


# COMBERTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on  
**Wednesday 13 March 2019 in the Village Hall at 7.30pm.**

*The Public and Press are cordially invited to be present.*

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.

  
Gail Stoehr, Clerk  
06/03/19

## AGENDA

- 1. Apologies for absence and declaration of interests**
  - 1.1 To receive written apologies for absence and reasons
  - 1.2 To receive declarations of interests from councillors on items on the agenda and details of any dispensations held
  - 1.3 To receive written requests for dispensations for interests and to grant any requests for dispensation as appropriate (if any)
- Comments & observations from members of the public & County and District Cllr reports**
- 2. To approve the minutes of the previous meeting**
- 3. Matters arising or carried forward from the last meeting or a previous meeting for discussion or decision and to note the Clerk's report**
  - 3.1 (3.2) Pond water levels – to consider quotations for lining the pond <sup>(LT)</sup>
  - 3.2 (3.5) Play equipment repairs – to consider response from Kompan if received and quotes for works
  - 3.3 (7.2) The Drift Temporary Road Order – update and to consider the next steps
- 4. Finance, procedure & risk assessment**
  - 4.1 To receive the finance report and to approve the payment of bills
  - 4.2 Clerk report on any use of delegated powers and action taken due to risk
- 5. To receive reports and items from committees, working groups and members for information only unless specified**
  - 5.1 Proposal that the Council writes to a resident in West Street about a trip hazard
  - 5.2 Community Payback - the team has asked whether it can burn the pile of brambles on the pond bank when it comes on March 17<sup>th</sup>(JF)
  - 5.3 Report on the Coalition of Parish Councils meeting March 6th <sup>(JF)</sup>
- 6. To consider matters arising out of correspondence/communications received**
  - 6.1 Froglife – inclusion of Comberton pond in habitat project
  - 6.2 Comberton Swimming Club – application for financial support
  - 6.3 SCDC and Cambridge City Council – Greater Cambridge Statement of Community Involvement consultation
  - 6.4 SCDC and Cambridge City Council – Greater Cambridge Local Plan – Call for Sites
  - 6.5 SCDC and Cambridge City Council – North East Cambridge Area Action Plan – Issues and Options 2019 consultation
  - 6.6 CCC Local Validation List consultation
  - 6.7 Comberton Twinning Association - request for financial support
  - 6.8 CCC Summer Reading Challenge – request for financial support
- 7. Closure of meeting**

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*Initials in brackets adjacent to an item indicate the member who has tabled this item or is expected to report. Numbers in brackets before an item indicate the minute reference from the last or previous meeting when this matter was tabled.*

Mrs Gail Stoehr, Clerk to Comberton Parish Council, 30 West Drive, Highfields Caldecote, CB23 7NY

Tel: 01223 264553

Email: [parishclerk@comberton.org.uk](mailto:parishclerk@comberton.org.uk)

## **Clerk report to Comberton Parish Council meeting on 13 March 2019**

Where I have information to support the agenda this is below.

1. Apologies will be reported to the meeting.
2. To approve the minutes of the meeting on 13 February 2019 - attached
3. Matters arising
  - 3.1 (3.2) Pond water levels – to consider quotations for lining the pond  
Cllr Tatnell to report.
  - 3.2 (3.5) Play equipment repairs – to consider response from Kompan if received  
At the time of writing a response is awaited.
  - 3.3 (7.2) The Drift Temporary Road Order – update and to consider the next steps  
Peter Gaskin of CCC advises that it is highly unlikely that an application would be successful, as it would only be agreed if the County Council was unable to maintain the Right of Way. Peter Gaskin has arranged some planings for The Drift and is hoping for further works in the coming financial year when Barton Road has road works. He is willing to discuss this further with a member if required. Does the Parish Council still wish to apply at a cost of £1000.00?
4. Finance
  - 4.1 To receive the finance report and to approve the payment of bills – attached.
  - 4.2 Clerk’s report on any use of delegated powers  
None at the time of writing.
5. To receive reports and items from committees, working groups and members for information only unless specified
  - 5.1 Proposal that the Council writes to a resident in West Street about a trip hazard  
Cllr McCabe writes:  
“Please could the Parish Council discuss at the next meeting the possibility of writing to the new owner of (a house in) West St asking for the foot scraper outside the front door to be moved.  
My elderly neighbour was walking along the pavement and needed to step to the side as a group of people was walking towards him. He did not notice the foot scraper and fell heavily. Fortunately he was not seriously hurt but was very shaken.  
I attach 2 photos - although it looks as if the scraper is at the side of a stone step the stone slab is actually flush with the pavement.”  
Photographs will be brought to the meeting.
  - 5.2 Community Payback - the team has asked whether it can burn the pile of brambles on the pond bank when it comes on March 17<sup>th</sup>(JF)
  - 5.3 Report on the Coalition of Parish Councils meeting March 6th <sup>(JF)</sup>
6. Correspondence
  - 6.1 Froglife – inclusion of Comberton pond in habitat project  
“I am contacting you about a project that Froglife is interested in developing. Froglife is a national wildlife conservation charity with a specific focus on our native amphibians and reptiles. We are a very practical organisation and we undertake a lot of work on improving habitats for our species. Central to our ethos is also to involve as many people as possible into wildlife conservation, even those who for health reasons often find it difficult to get involved. For example we delivered a project collecting

wildlife memories from elderly people, these were compiled into a DVD and we are currently working with dementia groups delivering workshops to invoke memories of their wildlife encounters. We are keen to develop a project researching the history of village ponds, and if required undertaking some habitat management work on the ponds, doing surveys to see what species are present. We would very much like to include the Comberton village pond and wondered how we go about doing this? We will raise funds for the project so there will be no financial commitment but we of course do need the approval of the parish council.”

