering of new hedges, trees and shrubs, mulching the flower beds and emptying of bins. Liam moved on eight youths that were playing basketball on the Blue School playground. Warren has been working on getting the bowls green ready for play and also working on the cricket wickets.

They continue to maintain social distancing by staggering breaks or using different buildings and traveling in separate vehicles.

- Head Groundsman is also on call for emergencies.
- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them. Ross has been carrying out some cleaning and maintenance tasks in the buildings.
- Blue School: The Preschool is still opening on Tuesdays. The clerk is continuing to discuss with the Preschool, Kids club and Cam Academy about their phased opening following the Governments guidance on returning to school etc. the Plumbers and Electricians will be on site from Tuesday 2nd June to complete works.
- Outdoor Gym equipment had to be fenced of last week as people had started to use the equipment in larger numbers. We put up additional signing. We also Had to fence of Upper Cambourne play area on Wednesday as large numbers of people were ignoring the signs and using the equipment at one point there were over 20 people on the area including adults sitting on the swings.

Community Volunteering

- Jess Lydon continues to work with all parties to co-ordinate the response to the Covid-19 outbreak. CVTF currently have 57 vetted volunteers. Jess is continuing as the link with SCDC and has received a number of requests for support. The Volunteer Task Force has already supported residents in Cambourne on over 407 occasions.
A further 9 letters were delivered to residents giving a total 395 letters.
Cllr Nishat Akhter continues to work as the link between the Council and the Task Force and is producing regular updates on the help carried out.
- The Web Page and Facebook are being updated by Jess and Cllr Greg Thompson to keep residents informed.

Staff Situation.

- Warren and I regularly speak to all the staff to ensure they are well and coping in and are in good spirits considering the circumstances. I have been checking with staff to ensure they do not have any issues with returning to work.

Council Business.

- **AGAR** Having received the AGAR from PKF Littlejohn work has continued this week on the return.
- **Planning Committee:** in consultation with the Town Clerk are looking at a further Two planning applications received and will be submitting our responses next week. I have attached the responses issued this week.
- Land Transfers attached below is the update from Mills and Reeve outlining the current position.

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

P.S.

We are unable to use one of our tractors at the moment as a Blue Tit has made a nest in the arm of the loader and the groundstaff have seen and heard the sound of the chicks. Once they leave the nest we will look at sealing the hole so it doesn't happen again.

Land Transfer Update

Please find below an updated status report on current matters involving the Town Council.

1. Upper Cambourne Northern Greenway SIP –MCA (59)

My application to register the Transfer to the Town Council was submitted to the Land Registry on the 10th March 2020 and remains outstanding.

The Transfer was completed on 6th March 2020.

2. Cambourne Youth Centre – MCA (63)

My application to register the Transfer to the Town Council was submitted to the Land Registry on the 19th September 2019 and remains outstanding.

The Transfer was completed on the 4th September 2019.

3. Cambourne School Lease Variation – County Council (65)

I have reviewed and marked up the draft Lease, but await your further instructions John on the Service Charge and the items to be included thereunder.

4. Land Parcel GC29 – Bovis Homes (73)

I was advised by Bovis Homes' Solicitors on 19th March 2020 that they were in contact with the Town Council concerning the discrepancies between the Transfer plan and the layout on the ground and that the Transfer plan was being revised as a result.

A copy of that revised plan is, however, still awaited.

5. Various Land Parcels – Taylor Wimpey (69)

My application to register the Transfer to the Town Council of tranches 3, 4 and 5 was submitted to the Land Registry on the 7th February 2020 and remains outstanding.

The Transfer was completed on 4th February 2020.

Tranches 3, 4 and 5 cover land parcels:

LC06	LC09	LC05
LC14	GC17	LC02
LC13		

The Transfer for tranche 6 was completed on the 19th May 2020 and my application to register the same was submitted to the Land Registry on 1st May 2020. This remains outstanding.

This Transfer relates to land parcels UC1A, UC1B and LAP1-4.

