

AGENDA REPORTS PACK

FULL COUNCIL

AUGUST 2015

Item 15/186**Minutes of the Full Parish Council Meeting**

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7th July 2015 at 7.15pm

Present: Cllrs Morris (Chair), Berenger, Bolitho, Collinson, Heydon, McCarthy, Mudd, Nicholas, Richards, Ward, Wotherspoon and Young and Clerk (Jo Brook), RFO (Debbie Seabright), Assistant Clerk (Sam McManners)

In attendance: 1 member of the public

15/157. Chairman's Introduction and Apologies for absence – Apologies accepted from Cllr Collier (illness).

15/158. Public participation – Standing Orders suspended – no questions

15/159. To accept Declarations of Interest and Dispensations – i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate. – Cllr Berenger declared a non-pecuniary interest in item 15/165 but will leave the room during discussions.

15/160. Minutes - Resolution that the minutes of the meeting of the Full Council meeting held on the 2nd June 2015 be signed as a correct record. **RESOLVED.**

15/161. Reports

- **SCDC** – report circulated prior to the meeting – Cllr Collinson raised concerns regarding rush of speculative plans we might expect. Cllr Wotherspoon confirmed that this was not expected.
- **CCC** – report circulated prior to the meeting – no queries.
- **Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting – 3 further items to add. Ice Cream van trading regularly in Recreation Ground Park, Clerk reported that Environmental Services have confirmed that it has no licence to trade and he should be moved on. Colts and U6s have sent thanks to Parish Councils support during recent tournament. WI has invited Parish Council to their centenary tree planting ceremony on 16th September at The Pond, Broad Lane, Cottenham.
- **Amey Cespa Community Liaison Group** – report circulated prior to meeting - Cllr Mudd outlined main points. Cllr Ward suggested that we record dates and times of odours using Amey's grading system. It was not known if Amey carry out official monitoring. Cllr Mudd to circulate updated Amey contacts list.

15/162. Finance

Income	Description	Net	Gross	
Michelle Plowman	Rent for April 15	£ 840.00	£ 1,008.00	
Debbie Prince	Rent for May 15	£ 28.00	£ 33.60	
Jane Williams	Rent for May 15	£ 138.00	£ 165.60	
Day Centre	Rent for May 15	£ 200.00	£ 240.00	
Ladybirds	Recouped Oil and Water	£ 1,928.58	£ 1,928.58	
HMRC	Vat repayment April	£ -	£ 13,309.56	
HMRC	Vat repayment May	£ -	£ 22,329.04	
Whyatts	Rent for the Green (funfair)	£ 572.50	£ 687.00	
Jo Brook/Alex Collier	Sale of refreshments at the recreation ground	£ 17.80	£ 17.80	
SCDC	Remittance re Skate park	£ 2,250.00	£ 2,250.00	
		£ 5,974.88	£ 41,969.18	

Expenses	Description	Net	Gross	code
Salaries	Salaries	£ 3,037.27	£ 3,037.27	
HMRC	PAYE and NI	£ 572.85	£ 572.85	
AJ King	Monthly contract cost	£ 2,536.24	£ 3,043.48	299
AJ King	Collect, supply & lay turf & sow grass seed in Skatepark	£ 909.00	£ 1,090.80	300
AJ King	To lay soil/Turf & fit Safagrass Safety matting - Zip wire (labour & Materials)	£ 1,250.00	£ 1,500.00	310
AJ King	To move topsoil from Building contractors to Zip wire	£ 120.00	£ 144.00	311
Green and Purple Ltd	Accounting support May and June 15	£ 500.00	£ 600.00	301/308
The BC Group Trust	Crowlands manor upkeep	£ 530.00	£ 530.00	294
Nick West	Cleaning costs for the village hall - Labour April 2015	£ 583.88	£ 583.88	309
Cromwell Fire Ltd	Fire Alarm and Emergency lighting service	£98.70	£118.44	286
Old West IDB	Annual payment	£ 77.04	£ 77.04	287
Debbie Seabright	Expenses re Print Cartridge	£ 13.99	£ 13.99	288
Debbie Seabright	Expenses - Stamps & postage cost re External Audit	£ 20.21	£ 20.21	295
Southern Electric	Quarterly electricity bill for the Rec Ground (DD)	£ 755.67	£ 906.00	290
Southern Electric	Quarterly electricity bill for the Green (DD)	£ 51.28	£ 53.83	312
Travis Perkins	Toilet seat and fittings and Sealant	£ 31.10	£ 37.32	291
C.J Murfitts Ltd	2nd Invoice (Value as per W&B Cert 2)	£ 34,331.14	41197,37	292
Staples	Ink Cartridges	£ 43.32	£ 51.98	293
Heelis and Lodge	Charge for internal audit	£ 410.00	£ 410.00	296
Wheelscape	Skatepark cost as per valuation no 2.	£ 25,985.75	£ 31,182.90	297
Anglian Water	Water connection to new premises	£ 176.00	£ 211.20	298
Histon Early Years Centre	Reimbursement of mischarged VAT	£55	£ 55.00	305
Cottenham Ploughing Society	Reimbursement of mischarged VAT	£ 10.00	£ 10.00	306
A Mappedoram	Work done on Green socket stolen from green box	£ 65.49	£ 78.58	302
McVeigh Parker	2 way Gate (Donation from Ramblers used to fund this)	£ 223.10	£ 267.72	303
SLCC	Membership renewal for the year	£ 167.00	£ 167.00	304
Browns of Burwell	Burning Oil	£ 799.60	£ 839.58	307
Glasdon	3x Metal litter bins	£ 859.05	£ 1,030.86	313
Wilby and Burnett	Employers Agent services up to Practical completion	£ 1,462.50	£ 1755.00	314
Screens & Graphics	Village sign	£ 122.34	£ 146.81	
		£ 75,797.52	£ 89,733.11	