Kathy Wormald  
Chief Executive Officer  
*Froglife*  
*Leaping forward for reptiles and amphibians.*

- 6.2 Comberton Swimming Club – application for financial support  
Attached.
- 6.3 SCDC and Cambridge City Council – Greater Cambridge Statement of Community Involvement consultation
- 6.4 SCDC and Cambridge City Council – Greater Cambridge Local Plan – Call for Sites
- 6.5 SCDC and Cambridge City Council – North East Cambridge Area Action Plan – Issues and Options 2019 consultation  
Details for viewing the consultation documents and information on the consultation event dates for the above three joint consultations are attached. The consultation deadline is Monday 25 March 2019.
- 6.6 CCC Local Validation List consultation  
Consultation on the proposed 2019 revision of the Local Validation Guidance List and Local Validation Check List for planning applications for the County Council’s own development and for waste development.

We are consulting you in addition to Councillors, other applicants and their agents, statutory consultees, and parish councils on the proposed draft revised documents. The consultation period will run for 6 weeks from 28 February 2019 until 11 April 2019. The draft revised documents on which we seek comments are attached.

The existing Local Validation List June 2017 and the accompanying Local Validation Guidance List:- Guidance for applicants and their agents on the Local Validation List (June 2017) and supporting documents are displayed on the County Council’s website at:

<https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-applications/submitting-a-planning-application/>

Please send all comments that you may wish to make to:- County Planning, Minerals and Waste, Box No SH1315, Shire Hall, Cambridge, CB3 0AP or by e-mail to [planningdc@cambridgeshire.gov.uk](mailto:planningdc@cambridgeshire.gov.uk) by 11 April 2019. All comments received by 11 April 2019 will be taken into consideration, summarised and reported together with the proposed finalised Local Validation List and the Local Validation Guidance List to the Council’s Planning Committee. We are working towards reporting to the Planning Committee of 16 May 2019.

- 6.7 Comberton Twinning Association - request for financial support

Not received at the time of writing but expected. Will be circulated if received before the meeting.

6.8 CCC Summer Reading Challenge – request for financial support - attached

7. Closure of meeting

## COMBERTON PC FINANCIAL REPORT

Mar-19

### Summary of Month

Balance brought forward £  
211,467.56

#### Adjusts/transfs/inc during period

SCDC	TRADE WASTE	-16.15
SCDC	TRADE WASTE	-5.00
E.ON	PAVILION ELECTRICITY	-69.63
BT	PAVILION PHONE	-32.24

#### Additional payments approved at last/previous meeting

PARISH ONLINE	ONLINE MAPPING	-108.00
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#### Misc Credits

COMBERTON CRUSADERS	PITCH FEES	75.60
HMRC	VAT	19.20

**Total Adjustments** -136.22

**Balance revised after adjustments** **211,331.34**

### Bank Reconciliation

Account	Funds	Statement	Outstanding
National Savings D&M Fund	85,608.18	85,608.18	
Santander	125,723.16	136,803.18	-11,080.02
<b>Total</b>	<b>211,331.34</b>	<b>222,411.36</b>	<b>-11,080.02</b>

#### Expenditure for approval

		£	
	SALARY	139.26	chq 2017
HMRC	PAYE	125.00	2018
NEST	PENSION	177.25	DD
LCPAS	AFFILIATION FEE	90.00	2017
RIDGEONS	COMMUNITY PAYBACK MATERIAL	315.46	2021
CAS LTD	VILLAGE HALL INSURANCE	843.98	2020

#### **Total Expenditure**

1,690.95

#### **Balance C/F**

209,640.39

Gail Stoehr  
Responsible Financial Officer

#### Notes:

*Late invoices will be brought to the meeting*

## GRANT APPLICATION FOR FINANCIAL ASSISTANCE FROM COMBERTON PARISH COUNCIL

Please note – applications will only be considered if accompanied by a copy of up to date accounts and your group's constitution.