6. Priory Walk Car Park – MCA (72)

The Transfers have been signed by the Town Council, but the signatures have not been witnessed.

I can arrange for the Transfers to be returned for re-execution John if you are able to arrange this, otherwise I can retain the Transfers for the time being. Please let me know your preference.

7. Land Parcel GC06 – MCA (69)

The Transfer was completed on 27th April 2020 and my application to register the same was submitted to the Land Registry on 1st May 2020. This remains outstanding.

8. Cherry Tree Court – David Wilson Homes (74)

We still await clarification from David Wilson Homes as to the extent of the area to be transferred, as the plan supplied included a LAP which had been removed from a previous Transfer following objections from local residents.

Kind regards,

Allison Hopkins
Senior Paralegal
for Mills & Reeve LLP

CTC Covid-19 update 15 05/06/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19**Staff and Buildings**

- The Council Office remains closed to the public, but remains open for phone and emails.
- Jessica Lydon has been reviewing some new guidance for over the summer and the impact of Covid-19 if there is a heatwave and support required for the community. Jess has also been working on obtaining additional funding for the skatepark. Jess is also helping the Clerk with guidance for organised groups using Facilities under the latest Government Guidance/Regulations.
- Ellie Lydon has continued to work from home, Ellie has been working on getting the trailer park up to date chasing payments. Ellie came into the office for a few hours to issue letter sand catch up on filling and continues to support Jess, Heather and the Clerk with their work.
- Heather continues to work from home and organised a further payment run.
- Warren, Liam Jordan, Chris Smith and John Smith were in this week and they were joined by David Lawrence. They were carrying out grass cutting, watering of new hedges, trees and shrubs, mulching the flower beds and emptying of bins. They have also started to address the issues raised in the RoSPA inspections. Warren has continued working on getting the bowls green ready for play and also working on the cricket wickets.

They continue to maintain social distancing by staggering breaks or using different buildings and traveling in separate vehicles.

Kevin Taylor is carrying out some online training related to the maintenance of pitches etc. while he is stuck at home.

- Head Groundsman is also on call for emergencies.
- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them. Ross has been carrying out some cleaning and maintenance tasks in the buildings.
- Blue School: The Preschool is still opening on Tuesdays. The clerk is continuing to discuss with the Preschool about their reopening from the 8th June. Kids club and Cam Academy are still discussing their phased opening following the Governments guidance on returning to school etc. the Plumbers and Electricians were on site from Tuesday 2nd June and aim to complete works next week.

Community Volunteering

- Jess Lydon continues to work with all parties to co-ordinate the response to the Covid-19 outbreak. CVTF currently have 57 vetted volunteers. Jess is continuing as the link with SCDC and has received a number of requests for support. The Volunteer Task Force has already supported residents in Cambourne on over 414 occasions.
A further 16 letters are to be delivered to residents giving a total 411 letters.

Cllr Nishat Akhter continues to work as the link between the Council and the Task Force and is producing regular updates on the help carried out.

- The Web Page and Facebook are being updated by Jess and Cllr Greg Thompson to keep residents informed.

Staff Situation.

- Warren and I regularly speak to all the staff to ensure they are well and coping in and are in good spirits considering the circumstances. I have been checking with staff to ensure they do not have any issues with returning to work.

Council Business.

- **AGAR** Having received the AGAR from PKF Littlejohn work has continued this week on the return.
- **Planning Committee:** in consultation with the Town Clerk are looking at a further six planning applications received and will be submitting our responses next week. I have attached the responses issued this week.
- **Inclusive Developments.** Please find attached a report on activities including a more detailed update on an initiative with the Police (Transforming Lives). The Chairs Group is looking at the request related to the social area.

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

P.S.

We are now able to use one the tractors as the Blue Tit family have left the nest in the arm of the loader.