RFO made corrections made to Wilby and Burnett gross amount, and to total. Cllr Collinson queried amount of Ladybirds recouped Oil and Water – RFO confirmed that this was for 8 months and is now being collected quarterly.

Resolution to pay these invoices. **RESOLVED**

- 15/163. Management accounts** – management accounts for June reviewed by FLAC and found to be in order, no comments.
- 15/164. Bank reconciliation** – bank reconciliation for June reviewed by FLAC and found to be in order, Cllr Morris outlined process.
- 15/165. Gladman Developments –7.39pm Cllr Berenger exited meeting.** Cllrs Morris/Mudd/Nicholas and Clerk attended meeting with Gladman, report circulated prior to meeting. Cllr Collinson expressed concerns regarding drainage issues should development go ahead. Concerns also raised about traffic in addition to the Oakington Road junction. **7.50pm standing orders suspended.** Member of public queried the limited information available. Cllr Mudd stated it was Gladmans giving

limited information and not the Parish Council. **7.51pm standard orders re-instated.** Cllr Morris stated that it was the builders responsibility to obtain full planning permission and not Gladman. **7.51pm standing orders suspended.** Member of public asked if this was the same procedure for the Endurance plans. Cllr Morris confirmed that it was. **7.53pm standing orders reinstated.**
7.54pm Cllr Berenger re-entered meeting.

- 15/166. Neighbourhood Plan** – consider applying to SCDC for designation of the Cottenham Parish area as the basis of a Neighbourhood Plan – Cllr Morris outlined process. Cllr Nicholas outlined village survey and commented that we should make the process as easy as possible thus encouraging residents to complete. **7.59 standing orders suspended.** Member of public queried the possibilities of making survey available to complete on line. Cllr Ward explained difficulties in obtaining valid results; difficult to alleviate multiple entries. Cllr Morris outlined complications in data reading evidence and repercussions of data protection act. **8.05pm standard orders re-instated.** Cllr Morris outlined milestones, each one taking 2/3 months to complete. Working party to meet with Rampton Parish Council to contemplate joining forces, ensuring that this would not be detrimental to our progress and end goals.
- 15/167. Child-designed Road Signs** – consider a donation to organisations who submitted entries to the competition – Cllr Ward spoke on Cllr Collier’s behalf, Cllr Collier proposed to make donation in the form of a £25 Amazon gift card, to the 5 groups from Cottenham Chest funds. Resolution to donate £50 Amazon voucher to each group (section 137 donation). **RESOLVED.** Assistant Clerk to approach local media in respect of PR for each of the winning designers.
- 15/168. Changing Rooms** – To receive an update on the project - Cllr Mudd reported that the roof was on and although a little behind at present, all was on schedule for 18th September forecasted completion. Cllr Morris has met contractors to discuss electrics. Cllrs Morris and Richards will meet on site to discuss internal fixtures and fittings. Budget is on track. **8.32pm Cllr Harford entered meeting.** Official opening will be on 10th October, name for building to be discussed at next meeting.
- 15/169. Skatepark** – To receive an update on the project - Cllrs Berenger reported all was in place for Official Opening on 12th July. Parish Council to promote use of helmets, hazard signs to be installed. Cllr Richards won a BMX at FEFF and this will be raffled on the day. Cllr Nicholas stated that following recent inspection there was a small amount of graffiti that had been cemented over.
- 15/170. Kebab van** - to consider operating terms, fees etc. for possible formal operating licence for the kebab van on King George Playing Field – Cllr Morris outlined agreement with Kebab van that expired in 2013 and asked if there was conflict between Kebab van and Connections Youth bus which is sometimes unable to park. It was discussed that the Kebab vans presence has a positive effect on security of Recreation Ground. Cllr Richards to ask Kebab van to put out cones on Thursdays to reserve space for Connections bus. Cllr Richards confirmed that Kebab van locked up upon leaving and cleared litter. No fees to be charged. **RESOLVED.**
- 15/171. Internal audit** – To consider points raised following internal audit – Report circulated prior to meeting – RFO stated that audit was very positive. 4 recommendations were made, all of which have been actioned.
- 15/172. FECA membership** – Resolution to consider renewal of membership. **RESOLVED**
- 15/173. SLCC membership** – Resolution to consider renewal of membership. **RESOLVED**
- 15/174. Code of Conduct** – Resolution that the revised Code of Conduct be recommended for adoption by the Parish Council (reso 15S/029). **RESOLVED**
- 15/175. Complaints procedure** – Resolution that the revised Complaints Handling procedure be recommended for adoption by the Parish Council (reso 15S/030). **RESOLVED**
- 15/176. Consider the disposal of a surplus CPC Laptop** – It was agreed that due to complications in relation to sale of goods act, the surplus laptop will be donated to a deserving voluntary group/charity. Resolution that surplus laptop be advertised as a donation to a Cottenham voluntary group or charity. Entrants to apply by 30th July with 50 word statement of why they should receive it. **RESOLVED.** At the next full meeting entries will be considered.
- 15/177. FEFF feedback** – to consider feedback received during the FEFF – Cllr Morris outlined responses. It was felt to be a worthwhile exercise, although we weren’t ideally located. **9.18pm standing orders**