1	Name of Organisation: <b>COMBERTON COMMUNITY SWIMMING CLUB</b>
2	Name and address of correspondent (and office held): <b>CAROLINE ABRAHAM (FUNDRAISING COMMITTEE)</b> <b>12 SWAYNES LANE</b> <b>COMBERTON</b> email: <b>CAMBRIDGE CB23 7EF</b> <b>carolineabraham@btinternet.com</b>
3	What are the objectives of your organisation? 1) TO PROVIDE SAFE AND AFFORDABLE SWIMMING FOR COMBERTON RESIDENTS AND OTHERS LIVING WITHIN THE CATCHMENT AREA OF CVC (OR UP TO 10 MILES.) 2) ENCOURAGE COMMUNITY COHESION AND VOLUNTEERING OPPORTUNITIES TO ALL ADULT MEMBERS WHO MUST PERFORM ADMIN OR SAFETY OFFICER DUTIES 3) TO ENSURE SWIMMING SESSIONS ARE FUN AND ACCESSIBLE TO AS MANY OF OUR COMMUNITY AS POSSIBLE SO ALL CAN ENJOY THE BENEFITS OF OUTDOOR SWIMMING.
4	Amount of grant applied for <b>£ 4000</b>
5	What is the total cost of your project/event? <b>PHASE 1 = £28000</b> <b>(2020) PHASE 2 = £40-50,000 (ESTIMATED)</b>
6	If the total cost is more than the grant applied for how will the difference be funded? <b>PHASE 1:</b> <b>EXISTING FUNDS IN BANK ACCOUNTS = £18,000</b> <b>* (1/2) PORTION OF 2019 MEMBERSHIP FEES = £ 4,000</b> <b>DONATIONS / FUNDRAISING = £ 2,000</b> <b>* REMAINDER OF MEMBERSHIP FEES TO BE KEPT AS RESERVES FOR UNEXPECTED EVENTS</b>
7	If you have unspent balances in your bank account why do you need this grant? <b>ALL UNSPENT BALANCES WILL BE USED TOWARDS PHASE 1. IF WE ARE SUCCESSFUL IN RAISING MORE THAN £28,000 REQUIRED FOR PHASE 1, ANY REMAINDER, E.G. DONATIONS, WILL BE TRANSFERRED TO PHASE 2.</b>
8	Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application): <b>FOR PHASE 1:</b> <b>- REQUESTED APPLICATION FROM TOFT PC AND EVERSDENS PC.</b> <b>- WILL ALSO APPLY TO SCDC COMMUNITY CHEST.</b> <b>PHASE 2 - NOT YET APPLIED BUT HAVE IDENTIFIED BIG LOTTERY SPORT ENGLAND, POSSIBLY AMEXCESPA AS OPPORTUNITIES.</b>
9	Purpose for which the money will be used. Please explain clearly and simply how this grant will contribute to the village: <b>- THE INTERNAL STRUCTURE OF THE POOL HAS NOT HAD ANY SIGNIFICANT REPAIRS SINCE ITS INSTALLATION BACK IN THE 1970'S. IN RECENT YEARS, IT HAS BEEN NECESSARY BEFORE EACH SEASON TO CARRY OUT MAINTENANCE INCLUDING PATCHING UP THE PLASTER FROM THE POOL WALLS, RE-GROUTING / REPAIRING THE POOL'S EDGING STONES. THESE REPAIRS ARE NOW MORE DIFFICULT TO CARRY OUT AND REPAIRS ARE SHORT LIVED WITH LARGE CHUNKS OF PLASTER FALLING OFF AND INTO THE POOL.</b> <b>- THE MONEY WILL BE USED TO INSTALL A POOL LINER WITH A 50 YEAR LIFE, PERFORM STRUCTURAL REPAIRS TO THE POOL AND POOL EDGE.</b> <b>- INSTALLING A LINER WILL ENSURE MANY MORE YEARS OF OUTDOOR SWIMMING OFFERING OUR COMMUNITY A UNIQUE ASSET TO ENJOY SAFE, FUN, HEALTHY SWIMMING AS WELL AS IMPROVING SWIMMING SKILLS AND PROVIDING A LIFE SKILL FOR ALL CHILDREN.</b>

10 What sections of the community will benefit most from this grant?

- ALL SECTIONS OF THE COMMUNITY; OUR MEMBERS INCLUDE BABIES UP TO OAP'S
- MAJORITY OF MEMBERS TO CCSC ARE FAMILIES LIVING IN COMBERTON, LAST YEAR THEY MADE 107 OUT OF 166 FAMILY MEMBERSHIPS.
- PRIMARY AGED CHILDREN FROM CVC FEEDER SCHOOLS WHO COME TO SWIM IN THE SUMMER TERM, (EACH YEAR 5), SOME WHO HAVE NEVER SWAM BEFORE.
- CVC PUPILS (11-16)

11 Is there anything else you wish the Parish Council to take into account when considering this application?

- CCSC PAY CVC £5000 EACH SEASON FOR THE USE OF THE POOL TO COVER RUNNING COSTS. CVC HAVE AGREED TO FOLLOW THIS WHILE WE ARE FUND RAISING AND SUPPORT OUR PHASE 2 FUNDRAISING EFFORTS.
- FEES ARE VERY LOW TO BECOME A MEMBER. A FAMILY MEMBERSHIP, UP TO 6 PEOPLE, PAY £55. THIS EQUATES TO 80P PER WEEK PER MEMBER FOR A FAMILY OF 4 WHO SWIM ONCE A WEEK. AS A RESULT MEMBERS SWIM MANY TIMES A WEEK AND BENEFIT


12 Bank Details (if Grant approved will be paid directly) ACCORDINGLY.

Bank / Building Society Name: LLOYDS BANK

Account Number: 25681860

Sort Code: 770518

Account Name: COMBERTON COMMUNITY SWIMMING CLUB

Application Signed: 

Application Date: 1/3/19

For Comberton Parish Council Use:

Recommendation:

Parish Council Meeting Decision:

Proof of expenditure received:

Grant paid:

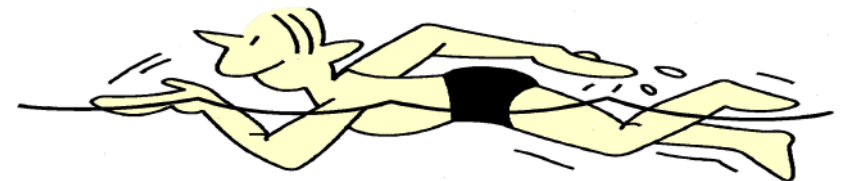
**SWIMMING POOL  
TELEPHONE NUMBER**

**0 1 2 2 3 2 6 3 2 2 0**

# **COMBERTON COMMUNITY SWIMMING CLUB**

**MEMBERSHIP RULES  
& OPERATING PROCEDURES  
PLEASE READ**

<b>Club History</b>	<b>[ 1 ]</b>
<b>Operating Plan</b>	<b>[ 3 ]</b>
<b>Emergency Plans</b>	<b>[ 6 ]</b>
<b>Notes for Duty Officers</b>	<b>[ 8 ]</b>
<b>Administrative Officers</b>	<b>[ 9 ]</b>
<b>Safety Officers</b>	<b>[ 10 ]</b>
<b>Constitution</b>	<b>[ 11 ]</b>



