

**COTTENHAM PARISH COUNCIL**  
Minutes of an Ordinary Meeting of the Cottenham Parish Council

Held at the Parish Office, Ebenezer House, Rooks Street, Cottenham  
On **Tuesday 4<sup>th</sup> December 2007 at 7.10pm**

Present: Cllr's Norman, Mudd, Bristow, Warham, Wotherspoon, Simms, Leeks, Collinson, Johnson, Nicholas, Bradney, Fox, and Clarke (8pm)

SCDC Cllr Edwards

Apologies: Cllr's Hollins and Gautrey, Clerk Mrs J Groves

**163. Affordable Housing in Cottenham** – Presentation by Simon Ward of Kelsey Housing Society

RLB introduced Simon Ward (SW) who then presented a scheme for 13 Affordable Housing units (mix to include 2, 3, and one 4, bed dwellings) on a small site N.N. West of Orchard Close (off the Oakington Rd). The developer is to be Kelsey Housing Association – a Kent firm, with an office in Fulbourn, already managing some 300 affordable units in the county. SW went on to explain that:

- planning would be agreeable to SCDC as Cottenham is a village with an appreciable need for affordable housing (Cllr Simms explained to SW that we are shortly to determine the results of a Cambridge Acre survey, Cllr Norman asked if SW might arrange for SCDC to advise this PC the 'extent' of its perceived need for units in the village)
- planning would invoke the 'Planning Rural Exception Policy', being as the site fell outside of the village envelope, which allowed PC to be involved at every step of the planning process
- the 13 units would provide some rented and some shared equity properties to a mix yet to be decided
- Questions:
- (i) Cllr Norman: the proposed site seemed part of a much larger 'objection' site now under consideration – how might this affect the development?
- SW: was unaware of the objection site, explained that such 'speculation by developers of land owned by others' was common place and felt that there would be no adverse affect on the plan he proposed.
- (ii) Cllr Leeks asked for a definition of affordable housing in response to which SW advised: "... units for rent, or purchased on a shared equity basis (which permitted, as advised by Cllr Simms, a maximum 80% private holding in a property), are governed by a national guidance on what are considered 'affordable' rents and are safeguarded by 106 agreements confirming 'rent' in perpetuity and definitive rules for shared ownership.
- (iii) A question as to 'who?' would be offered occupation was answered with: "village people come first"
- (iv) Cllr Mudd asked and was then assured of the management/success of Kelsey units in Willingham, Sawston and Fulbourn

- (v) Cllr Bristow asked, and was then advised, that “no” restrictions are placed on the number of sites which may be applied for outside of the village envelope (the issue is needs driven) only to remember that sites would normally be expected to adjoin the envelope as does the site in question.
- [Thanks were extended to SW]

**164. Transport Report** – Cllr David Jenkins – Item deferred

**165. Any Questions from the Public or Press – Standing orders to be suspended** – None Present

**166. Standing orders to be re-instated - Chairman’s Introduction and Apologies**

Introduction: Chairman thanked Cllr Bradney for the provision of maps for the traffic consultation; thanked Cllr Warham for his efforts preparing the traffic consultation; thanked Cllr Nicholas for his sterling contribution to the latest Newsletter; thanked Cllr Leeks and Clerk Mrs Groves for facilitating a successful move to the new office.

**167. Declaration of Interest** – Cllr Bristow, Item 170, Cllr Norman, Item 188, Cllr’s Bradney and Johnson, Item 172.

**168. Minutes of Ordinary Parish Meeting 6<sup>th</sup> November 2007** – correct leeks to Leeks, Cllr Bradney proposed a true and accurate account, seconded Cllr Norman, all agreed, **Planning Meeting 1<sup>st</sup> November 2007** – Cllr Johnson proposed a true and accurate account, seconded Cllr Mudd, all agreed, **Planning Meeting 14<sup>th</sup> November 2007** – Cllr Leeks proposed a true and accurate account, seconded Cllr Fox, all agreed

**169. Reports**

- **SCDC** – Cllr’s Bolitho, Edwards and Wotherspoon

(i) that of Cllr Bolitho was read in conjunction with agenda item 189 and it was decided that a response should be made to CCC.