suspended. Cllr Young asked member of public their views, who agreed it was a good idea.

9.19pm standing orders re-instated.

- 15/178. S106 monies** – Resolution to consider signing indemnity for Beach Road development for public art – Cllr Morris outlined conditions. **9.25pm standing orders suspended.** Cllr Harford outlined possible projects. **9.26pm standing orders re-instated. RESOLVED**
- 15/179. WARG Field** – to consider an action plan – Cllr Morris outlined plan to improve area by spring 2016. Resolution to cut grass in first instance, then decide way forward. **RESOLVED**
- 15/180. Matters for consideration at the next meeting** – Northstowe update, 3rd field plans, changing rooms official opening and naming, Christmas carol concert.
- 15/181. Dates of next meetings** – Full 4th August, Planning 6th August, Highways 11th August, CALF 18th August, Planning 20th August.
- 15/182. Close of Meeting** – 9.34pm.

Signed _____ (Chair) Date _____

Item 15/187 - Reports

South Cambridgeshire District Councillors' Report to Parish Councils July 2015

Housing/Finance

At the time of writing last month's report we were still awaiting the Chancellor's Budget Statement. The prospect of having to find between 25% and 40% of further savings still has to be addressed but the immediate impact being felt is that of the rent reduction measures for affordable housing tenants. A 1% reduction in the rents paid by the council's own tenants has a huge impact on the ability of the council to continue with the house building programme that it recently commenced. As a consequence it is envisaged that of the large number of possible sites that had been identified for new council housing only two are likely to be progressed in the near future.

The Chancellor also announced a reduction to the benefits cap. This will have a knock-on effect for SCamb's Localised Council Tax Scheme which will need to be reviewed in the coming months.

Planning

As Cottenham is only too well aware in the absence of a 5 year land supply speculative planning applications continue to come forward and, usually in the face of a refusal, the applicant immediately appeals. An appeal has already been registered by Gladman [familiar name] against the refusal at committee for permission for 95 dwellings at Foxton. A letter has now been received from the Local Plan Inspectors indicating that examination of the draft plans will resume in March 2016. They have also responded to the request by the two councils that the matter of the Memorandum of Understanding between the two councils relating to a joint housing trajectory be considered as a separate issue. It was thought that a positive single issue report on this would give some protection against speculative applications which cite the 5 year land supply. The Inspectors have said that they do not think it would be possible to issue a partial report because they see the 5 year land supply as being inextricably linked to housing requirements on which further work is being carried out by SCamb's and the City Councils. However, the question being asked was about the principle of the joint trajectory, not whether the councils had demonstrated a 5 year land supply. Consideration is therefore being given to clarifying that point to the Inspectors to see if that influences a different view.

The Inspectors have said that they are considering whether it would be possible to progress the CIL examinations whilst the Local Plan examination is suspended but have not come to a conclusion on its feasibility. There are aspects of the additional work required on the draft Local Plans that will have to be taken into account in considering progress of the CIL examination.