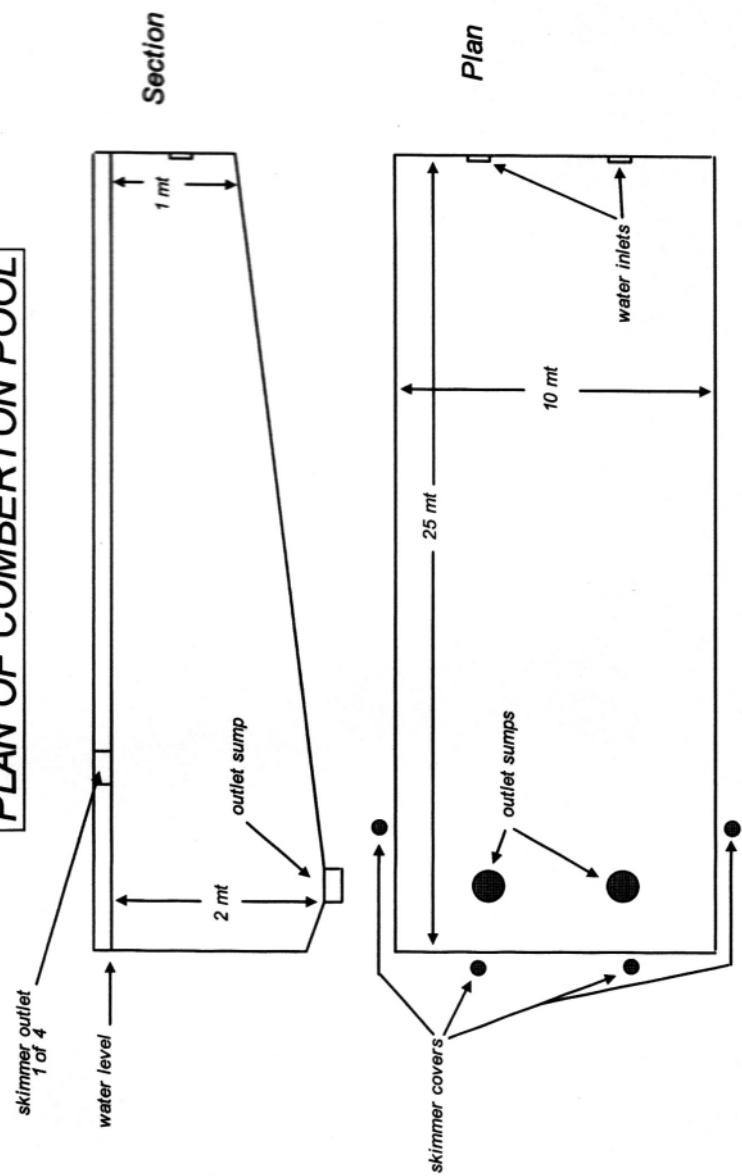
**First Published by C.C.S.C April 1991  
Revised & Reprinted Spring 1994 1999 2005 2008 2012**

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*Spring 2012 Edition*



**PLAN OF COMBERTON POOL**



**Secretary:** The secretary shall be responsible for correspondence of the club. Any meeting which will involve official paperwork must be reported to the secretary in writing immediately afterwards.

**Minutes Secretary:** The minutes secretary shall keep minutes of all meetings and when necessary deputise for the secretary.

**Membership Secretary:** The Membership secretary shall issue yearly membership cards and maintain the Club's Membership register. The register should be available at all times for inspection.

**Rota Secretary:** The Rota Secretary shall maintain and circulate a rota of duties performed by the Safety Officers and Administrative Officers from

time to time during the swimming season.

**Treasurer:** The treasurer shall keep such books, accounts and records as the members shall from time to time require to be kept, and be responsible for the financial transactions and business of the Club. He/she shall prepare and submit at the Annual General Meeting an audited statement of the accounts of the Club, as at the date of the AGM. He/she shall not withdraw monies from the Club bank account except on the authority of a cheque signed by at least two officers of the Club. A sum not exceeding Fifty Pounds must be kept as a cash float. The Annual Accounts shall be audited.

**Chief Safety Officer:** The Chief Safety Officer shall organise and carry out training for Club Safety Officers and validate second safety officers at training sessions held each year. He/she will endeavour to keep an up-to- date and uniform level of safety throughout the Club.

**General Meetings:** On receiving a request, signed by at least twelve adult members of the Club, the secretary shall call a General Meeting which should be held within twenty-eight days of the receipt of the request. The Chairman may call a General Meeting at any time.

The preceding Constitution and Regulations for the use of the swimming pool can only be changed by the Committee, and any such proposals must be handed to the Secretary at least fourteen days prior to a meeting.

**Dissolution of the Club:** The Club may be dissolved with the consent of five-sixths of the adult members testified by signature to an instrument of dissolution which shall provide for the method of disposal of the remaining assets, if any, of the Club.

## History of the Club

The Comberton swimming pool, so much a part of village life in the summer was constructed by a good deal of cooperative village and inter-village activity in the early 1970's. Like many other pools, users paid for admission at the kiosk and a paid lifeguard was on duty. This system of operation ran into financial difficulties due to increasing costs, a reduction in funding from the county and a run of poor summers.

By the spring of 1981 there was a real danger that swimming at Comberton would come to an end. However under the leadership of Harry Brown the present club was established in order to provide community swimming along the lines already followed successfully for a number of years by other clubs in the area.