ACTION: Bolitho/Groves to liaise and create a list for Bradney to take to CCC in order that in Cottenham: “All lights are ON for Christmas”

(ii) D Cllr Edwards advised that:

- plastic collection (as per the green boxes) had been accepted at an Environmental Health Portfolio meeting (despite some Cllr objections) and it is now hoped that fortnightly collections will commence sometime in 2008
- 6/12/07: N’stowe Joint-Development Committee – regard given to the joint-developer Master Plan in association with the Environmental Impact Assessment. The J-DC has drafted a series of questions (presently with lawyers to ensure that they are politically and legally correct) to be presented in writing. Written response will be circulated (as too the questions once lawyers are satisfied)
- Housing: the future of housing stock is close to conclusion and the decision published in the press. As explained before the ‘stock’ is either passed to Housing Associations or SCDC has to make cuts of £5 to £6 million.
- Planning sub-committee cancelled again. Cllr Edwards has registered dissatisfaction. In the interim: a Travellers bulletin will be issued monthly from Jan 2008 (by whom unknown); High Court news on Victoria View (VV) will be issued when known.
- VV injunction .. still with the High Court (non-planning) Judge who is finding it ‘difficult to decide’.

- VV latest planning application: SCDC have returned it undetermined – Cllr Norman had his question confirmed that Travellers’ only action on this is a Judicial Review (ie. a challenge to the legality of the decision taken not to determine)
- SCDC have awarded 2% pay increases (in line with guidance) for 2008
- Guided Bus: CC has been convinced of the need to open the Histon/Girton Rd from December 21<sup>st</sup> to January 7<sup>th</sup> and likewise Reynolds Drove (Rampton) will be opened, and remain open, from December 21<sup>st</sup>

- CCC – Cllr’s Bradney and Jenkins

Cllr Bradney confirmed the road openings associated with the guided bus and then also, and unfortunately, advised that Jess Miller (CC Traveller liaison officer) would be leaving.

#### 170. Finance

##### *Income*

- Payment re damage to door at CUSSC £105.23

##### *Expenses*

- Rick Bristow – Ink Cartridges £27.83
- Cottenham Garden Services – November 2007 Invoice £1058.40
- Cottenham Garden Services – Extra work/locks/bedding plants £330.00
- Cottenham Garden Services – Old Village Green £280.00
- Cottenham Garden Services – Tenison Manor £1200.00
- Hagsplay – Skateboard Park – Repairs £2115.00
- Target Print Limited – Traffic flyers £467.00
- Powergen – Green supply £93.81
- Spoco – Accounts £158.63
- Royal British Legion – Poppy wreath £16.50
- Herald Contract Services – Hedge work £176.25
- Viking Direct – stationary £178.67
- CBS – Photocopier £52.77
- Mark Weatherhead Ltd – Tractor repairs £94.57
- CALC – Cllr Professional Development £35.00
- Clerk – Salary – December 2007

Gross	£1265.00
Tax	£169.11
NI	£91.30
Net	£1004.59

Parish Council NI £106.24

- Inland Revenue - December 2007 £366.65
- Clerk – additional payment due to increase in hourly rate as advised by CALC to be back dated with immediate effect as of April 2007 £242.57

Resolution that the above invoices be paid. Cllr Bristow left the meeting, Cllr Mudd took the chair, Cllr Clarke proposed that the British Legion payment be doubled,

seconded Cllr Bradney, all agreed. Cllr Clarke proposed that all invoices be paid with the exception of Hagsplay, Clerk to query as old panels were replaced and the quote was for new panels, seconded Cllr Fox, all agreed.

**171. Finance**

- PvB - Three requests to be made of Peter for immediate alteration: budget items which are known to be on-going accruals to be “charged” and treated separately. Such to include nominal accounts for: building fund; village hall redevelopment; rec ground access/egress road; rec water supply; joint funding minor-improvement scheme; roller for cricket square; fencing/seeding new area, an additional heading of “Anticipated Extra Spending” to be added alongside Budget Amount on a separate PvB on “Income” page would be helpful, inclusive of a column for “Expected before Year End”
- Appointment of a part time RFO – Resolution to appoint an RFO, with the proviso that both RFO and Part time Clerk responsibilities are covered by one appointment job, proposed Cllr Leeks, seconded Cllr Norman, all agreed.
- Pre Finance meeting to be arranged to consider budget for 2008/09 - Finance Group Meeting is set for December 19<sup>th</sup> at 7.30pm. To attend: RLB/DN/CS/PJ/AL/Clerk and a request for Peter to be present.

**172. Northstowe**

- WSP – Meeting arranged for 15<sup>th</sup> November 2007 – Feedback
- Northstowe Stakeholders Events 5<sup>th</sup> December 2007 – Resolution to attend, invalid as meeting cancelled.
- Resolution ‘The Parish Council does not support the intended link road between Northstowe and Westwick’ - The Chairman advised that each vote would be recorded by name.