The Inspectors have agreed, as suggested by the councils, that a review of the Gypsy & Traveller Accommodation Needs Assessment would be beneficial and have recognised that, in view of the need to involve other local authorities and members of the Gypsy & Traveller communities, a slightly longer timetable will be needed.

Northstowe

The Northstowe Joint Development Committee gave approval for the S106 and conditions to be applied to the outline permission for Phase 2 and the conditions for the full permission for the Southern Access Road. The S106 provisions total £73m and the base line for affordable housing provision is 20%. Members were successful in securing a third review of the level of affordable housing. This will be carried out at a point between the completion of 2,500 and 3,500 dwellings and is important in view of the extended build out period. Following lobbying by local members provision has been included for the attenuation ponds on Dry Drayton Road. Negotiation on the trigger for provision of the burial ground started at the 1,000th dwelling and committee and the developer finally agreed it at the 1,500th dwelling.

There was a great deal of reference to the necessity of proper investment in community development being made at the start of a development. Work related to this is being carried out by both SCambs and the County Councils. A SCambs Scrutiny Committee task and finish group is reviewing the recommendations of a 2008 task and finish report to see how they have been adopted and what difference they are making and the County is refreshing its Joint Strategic Needs Assessment to support its New Communities Strategy.

Devolution

SCambs was one of the signatories to a letter sent to the Secretary of State for Communities & Local Government signalling interest in a possible new deal with the government. <http://tinyurl.com/odpkoz5>

District Elections

The council is currently consulting on the frequency of District Council elections. The consultation period ends on 18 September and you can have your say either at: <https://www.scambs.gov.uk/local-elections-consultation> or paper copies can be obtained by emailing richard.may@scambs.gov.uk or phoning 01954 713366.

Local

Following the success of the mini wildflower meadow that was planted at the front of Coolidge Gardens last year, a second area near the back of the development was also planted this year. Unfortunately, the planting there has not taken well and SCambs has mowed the resultant grass/weeds that have come through in order to give the seeds a better chance. If this is not successful, it will be re-seeded next year. The original location is coming along nicely and I recently had a request for a *second* bench on the adjacent green space because the mini meadow attracts so many people to sit there.

The agenda for Planning Committee on 05 August includes one Cottenham application: The Lakes, Twentypence Road - new access.

Simon Edwards
clr.edwards@scambs.gov.uk
07711 079089
Follow us on Twitter:
@Cllr_S_Edwards

Lynda Harford
clr.harford@scambs.gov.uk
01954 251775/07889 131022
@2whit2whoo

Tim Wotherspoon
clr.wotherspoon@scambs.gov.uk
01954 252108
@TimTheMan1

Monthly Report for Parish and Community Councils July 2015

For the Cottenham, Histon & Impington (CH&I) County Council division of Cambridgeshire which also includes King's Meadow, Oakington & Westwick, Orchard Park and Rampton

Full Council meeting

There was a full council meeting. For an account 'as it happened' check out <http://bit.ly/1MFmz76>.

Committee meetings

The Adults & Wellbeing Committee met. There were no key decisions but it did review a proposed change to its recruitment policy. It seems that salaries for operational staff are well below those in neighbouring councils which makes it difficult to recruit and retain them.

There were no meetings of the Children & Young People Committee

The Economy & Environment Committee met. There were no key decisions although I would have thought that the first one relating to the Northstowe section 106 deal should have been one. This was approved but an amendment I proposed 'noting the low level of affordable housing' was voted down by a block Tory vote. The committee agreed to proceed with Ring Fort Path, option 4 in Orchard Park and noted a typically anodyne report regarding the poor performance of Park & Ride charging.

I met officers several times to get a complete and fair picture of the changes in the section 106 numbers between the NJDCC meeting (see below) and this one.

The General Purposes Committee met. There was a key decision relating to the redevelopment of the Barnwell Community Centre (Cambridge). It was agreed only to pursue mixed use options whereby the Council would generate a revenue stream. This is becoming a standard; as the Council gets less and less funding it is looking for other income sources in order to balance its books. It also resolved to pursue a similar course of action relating to the Milton Road Library site. Although I supported the general thrust of the motion I abstained from the vote because insufficient evidence to support it had been presented (see also below).

The Health Committee met. With its scrutiny hat on it looked at the performance of the Cambridgeshire & Peterborough Foundation Trust which is responsible for mental health in the community. Waiting lists for treatment are unacceptably long and although action plans are in place there are concerns that the problem is growing and that funding may not be sufficient. There were no key decisions but the Committee was alerted to the need to make in-year cuts of about 7% because of a recent dictate from the Department of Health.