CTC Covid-19 update 16 12/06/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19**Staff and Buildings**

- The Council Office remains closed to the public, but remains open for phone and emails.
- Jessica Lydon continues to review new guidance for over the summer and the impact of Covid-19 if there is a heatwave and support required for the community. Jess has also put together a grant application for additional funding for the skatepark which will be submitted early next week. Jess drew up guidance with the Clerk for organised groups using Facilities under the latest Government Guidance/Regulations.
- Ellie Lydon has continued to work from home. Ellie carried out a further allotment inspection and has issued a number of warning letters, she has also updated the waiting list which has grown to over 30 residents since March. Ellie came into the office for a few hours to sort out some issues with the phone system and has got the answer phone fixed but there is 260 messages on it which she is going through. she also issued letters and caught up on filing. Ellie continues to support Jess, Heather and the Clerk with their work.
- Heather continues to work from home and organised a further payment run. Heather came into the office to catch up on filing.
- Warren Bourne, Liam Jordan, David Lawrence, Chris Smith and John Smith were in this week. They were carrying out grass cutting, watering of new hedges, trees and shrubs, mulching the flower beds and emptying of bins. They have also continued to address the issues raised in the RoSPA inspections. Warren has continued working on getting the bowls green ready for play and also working on the cricket wickets.

They continue to maintain social distancing by staggering breaks or using different buildings and traveling in separate vehicles.

Kevin Taylor is carrying out some online training related to the maintenance of pitches etc. while he is stuck at home.

- Head Groundsman is also on call for emergencies.
- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them. Ross has been carrying out some cleaning and maintenance tasks in the buildings.
- Blue School: The Preschool is now open all week. Kids club and Cam Academy are still discussing their phased opening following the Governments

guidance on returning to school etc, but it is likely they will not be able to open until September. The Plumbers and Electricians were on and have almost completed the works.

Community Volunteering

- Jess Lydon continues to work with all parties to co-ordinate the response to the Covid-19 outbreak. Jess received an updated list with names of those who are no longer shielded. CVTF currently have 57 vetted volunteers. Jess is continuing as the link with SCDC and has received a number of requests for support. The Volunteer Task Force has already supported residents in Cambourne on over 475 occasions.

Cllr Nishat Akhter continues to work as the link between the Council and the Task Force and is producing regular updates on the help carried out.

- The Web Page and Facebook are being updated by Jess and Cllr Greg Thompson to keep residents informed.

Staff Situation.

- Warren and I regularly speak to all the staff to ensure they are well and coping in and are in good spirits considering the circumstances. I have been checking with staff to ensure they do not have any issues with returning to work.

Council Business.

- **AGAR** Having received the AGAR from PKF Littlejohn work has continued this week on the return.
- **C2C** the Chairman and Cllr Jones have produced a letter to the Greater Cambridge Partnership regarding the proposal to be considered at the Executive Board meeting on the 25th June reflecting the Town Councils stance agreed prior to the March meeting that was postponed.
- **Planning Committee:** in consultation with the Town Clerk are looking at a further two planning applications received and will be submitting our responses next week.

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

CTC Covid-19 update 17 19/06/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19**Staff and Buildings**

- The Council Office remains closed to the public, but remains open for phone and emails.
- Jessica Lydon continues to review new guidance for over the summer and the impact of Covid-19 if there is a heatwave and support required for the community. Jess has also put together a grant application for additional funding for the skatepark which will be submitted early next week. Jess drew up guidance with the Clerk for organised groups using Facilities under the latest Government Guidance/Regulations which she is updating for the Football clubs.
- Ellie Lydon has continued to work from home. Ellie carried out a further allotment inspection at Brace Dein and has issued a number of warning letters. Ellie came into the office for a few hours to sort out carry out filling and issue the post. Ellie also listened to more answer phone messages. Ellie is reviewing some CACRE guidance on reopening Community buildings and will liaise with the Town Clerk on documents for users. Ellie continues to support Jess, Heather and the Clerk with their work.
- Heather continues to work from home and organised a further payment run. Heather came into the office to catch up on filling.
- Warren Bourne, Liam Jordan, David Lawrence, Chris Smith and John Smith were in this week. They were carrying out grass cutting, watering of new hedges, trees and shrubs, repairs to the car park at the Hub emptying of bins. They have also continued to address the issues raised in the RoSPA inspections. Warren was in a position to allow the bowls green to open for play and also continued to work on the cricket wickets. They continue to maintain social distancing by staggering breaks or using different buildings and traveling in separate vehicles. Kevin Taylor is carrying out some online training related to the maintenance of pitches etc. while he is stuck at home he may.
- Head Groundsman is also on call for emergencies.
- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them. Ross has been carrying out some cleaning and maintenance tasks in the buildings.
- Blue School: The Preschool is now open all week. Kids club and Cam Academy are still discussing their phased opening following the Governments guidance on returning to school etc, but it is likely they will not be able to open