**A. Opposition to the resolution.**

(i) Compelling argument was offered in favour of a link road by way of:

- ease of access for village residents to the facilities Northstowe would ultimately provide
- a particularly strong desire from those in education
- a mitigating impact on the environment from a shorter route to the new town.

(ii) In addition it was suggested that the resolution was premature being as:

- the new planning applications would not be to hand until later in December/early new year
- the PC could not be sure of the nature of intended traffic for the road if indeed such a road were to be included
- PC had made no specific effort to determine the opinion of the Cottenham residents on this specific issue of a link road.

**B. Support for the resolution.**

(i) The principal factors governing support are:

- road safety
- traffic volume
- quality of life for residents adjacent to Cottenham’s thoroughfares.

Members of the traffic group, without exception, acknowledged the validity of the counter-arguments but emphasised that the work of the group, over two years or so, showed that whereas organic growth in traffic was a certainty, the impact from development would be significant. A doubling of traffic on the Oakington Road and a

doubling of traffic on the Oakington Road and a 60% increase on the Twenty Pence (subject to Mereham going-ahead) has been acknowledged by developers.

An amendment to the resolution was tabled by Cllr Collinson and seconded by Cllr Leeks recommending that:

“The resolution be deferred until the planning applications have been received, and considered, and an attempt made to ask villagers their views on the access road.”

Voting on the amendment:

For: Cllr's Collinson, Leeks, Mudd, Johnson, Fox and Clarke

Against: Cllrs Bristow, Norman, Warham, Nicholas and Simms

With the amendment carried Cllr Collinson (supported by Cllr Nicholas) confirmed that the amendment was to be voted upon as the new resolution covering the issue. The wording remained unchanged and the vote went as under.

For: Cllrs Collinson, Leeks, Mudd, Johnson, and Clarke

Against: Cllrs Bristow, Norman, Warham, Nicholas, Simms and Fox.

The new resolution failed thereby allowing a vote on the original resolution. Voting for same being as under.

For: Cllrs Bristow, Norman, Warham, Nicholas, Simms, Fox, Collinson, Mudd, Johnson, and Clarke

Against: Cllr Leeks.

Resolution passed

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- 173. **Brenda Gautrey Way** – Letter sent to TDS – Information only
- 174. **Consultation on the Introduction of the National Standard Planning Application Form** – Resolution to respond by 21<sup>st</sup> December 2007 – Proposed Cllr Nicholas, seconded Cllr Collinson, all agreed. ACTION – Cllr Nicholas to review the form and respond on behalf of the Council.
- 175. **Village Green** – Extension to electricity supply – Cllr Leeks – Item to be placed on January 15<sup>th</sup> 2008 Council meeting.
- 176. **Drains/Ditches** – Meeting with the Old West Internal Drainage Board and SCDC to determine the extent of their joint responsibilities for ditches/drains within the Parish – Ongoing
- 177. **Broad Lane ditch/Balancing Pond/Ransom strip** – Update – Contractors failed to arrive, Cllr Bristow to investigate, no response so far from Persimmon re commuted sum.
  - Letter received re ditch on Broad Lane – Copy of response sent
- 178. **North West Cambridge Draft Area Action Plan** – Copy of response sent
- 179. **Letter received from Cottenham Primary School** – Update – No further correspondence has been received.
- 180. **Mereham** – Resolution to respond to changes re Proposed Improvements to A10 – Proposed Cllr Bristow, seconded Cllr Norman, all agreed. Cllr Norman will provide a Joint Villages response and the Parish Council will look to support same with its own letter of objection.
- 181. **New Pavilion** – Update – Cllr Johnson
  - Resolution to accept revised costings from Sherriff Tiplady Associates and AFP Construction Consultants re fees to achieve planning – Proposed Cllr Norman, seconded Cllr Johnson, all agreed.