The Highways & Community Infrastructure Committee met. There was one key decision relating to the proposed household waste recycling plant at Northstowe. There are four such sites in the Council's Minerals & Waste Plan but it looks like it will not be able to afford to build them. Plus of course this particular site is a drain on the Northstowe Section 106 deal (see above and below). It was agreed to not provide the site for Northstowe. The Committee also agreed a largely unchanged Minor Highways Improvement Program for 2016/17.

The Northstowe Joint Development Control Committee met as expected to consider the conditions and section 106 agreement for phase 2. They were approved but more with a sense of relief than one of elation. For more information about the meeting check out <http://bit.ly/1MDv1Ts>.

The Planning Committee met and approved the application relating to the temporary Infants' School capacity on the site of the Histon & Impington Junior School (<http://bit.ly/1JFmv5i>).

Consultations relevant to this division

There are three new consultations. Two relate to adult social care. One relates to future of advocacy services across Cambridgeshire (<http://bit.ly/1IDt6MX>) and the other to the support given by the Council to carers (<http://bit.ly/1LYaiZD>). There's a third which concerns the redevelopment of the Brookfields site on Mill Road in Cambridge (<http://bit.ly/1IRLwva>). There seem to be so many of these consultations and responses are often poor I wonder how effective they are.

More local matters

I attended a training session on Sustainable Urban Drainage systems (SUDS).

I worked with the clerk at Cottenham PC to identify funding options for improved parking at the primary school.

The plans etc approved for Northstowe (see above) including full investment in the ponds at Dry Drayton Road, Oakington but unfortunately have lost money for improving the cycle route from Rampton.

Diary (next public meetings)

1 Sep	0930	Highways & Community Infrastructure Committee	Shire Hall, Cambridge
1 Sep	1400	Adults and Wellbeing Committee	Shire Hall, Cambridge
8 Sep	1000	Economy and Environment Committee	Shire Hall, Cambridge
3 Sep	1400	*Health Committee	Shire Hall, Cambridge
13 Oct	1030	Full Council	Shire Hall, Cambridge
10 Sep	1000	Planning Committee	Shire Hall, Cambridge
30 Sep	1000	*Northstowe Joint Development Control Committee	SCDC, Cambourne
8 Sep	1400	Children and Young People Committee	Shire Hall, Cambridge
15 Sep	1000	*General Purposes Committee	Shire Hall, Cambridge

*committees of which I am a member; note these may change. I am Chair of the Health Com.

And finally I'm a chemist by training but at University I ended up specialising in theoretical chemistry and my friends described me as a failed mathematician. This bias towards numbers has stayed with me and in business I've been surprised by how the owners of so many small business are not aware of the numbers which describe their performance and seem quite happy to take decisions regardless. Maybe that's why there are so many small businesses. It's the same at the Council. I'm disappointed that so many decisions are made without any challenge of the assumptions that underpin them. I've written before about long, tedious papers in which there are lots of words but little data but increasingly I'm seeing decisions being taken without data or, sometimes, despite it. A great example of the former was the recent paper on Northstowe section 106 funding at the E&E Com. It had lost £13 million but there was no explanation in the papers. And the classic example of the latter of course has been the recent Cambridge Central Library Enterprise centre decision. It's really not good enough.

CLERKS REPORT – August 2015

Highways

NB: Items in red have been outstanding for some while and reported again in bulk to County.

Anything in black is new or an update.

- **Histon Road** –Gavin Wiseman is going to inspect the road during wet weather to ascertain whether anything can be done regarding the puddling and water not draining into gullies. Waiting update.
- **Telegraph Street** - unsuitable for HCV's sign will be moved in the new financial year. **Gavin Wiseman has forwarded a copy of the location plan and Graham Armstrong is meeting contractor on site to go through the fine details. Date of works still to be advised despite several chases.**
- **Harlestones Road** – Gavin Wiseman and Graham Armstrong have inspected. The road may be suitable for using a similar surface treatment to that used on Pelham Way. **Contractors are inspecting late August (amended from late May/June) and will confirm.** If acceptable the works will be programmed for 2016. **All potholes have now been filled.**
- **Denmark Road** –Residents are liaising with owners of 2 Denmark Road re. development plans. These plans will also include a longer term solution to the broken pipe. NB: a plan for a single building has now been approved by SCDC.
- **Waiting restriction signs (x2) have been requested for the 2 unmarked bays on the High Street (from post office to Hopbine). Without the signs the police are unable to enforce waiting restrictions. Have been informed that this now won't be looked at until replacement for Jon Clarke is found. However following meeting with David Lines he will now look into this for us.**
- **Lambs Lane** – still issues with the gully at the end of Crowlands. Gavin Wiseman awaiting contractors report. Further maintenance may be needed.
- **Blocked drain in Lambs Lane reported (near junction with Pelham Way). Causing damage to front wall outside property. This item has been closed by County but the drain is still blocked. Have requested that this is looked into. NB: item re-opened and the gully will be cleared again.**
- **Streetlights** – Balfour have responded to apologise for the delays and suggesting that we wait until after the FEEF for them to complete all outstanding works. Joshua Cooke is now following up since Keeley's departure. Histon Road works will now commence 17th August. No further details as to when they will complete all outstanding issues.
- **There has been an ongoing issue since May 2014 whereby a couple of residents have been directly liaising with County regarding a filled in ditch on Histon Road, in front of the new affordable houses. Response now received from Sass Pledger and I am awaiting residents feedback. CCC Cllr Mason has advised that the location is on the boundary of the Old West IDB catchment area.**
- **Gavin Wiseman & Graham Armstrong are conducting an inspection of Landbeach Road to look at sinking at the sides which may have contributed to recent car accidents. Awaiting report. Several potholes have now been filled or are scheduled for work.**
- **David Lines has been contacted re. taking forward projects to install double yellows on Lambs Lane and waiting restrictions in laybys. Waiting response.**
- **Beach Road: Highways Committee have agreed the revised plans with the suggestion of adding roundels. Work should be completed in approx. 3 months.**
- **Blocked gully outside the White Cottage (nr Jolly Millers) has been reported.**
- **Blocked gully opposite 27 Beach Road reported.**