until September. The Plumbers and Electricians have completed the works to the underfloor heating.

Community Volunteering

- Jess Lydon continues to work with all parties to co-ordinate the response to the Covid-19 outbreak. Jess received an updated list with names of those who are no longer shielded. Jess is continuing as the link with SCDC and has received a number of requests for support. The Volunteer Task Force has already supported residents in Cambourne on over 515 occasions since the 18th March.

Cllr Nishat Akhter continues to work as the link between the Council and the Task Force and is producing regular updates on the help carried out.

- The Web Page and Facebook are being updated by Jess and Cllr Greg Thompson to keep residents informed.

Staff Situation.

- Warren and I regularly speak to all the staff to ensure they are well and coping in and are in good spirits considering the circumstances. I have been checking with staff to ensure they do not have any issues with returning to work.

Council Business.

- **AGAR** Having received the AGAR from PKF Littlejohn work has continued this week on the return and the internal Audit should be carried out next week.
- **C2C** the Greater Cambridge Partnership have withdrawn the Cambourne to Cambridge section from the Executive Board meeting on the 25th June pending consideration on the transport authority's alternative proposal.
- **Planning Committee:** in consultation with the Town Clerk are looking at a further four planning applications received and will be submitting our responses next week. Copy of this week's responses attached to the email.

Food Stalls

The Food stalls are now opening each week and are well used, providing a service to the community they are as follows:

Wednesday and Saturday Mornings 8.00pm until 2.00pm at the Hub

Steves Seadish

Friday evenings Great Cambourne Cricket Pavilion Car Park

400 degrees Pizzeria

Angie's (Burgers)

Flava (Caribbean food)

Nanna Mexico (Mexican)

Saturday evenings Great Cambourne Cricket Pavilion Car Park

Kerief Catering

400 degrees Pizzeria

Angie's (Burgers)

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

CTC Covid-19 update 18 26/06/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19**Staff and Buildings**

- The Council Office remains closed to the public, but remains open for phone and emails.
- Jessica Lydon continues to review new guidance for over the summer and the impact of Covid-19 if there is a heatwave and support required for the community. Jess drew up guidance with the Clerk for the football clubs using the Pitches under the latest Government Guidance/Regulations the 3G and Toilets will remain closed at the moment. Jess has been recording requests for outdoor exercise that is taking place in groups to keep track of who is doing what, where and when. Invoiced the regular street traders she also checked the street traders documents are up to date and requested documents which are out of date. Jess updated the Facebook page and website with useful information and consultations that are taking place. She also updated the Crier article before it goes to print with the most up to date guidance given from the Government. Jess will be on Holiday Next week.
- Ellie Lydon has continued to work from home, but came into the Office for the day where she worked with the clerk on issues that need to be looked at with the possibility of returning to work and the effect of the announcement that Community Centres could open from the 4th July, but with restrictions . As part of this Ellie is reviewing some CACRE guidance on reopening Community buildings and will liaise with the Town Clerk on documents for users She sent an Email to all hires- Updating them on hiring of community buildings, responding to their questions
Started drafting updated lettings packages and creating document for regular hirers on guidance using the buildings once reopened. Produced posters for when buildings reopen- e.g. no waiting in corridors/1 in one out system.
Ellie continues to support Jess, Heather and the Clerk with their work. She took two days off for her Birthday).
- Heather continues to work from home and organised a further payment run. She has also started some work on reopening the buildings.
- Warren Bourne, Liam Jordan, David Lawrence, Chris Smith and John Smith were in this week. They were carrying out grass cutting, watering of new hedges, trees and shrubs, repairs to the car park at the Hub emptying of bins. They have also continued to address the issues raised in the RoSPA inspections. Warren continued to work on the cricket wickets.