- Letter from SCDC Development Services re new Pavilion – information only
- 182. Joint Parishes Working Group** – Update – Cllr Norman – Cllr Norman reported that the last JV meeting had agreed the principals of an objection to the latest Highways intentions at Mereham and his draft letter of objection to the inquiry Inspector was, subject to acceptance, was ready to go. He further informed that a meeting is to be held with CCC on Thursday 13<sup>th</sup> December 2007 (courtesy of Cllr Wotherspoon) re Traffic Issues. G Hughs, of the Sustainability Development Group will, with other senior officers, be in attendance. All JV's, aside from Willingham have registered to attend. Cllr's Warham and Norman to attend on behalf of this Council.
- 183. Cambridgeshire ACRE** – letter received – Resolution to respond – Proposed Cllr Simms, seconded Cllr Fox, all agreed.
- 184. Travellers**
- Copy of letter sent to Cllr Manning
  - Copy of letter from SCDC re Victoria View and comments sent
- 185. Recreation Ground**
- Skateboard Park – update – Repairs completed
  - Resolution that the Parish Council supports the setting up of a Charity Recreation Development Fund to fund projects at the recreation ground and that two Cllr's be appointed as Trustees – Proposed Cllr Norman, seconded Cllr Leeks
  - Resolution to accept the quote of £254.15 for posts to support the 'mock goal' – Matter deferred pending an enquiry re possible need for Planning permission. ACTION Clerk
- 186. Traffic Issues** – Feedback from working party – Cllr Warham confirmed that the consultation period re possible ideas for traffic calming will be held from 10<sup>th</sup> December – 21<sup>st</sup> December and again in January. Assurance was given to Cllr Collinson that an appropriate response form inclusive of ideas would be available for participants. Cllr Warham will circulate a roster for voluntary manning of the office during this time. ACTION Cllr Warham
- Safer Routes to School – update
  - Pavements – Cllr's Mudd & Nicholas – update Cllr Nicholas confirmed the details of their meeting with CCC officer Mike Oakham. The list of pavement repairs/improvements has been acknowledged and classified for action/inaction. Cllr's Nicholas and Mudd will keep a watchful eye on all developments and continue to press CCC for attention to such pavement areas as their investigations suggest.
  - Letter received from CCC Highways re pavements
  - Letter received re interactive signs – Resolution to reply – Proposed Cllr Fox, seconded Cllr Norman all agreed, Cllr Collinson to draft a response, for the clerk, to be presented to Cllr Bradney that he may challenge CCC on the Parish's behalf. ACTION Cllr Collinson
  - A14 Upgrade: Joining Forces Letter received – Resolution to reply – Proposed Cllr Bristow, seconded Cllr Mudd, all agreed. Clerk to reply asking that the Parish Council continues to be informed of any updates. ACTION Clerk
- 187. Methodist Church**
- Feedback from meeting held on 27<sup>th</sup> November 2007-11-27

- Resolution that 2 Cllr's join the viability working party looking into the possible future use of the Church buildings – Proposed Cllr Fox, seconded Cllr Simms, all agreed, Cllr's Leeks and Clarke nominated
- Resolution that the Parish Council helps to fund the cost of a full structural survey of the Church – Resolution falls – Clerk to determine legal status of the resolution. ACTION Clerk
- Resolution that the Parish Council finances, if required, the cost of insuring the Church whilst the working party looks into possible future use. (Potential period December 2007 – April 2008) – Resolution falls – Clerk to determine legal status of the resolution. ACTION Clerk. In addition Cllr Norman asked that Cllr's Leeks and Clarke determine “what percentage/how much?” the Methodist Church would donate to the development of a village amenity should the building be sold. (That a donation would be made was implied by a Church representative at the meeting) ACTION Clerk, Cllr's Leeks and Clarke

**188. Ladybird Pre-School**

- Fire Alarm System – update – Cllr Clarke advised that the fire alarm was installed on Thursday 29<sup>th</sup> November, a certificate from SCDC building inspector had been received and that Ladybirds were able to hold an open day on the 1<sup>st</sup> December 2007. The fire alarm is still to be installed at CUSSC, the tender price remains valid.
- New Lease – Resolution to consider rent for new extension and to update the lease – Proposed Cllr Norman, seconded Cllr Johnson, all agreed, Solicitors Hewitsons to be instructed once the Parish Council has decided on the rent it requires. ACTION Finance Meeting 19<sup>th</sup> December 2007

**189. Street Lighting and Maintenance and Energy 2007/2008** – Information only

**190.** Matters for consideration at the next meeting – Broad Lane Bus Shelter, date to remove it, Dog fouling Cllr Mudd, CVDG resolution to leave residual sum of approx £100 with the design group (monies left over from publication of design statement).

**191.** Date of next meetings – Planning Meeting 13<sup>th</sup> December 2007, Planning Meeting 3<sup>rd</sup> January 2008, Finance Meeting 8<sup>th</sup> January 2008

Close of meeting – 10.25pm

Signed \_\_\_\_\_ Chair Date \_\_\_\_\_