- Large pavement pothole on Coolidge Gardens reported.
- Sign for Long Drove has been knocked down and left in the verge; reported.
- Sign on Twentypence Road damaged and has been reported.
- Gully still badly blocked outside the Wooden House. Originally reported last July.
- Damaged railings on the crossing near the College are being replaced completely – the existing ones aren't made any more and there are no spares available.
- 2 blocked gullies at the top of Broad Lane have been reported.
- Numerous complaints received regarding cutting of bank between Broad Lane and Smithy Fen (see issues log). This is largely due to a change in County contractors.
- Pot holes, Tower Close: NM-94438
- Safety Barrier, Cottenham Lode is broken again and some of the railings are missing: NM-94440
- Bus Lay by opposite Cost Cutters, faded keep clear road markings: NM94445
- Over grown hedges, Lambs Lane: NM94450 and Pelham Way: NM94451

Village Hall

- **There have been issues with the players tunnel blocked by tables/chairs, therefore preventing safe exit during an emergency. Users have been contacted.**

Recreation ground

- **County Farms has been contacted regarding getting damaged fence on 3rd field repaired.**
- Cllr Richards has been assisting electrician re. repairing floodlights. Cherry picker needed to investigate. Look at possibility of borrowing from Durman Stearn.
- Aquarius finally managed to undertake service work on 23rd July.
- Damage has been sustained to 2 items of the wooden trim trail. Playdale will be undertaking the repairs which will be paid by groundsman insurance. **Have chased for an update re. when the works will be undertaken and have been informed they will be scheduled for w/c 20th July.**
- Work to aerial slide surfacing has been completed.
- Gate (to link with Les King Wood) has been ordered but on collection it was found to be damaged. Replacement will take another 3 weeks.
- Car park will be closed for up to 3 days w/c 27th July and users have been notified. This is to enable sewerage works by Durman Stearn. A pedestrian access will be maintained.

Misc admin

- July Issues log distributed separately.
- Sue Reynolds is contacting parties involved with Tenison Manor adoption to organise meeting. Have contacted Anglian Water regarding letter found by Cllr Morris accepting responsibility for maintenance of the flap valve. Waiting response.
- Three residents have contacted us regarding article in the last Newsletter requesting suitable land for affordable housing. Site visits ongoing. Have contacted SCDC for advice but informed that we need to submit pre-app paperwork.
- Residents have requested a dog bin for Lyles Road (end of private road linking to Lambs Lane) following dog walkers bagging but then throwing the bags in residents hedges. The dog bin on Coolidge Gardens is still missing and SCDC have been contacted accordingly. **Heidi Duffett is inspecting.**

- WI will be planting a Rowan tree as part of the centenary celebrations on 16th September on the Pound. Would like groundsman to attend to assist. **Time 11am. Press will be in attendance and Cllrs have been invited.**
- **WARG field has now been cut and is ready for further site visit. Andrew has advised that we may not need to plough it.**
- **Planning Enforcement are investigating changes made to the Costcutter shop which may contravene planning policies (see Planning Committee minutes from 9th July for background).**
- **Fen Reeves has been cut although some minor additional work may be necessary.**

Correspondence

Facebook

460 likes.

15/189. Management Accounts

The committee reviewed the management accounts to 30th June 2015 to FLAC's satisfaction.

15/190. Bank reconciliation

Cllr Morris, Heydon and RFO completed the bank reconciliation earlier on in the month (to June 30st 2015), the committee accepted the report given by Cllr Morris, Heydon and RFO. Cllr McCarthy will observe the process with a view to taking over at a later date.