They continue to maintain social distancing by staggering breaks or using different buildings and traveling in separate vehicles.

Kevin Taylor is carrying out some online training related to the maintenance of pitches etc. while he is stuck at home he may.

- Head Groundsman is also on call for emergencies.
- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them. Ross has been carrying out cleaning and maintenance tasks in the buildings.
- Blue School: The Preschool is now open all week. Kids club and Cam Academy are still discussing their phased opening following the Governments guidance on returning to school etc, but it is likely they will not be able to open until September. Work on the transfer has progressed.

Community Volunteering

- Jess Lydon continues to work with all parties to co-ordinate the response to the Covid-19 outbreak. 1 new volunteer added to CVTF. Jess received an updated list with names of those who are no longer shielded. Jess is continuing as the link with SCDC and has received a number of requests for support and passed them on. The Volunteer Task Force has already supported residents in Cambourne on over 561 occasions since the 18th March.

Cllr Nishat Akhter continues to work as the link between the Council and the Task Force and is producing regular updates on the help carried out.

- The Web Page and Facebook are being updated by Jess and Cllr Greg Thompson to keep residents informed.

Staff Situation.

- Warren and I regularly speak to all the staff (both at work and home) to ensure they are well and coping in and are in good spirits considering the circumstances. I have been checking with staff to ensure they do not have any issues with returning to work.

Council Business.

- **AGAR** Having received the AGAR from PKF Littlejohn work has continued this week on the return and the internal Audit should be carried out starting Monday.
- **Planning Committee:** in consultation with the Town Clerk are looking at a further two planning applications received and will be submitting our responses next week. Copy of this week's responses attached to the email.

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

CTC Covid-19 update 19 3/07/20**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Cambourne Town Council and Covid-19**Staff and Buildings**

- The Council Office remains closed to the public, but remains open for phone and emails.
- Jessica Lydon was on annual leave this week.
- Ellie Lydon has continued to work from home, but came into the Office for two days where she worked with the clerk on issues that need to be looked at with the possibility of returning to work and the effect of the announcement that Community Centres, Places of Worship and Council Buildings could open from the 4th July, but with restrictions. As part of this Ellie is reviewing some CACRE guidance on reopening Community buildings and will liaise with the Town Clerk on documents for users
Started drafting addendums to the lettings packages and creating document for regular hirers on guidance using the buildings once reopened. Produced posters for when buildings reopen- e.g. no waiting in corridors/1 in one out system. Ellie also produced a large number of notices for the play areas in preparation to them opening.
Ellie continues to support Jess, Heather and the Clerk with their work. She took two days off for her Birthday).
- Heather continues to work from home and organised a further payment run. She has also started some work on reopening the buildings. Heather came into the office on Monday and took part in a video conference looking at the possibility of Hot food once a week over the summer initially.
- Warren Bourne, Liam Jordan, David Lawrence, Chris Smith and John Smith were in this week. They were carrying out grass cutting, watering of new hedges, trees and shrubs, repairs to the car park at the Hub emptying of bins. They have also continued to address the issues raised in the RoSPA inspections. Warren continued to work on the cricket wickets. The team spent Friday preparing the play areas and outdoor gyms for opening and putting up notices ready for the 4th July.

They continue to maintain social distancing by staggering breaks or using different buildings and traveling in separate vehicles.

Kevin Taylor is carrying out some online training related to the maintenance of pitches etc. while he is stuck at home he may.

- Head Groundsman is also on call for emergencies.

- Regular checks of the buildings will be carried out by the Caretaker and other staff to ensure they are secure and there are no issues with them. Ross has been carrying out cleaning and maintenance tasks in the buildings.
- Blue School: The Preschool is now open all week. Kids club and Cam Academy are still discussing their phased opening following the Governments guidance on returning to school etc, but it is likely they will not be able to open until September. Work on the transfer has progressed.