The club operates by inviting applications from families in the catchment area of the Village College. Members pay a subscription which is the same whether the family numbers one or ten, and this meets many of the costs of running the pool. The main contribution made by families is the volunteering of services. At all the club swimming sessions there needs to be on duty two "Safety Officers", to supervise the pool and two "Administration Officers" to handle admissions and back up the Safety Officers. At least one member of each family is required to assist in some officer capacity and it is important for plenty of volunteers particularly Safety Officers to be forthcoming if the club is to run all of the planned sessions.

The pool is usually open from mid May to mid September, and swimming sessions are run throughout each week according to a staffing rota prepared by the Rota Secretary usually twice in a season. The number of sessions available per week is fixed each year according to the number of qualified Safety Officers volunteering their services. The aim is to run nine two hour sessions per week.

For many years since the Club was formed the cost of running the pool has been divided between the Village College and the Community Swimming Club with the Club paying for the heating oil, a proportion of the treatment chemicals, provision of the pool covers and rollers, commissioning and decommissioning at the start and finish of the swimming season and some of the major plant and infrastructure costs. The Village College have looked after the day to day

day testing of the water, filling of the pool at the start of the season, emergency telephone and electricity costs, a proportion of the chemical costs, and general site maintenance etc. In recent years with changes in the Village College management structure there has been a move to the Swimming Club paying a fixed annual fee for the use of the pool with all running costs being administered by the Village College.

It is often thought that the Community Swimming Club controls the use of the pool. This is not actually the case, the swimming club and the school are the dominant users of the pool, but it is also used by a number of other clubs on a regular or occasional basis. It can be hired by an individual or by another club. In all of these cases the Community Council of the Village College will levy a charge, and it is the Community Council which is ultimately responsible.

#### **Administration and Safety Officers**

Administration Officers need no special qualifications but one hour training sessions are given as required. They have to check on admissions, administer minor first aid and must be over 18.

The First Safety Officers patrol the pool side and enforce all aspects of water safety, they have to be good swimmers aged 18 or over, and hold either a current National Pool Lifeguard Qualification, RLSS Bronze Medallion Lifesaving award or CCSC Safety Officer qualification. Classes are run during the summer at Comberton pool for the CCSC qualifications. They also need to attend one of the training/refresher sessions each spring.

The Second Safety Officers assist the First Safety Officers in patrolling the pool side but do not require the same level of skills. They should be good swimmers over 18 (over 16 if holding a Bronze Medallion) and be validated by the club Chief Safety Officer at the training/refresher courses held each spring. They are however encouraged to take the CCSC training course and become fully qualified Officers.

The rota for pool duties is sent to all member families. **If any persons selected for a particular duty are unable to attend, it is THEIR responsibility to find a substitute from a suitably qualified club member.** If the First Safety Officer does not turn up the pool will NOT open.

## **Constitution of the Comberton Community Swimming Club**

The Club shall be called "Comberton Community Swimming Club".

**Eligibility:** Membership is open to all families in the catchment area of the Village College: Toft, Eversdens, Kingston, Bourn, Harlton, Haslingfield, Coton, Grantchester, Barton, Longstowe, Hardwick, Caxton, Caldecote, Cambourn, Newnham etc.: members of the Community Association; families of children attending the Village College, to a maximum number as shall be determined from time to time by the elected committee.

Membership depends upon payment of subscription fees the amount of which shall be determined by the elected committee annually. Subscriptions shall become due in March each year. No subscriptions shall be accepted before the agreed date.

**Relationship with the Community Association:** All members of the club are automatically deemed to be members of the Community Association. The club agrees to pay a subscription to the Community Association for each club member.

**Election and Duties of Officers and Committee members :** The Committee shall be responsible for the day-to-day running of the club, and shall have the following honorary officers: Chairman; Vice Chairman; Treasurer; Secretary; Membership Secretary; Minutes Secretary; Rota Secretary; Housekeeper; Chief Safety Officer; and up to 20 Committee members; The Principal; The Community Education Assistant Principal; and a representative of the Community Association. All the officers and committee members shall hold office for one year, the committee shall have the right to co-opt additional members on an ad hoc basis, who shall be ex-officio.

The Annual General Meeting of the club shall normally be held in November at which time it shall elect officers and committee members for the following calendar year. Nominations of the officers shall be properly proposed and seconded by a member of the club and signed by the candidate signifying their willingness to serve if elected, and shall be sent to the club secretary to reach him/her at least fourteen days before the annual General Meeting. Posts which have not been nominated by the closing date for nominations may be filled by nominations from the floor of the AGM.

**Chairman:** The Chairman or in his absence the Vice-Chairman shall preside over all the meetings of the club. The Chairman may give a casting vote on any matter under discussion. The Chairman may authorise expenditure up to £50 without calling a committee meeting.

## CODE OF SAFE WORKING PRACTICE

### SAFETY OFFICERS

1. At all times when a session is in progress both safety officers should be on pool side (in the absence of a Second Safety Officer a FIRST Safety Officer may start a session if there are thirty or less swimmers).
2. Pool Safety Officers will always carry a whistle when on duty, which for safety reasons should NOT be worn round the neck.
3. Safety Officers must remember that the safety of swimmers is their prime consideration, and they should not become involved in casual conversation with persons on pool side, beyond the bounds of common courtesy, neither should they become involved with swimming tuition.
4. Safety Officers should at all times wear suitable clothing that readily identifies them in their role.
5. Safety officers should patrol the perimeter of the pool and work as a team scanning the whole pool area. Particular attention should be given to the corners and the bottom of the pool especially in the deep end.
6. Safety officers are encouraged to use the high chair but the period of use should not exceed 15 minutes.
7. In the event of a Safety Officer having to enter the water to effect a rescue, he/she must ensure by the use of the whistle that the pool is cleared. This will also activate the emergency action procedure.
8. Safety Officers are required to attend a regular refresher/training session once per year.