15/191. Insurance renewals

Four quotes had been obtained (Aviva, Ecclesiastical, Hiscox, Zurich). Based on the quotations received and subsequent to further validation of the quotation details by Councillors Morris and Mudd, FLAC recommends that Council approves acceptance of the Zurich quotation.

15/192. Technical support

As part of the introduction of better financial reporting, including monthly management accounts and closer tracking of spending on capital projects, we engaged Green & Purple at £250/month to develop the necessary spreadsheets extracting information from our Sage accounting system. This process is now working satisfactorily and our RFO is able to manage the process and make minor adjustments so the level of external support can be reduced. We recommend retaining access to Green & Purple's technical support on an ad-hoc basis, including operation of our PAYE and VAT returns, for a fee of £50/month from October.

15/193. Library summer reading challenge

Dear Parish Councillors

I am writing to let you know that we are just about to begin this year's Summer Reading Challenge in libraries on the theme of Record Breakers. As usual, the children will read 6 books over the summer, talk about their books in libraries, collect stickers along the way and hopefully get lots of enjoyment out of their reading!

The medal presentation for all the children who complete the challenge at Cottenham Library will take place on Thursday 24th September at 3.45pm in the library and I very much hope that a Parish Councillor might be able to come along and help us to present the certificates and medals.

I look forward to hearing from you

Your sincerely

Wendy Law
Area Library Manager
South Cambridgeshire North

15/195. Tenison Manor buffer zone

Cllrs Mudd and Nicholas have met with BC Trust.

The summary of the meeting was as follows:

1. BC Trust to carry out a day's clearance to ascertain how much can be done with a team of 3 persons (£360-450 with no VAT).
2. Once the initial day has been assessed they will clear approximately 2 meters of trees including dead/dying.
3. This work will be done during the autumn/winter when the sap is dropping and birds have finished nesting. The only work that can be executed during the summer would be on dead/dying trees.
4. Bearing in mind that the tree belt is approximately 1,000 meters in length they will be able to assess how long the project will take, based on the initial day's trial. It is planned based on the PC's budget/cash flow and our own programme to make a day visit to the site each month over the winter.

15/196. Public art working party

As part of the Racecourse View development we have been given £27,684.93 from SCDC to spend on public art. Examples of public art are:

Category & Type of work

Permanent

Sculpture
Water features
Kinetic works/ Sonic works
Land art
Memorials, plaques and inscriptions
Text based works - publication or interpretive material
Murals
Art infrastructure - studios, workshops, galleries

Temporary

Exhibitions
Film and video
Web based media
Bursaries
Artists in residence
Text/spoken word
Performance art
Hoardings/posters
Street theatre/festival/carnival
Local training initiatives for art/artists
Temporary work is very appropriate during the development process.
In the case of all temporary work arrangements must be made to create a permanent record that can be lodged with a public archive, e.g. the Cambridgeshire Collection, and is easily accessible.

Interior commissions - (in buildings accessible to the public)

Sculpture
Architectural glass
Textiles
Painting, prints, photography
Floor treatments
Furnishings

Embedded

Boundary treatments
Facades and cladding
Lighting
Skyline features
Landscape schemes and trees
Purpose and artist designed street furniture
Architectural detailing, glass and door furniture

The suggestion is that we set up a working parking to come up with selection criteria and a few candidate ideas. Linking with this possibly:

1. an article, including some ideas, in the next Cottenham Newsletter (deadline end August, distribution end September?) and FaceBook / website
2. promotion in our schools
3. a display at the Feast – October 18
4. CALF to select three ideas – in December? - to test benefit and feasibility
5. Council to decide which to pursue and how

15/199. Street Lighting

Cambridgeshire County Council is planning to change the operational times for street lights owned by the County Council. It is planned that from 1st April 2016 many street lights on residential roads and footpaths, which are not located on main traffic routes, will be switched off between the hours of midnight and 6am.

Locations in Cottenham that will not even have a dimmed light in the following areas:

Broad Lane
Bullfinch Way
Church Close
Coolidge Close
Coolidge Gardens
Corbett Street
Courtyard Way
Cundell Drive
Eastlands Close
Franklin Gardens
Goldfinch Drive
Kestrel Close
Kingfisher Way
Lacks Close
Lee Close
Males Close
Manse Drive
Pelham Close
Pelham Way
Stevens Close
Tenison Manor
The Dunnocks
The Herons
The Linnets
The Rowells
The Wrens
Tower Close
Wilkin Walk
Woodlark Drive

Areas where the majority of lights will be switched off, but will retain a light/s that will only be dimmed.