Community Volunteering

- The Volunteer Task Force has already supported residents in Cambourne on over 571 occasions since the 18th March.

Cllr Nishat Akhter continues to work as the link between the Council and the Task Force and is producing regular updates on the help carried out.

- The Web Page and Facebook are being updated by Jess, Ellie and Cllr Greg Thompson to keep residents informed.

Staff Situation.

- Warren and I regularly speak to all the staff (both at work and home) to ensure they are well and coping in and are in good spirits considering the circumstances. I have been checking with staff to ensure they do not have any issues with returning to work.

Council Business.

- **AGAR** Having received the AGAR from PKF Littlejohn work has continued this week on the return and the internal Audit was be carried out on Monday and Tuesday and successfully completed. A Council meeting will be held on Tuesday 14th at 7pm to approve the AGAR.
- **Planning Committee:** in consultation with the Town Clerk are looking at a further two planning applications received and will be submitting our responses next week. Copy of this week's responses attached to the email.
- **Play areas and Outdoor Gyms:** these were prepared to be opened on the 4th July in line with the guidance from the Government, NALC, SLCC and API some of which is impractical and potentially costly. NALC and SLCC are taking this up with the Government. At the moment we have kept the sand and water play areas closed while we look at how social distancing can be maintained. (Attached are the notices displayed).

NOTE

All the above will be subject to Government, NHS and Public Health England advice as it changes and ensuring the wellbeing and safety of the staff and our community.

Dear John

Please find below an updated status report on current matters involving the Town Council.

1. Upper Cambourne Northern Greenway SIP –MCA (59)

No change since my last Report, as my application to register the Transfer to the Town Council (submitted to the Land Registry on the 10th March 2020) remains outstanding.

The Transfer was completed on 6th March 2020.

2. Cambourne Youth Centre – MCA (63)

Again, no change since my last Report, as my application to register the Transfer to the Town Council (submitted to the Land Registry on the 19th September 2019) remains outstanding.

The Transfer was completed on the 4th September 2019.

3. Cambourne School Lease Variation – County Council (65)

I have received your further instructions on the Service Charge provisions of the Lease John and will, therefore, now finalise the latest draft of the Lease, before issuing this to the County Council for comment/approval.

4. Land Parcel GC29 – Bovis Homes (73)

Have you heard anything further from Bovis Homes John?

When I last heard from their Solicitors (19th March 2020), they advised that Bovis had been in contact with the Town Council concerning the discrepancies between the Transfer plan and the layout on the ground and that the Transfer plan was being revised as a result, however a copy of that revised plan is still awaited.

5. Various Land Parcels – Taylor Wimpey (69)

My applications to register the Transfers to the Town Council of tranches 3, 4 and 5 were submitted to the Land Registry on the 7th February 2020 and remain outstanding.

These Transfers were completed on 4th February 2020 and cover land parcels:

LC06	LC09	LC05
LC14	GC17	LC02
LC13		

The Transfer for tranche 6 was completed on the 19th May 2020 and my application to register the same was submitted to the Land Registry on 1st May 2020. This remains outstanding.

This Transfer relates to land parcels UC1A, UC1B and LAP1-4.

6. Priory Walk Car Park – MCA (72)

The Transfers have now been signed by both parties.

The usual pre-completion searches are, therefore, being undertaken and, if all are clear, I will then proceed to completion.

7. Land Parcel GC06 – MCA (69)

The Transfer was completed on 27th April 2020 and my application to register the same has now been concluded by the Land Registry – Official Copies of the Register are attached for your information.

8. Cherry Tree Court – David Wilson Homes (74)

No change since my last Report, as I am still awaiting clarification from David Wilson Homes as to the extent of the area to be transferred.

The plan originally supplied included a LAP which had been removed from a previous Transfer following objections from local residents.

Do let me know should you have any queries on the above John.

Kind regards,

Allison

Allison Hopkins
Senior Paralegal
for Mills & Reeve LLP