## NORMAL OPERATING PLAN

### 1. Staffing

There will be a minimum of one First Safety Officer, one Second Safety Officer and two Administrative persons for each swimming session.

### 2. Authority

The First Safety Officer on duty has overall responsibility for maintaining safety in the pool and has absolute authority, even to closing the pool if required.

### 3. Maximum number of swimmers

A maximum of 100 swimmers are allowed in the pool at any time; this will not be exceeded for any reason. Safety officers may restrict numbers below this level if they feel that safety is affected.

### 4. Safety

Nobody is allowed to open, use the pool or equipment without a First Safety Officer present on pool side.

All members should be aware of the pool depths and layout (a plan and cross section can be found inside the back cover of this booklet).

Swimmers must leave the pool, or pool area at any time when instructed to do so by either Safety Officer. Failure to follow this instruction will automatically result in the withdrawal of the membership card or the cancellation of the "unaccompanied swimmer" status.

### 5. Whistle signals

Both Safety Officers must have a whistle while on duty.

One short blast: To attract a swimmer's attention.

Two short blasts: For Safety Officers to attract each other's attention.

One long blast: The pool must be cleared IMMEDIATELY as an emergency may be in progress.

### 6. Acrobatics and Diving

Forward dives ONLY are permitted in the DEEP end of the pool and at the discretion of the Safety Officers. Backward dives, somersaults, running, jumping, bombing, games of tag, throwing people in the air, and climbing on shoulders are NOT ALLOWED.

## 7. Balls, Flippers, Snorkels, Bricks and Face Masks

These are not allowed during normal swimming sessions. Approved swimming goggles may be worn.

A soft football may be allowed at the discretion of the **First Safety Officer** with the agreement of adult swimmers when the bather load is low.

## 8. Watches and Jewellery

For safety reasons watches and wrist jewellery will **NOT** be worn by any swimmer. It is strongly recommended that earrings, rings and other jewellery are removed.

## 9. Inflatable armbands and Floats

Inflatable armbands are not allowed on swimmers' legs. No bather wearing inflatable armbands or a buoyancy aid is allowed in the deep end of the Pool.

## 10. Learner and Toddlers area

When learners are present in the pool five metres of the shallow end will be roped off to make a learner area.

Only learners, toddlers and those giving instructions are allowed in the learner area.

Non swimmers or weak swimmers must be accompanied **IN THE WATER** at all times by a responsible person.

## 11. Safety Officer recognition

Both Safety Officers should wear the club provided sweat shirts or T-shirt, and dress suitable for a possible water rescue.

## 12. Hygiene

Bona-fide swimsuits must be worn and no cut-off jeans, trousers, or T-shirts are allowed in the water. Babies and small children must also wear a swim costume or pants.

Swimmers with long hair should tie it back or wear a swimming cap.

No one may swim who is suffering from any infectious or discharging ailment or wearing a plaster.

In the event of a swimmer vomiting in the water the pool will be closed immediately and swimming will not resume for a period of 24 hours.

## 13. Length of duty

No Safety Officer must work for more than two and a half hours without a break.

## WORKING NOTES FOR ADMINISTRATIVE OFFICERS

**Admissions. Only admit swimmers when Safety Officers say they are ready at the start of a session.**

1) Retain membership card and issue a rubber band to each swimmer. Check names and age of children against card. Those whose names are marked cannot be admitted unless accompanied by an adult (over 18 years).

2) Young members having "unaccompanied status" may not bring in young members under 12 years old, guests or non members.

3) Refuse admission to anyone with bad cuts, sores, plasters and anyone eating chewing or carrying glassware of any sort.

4) Last admissions are 15 minutes before the end of session.

### **Procedure for issuing bands.**

1) The maximum number of swimmers allowed in the pool is 100.

2) Issue one set of coloured bands to the first 25 swimmers, a second colour to the next 25 until there are 100 swimmers in the pool area (**or any lower maximum number decided by the First Safety Officer**).

3) Advise the First Safety Officer when you have issued the third colour (75 swimmers).

4) When 100 bands have been issued any bands returned of those colours should NOT be re-issued. New admissions should be given the fifth colour (up to 25). Take care not to exceed the 100 maximum number (or any lower maximum limit set by the safety officer).

5) In hot weather there may still be a queue after the maximum number has been reached. After the first half-hour the safety officer will call out of the pool the first 25 swimmers, they must surrender their bands and leave the pool area. They may join the end of the queue for readmission.

6) DO NOT admit the next 25 swimmers on the fifth colour until ALL of the first colour bands are returned. Repeat the procedure after the next 15 minutes with the second colour if necessary.

### **Guest and Temporary members.**

1) Occasional guests of member families may be admitted with a guest pass but only when accompanied **at all times** by an adult member of the host family. They should sign the visitors book and pay a contribution at the current level.

**NOTE: Local residents and people who live less than 10 miles from Comberton may not be considered as guests.**

2) Issue a temporary membership card to non local visitors on completion of an application form and payment of current fee per week.

## **GENERAL NOTES FOR DUTY OFFICERS**

### **Starting a session.**

1. The First Safety Officer will normally collect the pool keys from the Comberton Leisure Centre.
2. All Officers should be at the pool at least ten minutes before the start of a session to ensure that it starts on time.
3. Before opening the pool, the team should check that :-
  - a) Whistles are available.
  - b) Rubber bands are ready 25 of each, 5 colours.
  - c) Lane marker and pool divider ropes are available.
  - d) Changing rooms are open and floors and toilets are clean.
  - e) High chair is in place, Ropes & Poles are hung in place.
  - f) Phone works.
  - g) First aid kit and thermal blanket are present.
  - h) Pool covers are off.