Location:	Number of lights	Number dimmed
Beach Road	7	4
Brenda Gautry Way	15	1
Brookfields Business Park	3	1
Cossington Close	2	1
Denmark Road	10	2
Dunstal Field	6	1
Ellis Close	5	1
Foundry Close	2	1
Goode Close	2	1
Harlestons Road	9	1
High Street (B1049)	88	42
Histon Road	21	21
Lambs Lane	16	8

Location	Number of lights	Number dimmed
Margett Street	6	1
Oakington Road	8	2
Orchard Close	10	1
Rampton Road	28	10
Rooks Street	15	2
Smithy Fen Engine Drove	3	1
Telegraph Street	8	1
Twentypence Road	12	7
Victory Way	12	1
Worland Way	5	2

Note: Further investigation may well be appropriate as to whether perhaps, the Parish Council might consider contributing to keeping a lamp column illuminated for reasons of safety of free movement by residents. It is worth noting that the following alleyways of Wilkin Walk, Pelham Way, Franklin Gardens and Leopold Walk are designated to have the lights switched off.

Franklin Gardens consists mainly of Sheltered Housing accommodation for the elderly. There will be no lighting in that area whatsoever between the hours of midnight and 6am.

Tony Nicholas

AREA WHERE LAMPS ARE TO BE DIMMED

Location	Lamp Column Number
Beach Road	L1,2 3,7HBD
Brenda Gautry Way	L1HBU
Brookfields Business Park	L1HCN
Cossington Close	L1HBY
Denmark Road	L1,9HDD
Dunstal Field	L1HCV
Ellis Close	L1HCX
Foundry Close	L1HCS
Goode Close	L1HBQ
Harlestone Road	L1HCF
Lambs Lane	L1,2,3,5,7,8,11,14HCO
Lyles Road	L1HCT
Marget Street	L1HCG
Oakington Road	L4,6HDF
Orchard Close	L1HDA
Rampton Road	L10,11,16,17,22,25,28,3,5,9HDE
Rooks Street	L15,8HCL
Smithy Fen Engine Drove	L2HDI
Telegraph Street	L1HDL
Twenty Pence Road	L1,2,3,5,6,8,12HDJ
Victory Way	L1HCK
Worland Way	CC11,12
Histon Road (not included)	21 Lamps that are to be converted by BB to the new standard but will be designated as being dimmed when in operation.
SUMMARY	93 lamps in village to be dimmed and Histon Road addition of 21lamps brings an expected total of some 114 lamps out of 474 lamps in Cottenham. That probably means that some 76% of the village will experience no street lighting after midnight until 06.00hrs.

HIGH STREET (B1049) LIGHTS TO BE DIMMED

Lamp Column Numbers	High Street Location
L10HDC	
L17,18,19,20,21,22HDC	
L1HDC	
L25HDC	
L27,28, 29HDC	
L2HDC	

L35,36,37,38HDC	
L3HDC	
L43,44HDC	
L46HDC	
L4HDC	
L50,52,53 HDC	

L58,59,60HDC	
L69HDC	
L6HDC	
L5HDC	
L76,77,78,79HDC	
L80,81,82,83HDC	
L86HDC	
L88HDC	

L9HDC	
HISTON ROAD	LIGHTS TO BE DIMMED
CC1 to CC21	Note: These lamps are yet to be changed to the new lights.

15/200. Post Office

Over recent years, the Post Office nationally has been seeking ways to reduce costs, especially in its network of sub-Post Offices. A key part of its strategy is to merge the counter operations of smaller sub-Post Offices with thriving retail businesses to ensure their long-term sustainability.

The three possible retail partner operations in Cottenham were evaluated last year but none could be taken forward at that time.

Unless a viable retail operation is willing and able to take on the Post Office services within the next year or so, Cottenham residents will be reduced to reliance on the Histon Post Office supplemented by the services of a mobile Post Office.

The Parish Council became involved earlier this year with the goal of retaining as many of the over-the-counter services as possible within Cottenham. Councillors have facilitated a number of discussions between various parties over recent months. Shaun's News, one of the three retail partners considered last year has now applied to the Post Office. It is the only applicant. If approved, Shaun's News will include a new Post Office Local+, providing most of the services currently offered by the sub-Post Office, and will have longer opening hours.

In the coming months, the Post Office will begin a consultation on the proposed change. If you value continued availability of Post Office Counter services in Cottenham, please support this move.

15/202. Insurance

Duplicated item (no further action needed)

15/203. Caretaker

The complexity and value of the new Sports Pavilion indicates that the support role is more that of caretaker than cleaner. It is now proposed that we recruit a part-time caretaker with the help of the HR Working Party to prepare the necessary person and job specifications and oversee the process over the next three months. Budget provision has been made.