### **Finishing a session.**

1. At the end of the final session :
  - a) Remove steps and replace pool covers.
  - b) Clear excess water from changing room floors and clean toilets.
  - c) Stand duck boards on edge.
  - d) Turn off all lights, turn off water and power switch on shower.
  - e) Lock changing rooms, admin office and gate.
  - f) Return keys to Comberton Leisure Centre.

### **Early Closing of Pool**

A pool session may only be terminated early for safety or maintenance reasons .

### **14. Lack of Water Clarity**

In the event of very poor visibility the pool will be closed and not re-opened until full water clarity has been attained.

### **15. General Rules**

- NO smoking in the pool area.
- NO spitting, in the pool or pool area.
- NO litter may be left on the pool side.
- NO glass articles in the pool area.
- NO chewing gum or eating sweets in the pool.

Refreshment may only be consumed in the designated refreshment area.

### **16. Membership Cards**

Membership cards are NOT transferable and will be withdrawn by the committee if misused.

### **17. Unaccompanied Status**

Young members having "unaccompanied status" may not bring in young members under 12 years old, guests or non members.

### **18. Regulations**

All members of the club should make themselves aware of the Normal Operating Plan and the Emergency Action Plan. Safety Officers should also read the Club Code of Safe Working Practice.

### **19. Responsibility**

The Swimming Pool Committee does not accept any responsibility for loss or damage to any property left in the pool area or losses consequent upon such loss or damage, or for injury or death of any person except directly caused through the negligence of the Swimming Pool Committee.

### **20. Guests**

Guests may not normally be admitted. An exception is made for occasional guests of member families who live more than 10 miles from Comberton; up to a maximum of four per visit and only when accompanied at all times by an adult member of the host family.

### **21. Amendments**

No amendments to the Normal Operating Plan or Emergency Action Plan will be made other than by the committee of Comberton Community Swimming Club.

## EMERGENCY ACTION PLANS

### ACCIDENT IN POOL

- 1) In the event of an emergency either Safety Officer will give one long blast of their whistle followed by a voice demand to clear the pool.
- 2) The First Safety Officer will take charge and execute the rescue.
- 3) The Second Safety Officer will ensure the pool is cleared and back up the rescue if requested by the First Safety Officer.
- 4) One of the Admin Officers will stand by the telephone ready to call an ambulance if requested.
- 5) The Second Admin Officer will go to the scene of the rescue to take instructions from the Safety Officers and relay these to the admin office if an ambulance needs to be called.
- 6) If the accident results in serious injury a member of the committee should be notified immediately (list in admin office).
- 7) The following details must be recorded on an Accident /Incident Report Form provided and signed by the First Safety officer on duty :-

- a) The Date and Time of the incident
- b) The names of Officers on duty
- c) The name(s) of casualty(s) involved
- d) The name(s) of any witness(es)
- e) Location and nature of the accident/incident
- f) Suspected cause
- g) Action taken and by whom
- h) Time of 999 call for ambulance
- i) Time of emergency service arrival

8) Members of the duty staff should not talk to the press or answer any telephone enquiries concerning the incident. All enquiries should be directed to the committee.

### Emergency Action Plan in case of FIRE

1. Any member of the duty staff discovering or being informed of a fire especially in the plant room should immediately clear the pool.
2. One Admin person should call the Fire Brigade on instructions from the safety officers and take charge of club cards collected for the session.
3. Staff will open both ENTRY / EXIT gates and direct all persons out of the pool area and changing rooms.
4. Second safety officer and admin persons should direct all persons to a safe area of the adjacent car-park.
5. Admin persons should make a roll-call of all swimmers evacuated from the pool against the club cards collected for the session.
6. First safety officer should stay by the gate and await the arrival of the Fire Brigade.

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### POOL COVERS AND ROLLERS

The pool Thermal Covers are one of the most important pieces of equipment the club provides for the pool, and represent a considerable financial outlay.

They maintain a higher water temperature than would be otherwise possible and make a considerable reduction in heating costs; they are however easily damaged unless handled carefully.

#### **Please follow these simple directions:-**

- a) **Make sure the roller locating bolts are fully up and hooked in position before moving the rollers.**
- b) Move the rollers slowly and have one person at each end.
- c) When winding covers from the pool do it slowly with the **BLUE** side outermost and keeping covers square onto the roller. One person each side can gently pull the cover into position.
- d) When replacing the covers onto the pool first remove the two sets of pool steps, **take the pull rope to the opposite end of the pool, THEN SLOWLY** pull the cover off the roller down the full length of the pool making sure that the cover front boom does not catch on the side grab rails.



## Public Consultations

Cambridge City Council and South Cambridgeshire District Council have jointly prepared the following documents for public consultation and would like to hear your views:

**North East Cambridge Area Action Plan Issues and Options** - The Councils are preparing an Area Action Plan for the area which includes land west of Cambridge North Station, and it is also proposed to include the Cambridge Science Park. The Area Action Plan is intended to form part of the Local Development Plan for both local authorities. This plan is currently referred to as the 'Cambridge Northern Fringe Area Action Plan' in the Councils' adopted Local Development Scheme.

The Councils are inviting comments on an Issues and Options 2019 Report, and accompanying Interim Sustainability Appraisal. This is part of its Regulation 18 Consultation under the Town and Country Planning (Local Planning) (England) Regulations 2012.

Documents can be viewed on the Councils' websites:  
[www.scambs.gov.uk/necaap](http://www.scambs.gov.uk/necaap) or [www.cambridge.gov.uk/necaap](http://www.cambridge.gov.uk/necaap)

The documents can also be inspected at the Councils' offices:

- **South Cambridgeshire District Council offices** at Cambourne Business Park, Cambourne, Cambridge, CB23 6EA: Monday to Friday 8am to 5.30pm;
- **Cambridge City Council Customer Services**, Mandela House, 4 Regent Street, Cambridge, CB2 1BY: Monday to Friday 9am to 5.15pm.

and at local libraries:

- **Arbury Court Library**, Arbury Court, Cambridge, CB4 2JQ
- **Histon Library**, School Hill, Histon, CB24 9JE
- **Milton Road Library**, Roger Ascham Library Site, Ascham Road, Cambridge, CB4 2BD

The Councils are running a series of public exhibitions. Come along to an event where you can see the consultation material and talk to planning officers.

<b>February</b>		
Monday 25	Milton Community Centre, Coles Road, Milton, Cambridge CB24 6BL	2pm - 8pm
Wednesday 27	Cambridge North Station, Cowley Rd, Cambridge, CB4 0WZ	6.30am - 8.30am, and 4pm - 7.30pm
<b>March</b>		
Friday 1	St John's Innovation Centre, Johnson Room, Cowley Road, Cambridge, CB4 0WS	10am - 4pm
Tuesday 5	Trinity Centre, Suite 12, 24 Cambridge Science Park, Milton Road, Cambridge CB4 0FN	10am - 4pm
Thursday 7	North Area Committee, Shirley Centre, Nuffield Road, Chesterton Cambridge, CB4 1TF	6pm - 8pm
Tuesday 12	Brown's Field Youth and Community Centre, 31A Green End Road, Cambridge CB4 1RU	4pm - 7pm
Thursday 14	Nun's Way Pavilion, Nun's Way, Cambridge, CB4 2NR	2pm - 8pm



**Greater Cambridge Local Plan ‘Call for Sites’** – The Councils are starting a joint review of their adopted Local Plans. The ‘Call for Sites’ is an opportunity to put forward potential sites and broad locations for housing or economic development across the Greater Cambridge Local Plan area which is made up of the administrative districts of Cambridge and South Cambridgeshire. These would then be tested in a Strategic Housing and Economic Land Availability Assessment, an evidence document the Councils need to prepare to inform plan making.

A Call for Sites Response Form, setting out the site information we need, is available on the Councils’ websites: [www.scambs.gov.uk/gclpcallforsites](http://www.scambs.gov.uk/gclpcallforsites) or [www.cambridge.gov.uk/gclpcallforsites](http://www.cambridge.gov.uk/gclpcallforsites) and at the Councils’ offices (address & times above).

**Greater Cambridge Statement of Community Involvement (SCI)** – The Councils are jointly updating their SCI. We are seeking views on how the public, businesses, interest groups and individuals can get involved in the creation of local planning policy and the planning application process. Comments are invited on the draft SCI.

The draft SCI can be viewed on the Councils’ websites: [www.scambs.gov.uk/sci](http://www.scambs.gov.uk/sci) or [www.cambridge.gov.uk/sci](http://www.cambridge.gov.uk/sci) or at the Councils’ offices (address & times above).

### How to Make Comments

You can make comments on all three consultations online using the interactive documents: <http://cambridge.jdi-consult.net/localplan>

Alternatively you can make comments in writing using response forms (available on the Councils’ websites or from the Councils’ offices).

Completed response forms should be returned to either:

**South Cambridgeshire District Council**

Planning Policy Team,  
South Cambridgeshire District Council,  
Cambourne Business Park, Cambourne,  
Cambridge, CB23 6EA

**Cambridge City Council**

Planning Policy Team,  
Planning Services,  
Cambridge City Council PO Box 700,  
Cambridge, CB1 0JH

Or **emailed** to:

[Planningpolicy@scambs.gov.uk](mailto:Planningpolicy@scambs.gov.uk)

[Planningpolicy@cambridge.gov.uk](mailto:Planningpolicy@cambridge.gov.uk)

**Comments can be made on these documents between 9 am Monday 11 February and 5pm on Monday 25 March 2019.**

If you would like to find out more please contact the Greater Cambridge Shared Planning Policy Team on 01954 713183 or email us (at the email addresses above).



**GREATER CAMBRIDGE**  
SHARED PLANNING

## Donation Request Form in regard to Library Summer Reading Challenge

...Comberton Parish Council has generously supported the library in past years and I am emailing to request a further grant this year.

The purpose of the grant is to help fund the annual Summer Reading Challenge at Comberton Library and to support events and activities promoting the library and reading held during the year. The SRC is a national initiative co-ordinated by The Reading Agency. Children are challenged to read at least 6 books during the summer holidays. Those who join the scheme are issued with a membership folder on which they can record details of the books they have read. They are issued with stickers and other incentives and library staff and volunteers are on hand to talk to children about what they have read and to recommend other books. This is a particularly valuable aspect of the challenge. All children who complete 6 books are awarded a medal and certificate at a special presentation ceremony after school in the library and, to which council members are warmly invited. I am delighted to report that last year ...82 children took part in the Summer Reading Challenge at Comberton Library.

In previous years, the Council has generously supported us with grants of £40. Cambridgeshire Libraries will fund the Summer Reading Challenge stationery, promotional materials and award certificates and medals. Your donation will help fund additional staff hours to promote and deliver the challenge and pay for supporting activities, which add to the value of the experience. If we are successful in this application, your contribution will be acknowledged in promotional material and at the certificate presentation ceremony.

Should you be able to increase your support, then we would be able to develop our offer of events and activities throughout the year - including visits by authors, illustrators, storytellers and artists - events which add to the value and experience of the library service and help foster a love of reading, lifelong learning and support community cohesion and participation.

Kind regards,